



# Licensing and Operation of University Radio, Television, and Microwave Facilities

<b>Responsible Officer:</b>	<del>AVP Vice President</del> Information Technology Services & UC Chief Information Officer
<b>Responsible Office:</b>	IT- Information Technology Services
<b>Issuance Date:</b>	<del>12/December 19/, 2006</del>
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<b>Scope:</b>	<del>[Scope]</del> This policy applies to all UC campuses and medical centers, the UC Office of the President, UC Agriculture and Natural Resources, UC-managed national laboratories, and all other UC locations (Locations) governed by the Regents of the University of California.

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Commented [RS2]: Adopting standard language

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Commented [RS3]: Changing to my contact information.

## ~~I. POLICY SUMMARY~~

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PAC Review Draft

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**POLICY SUMMARY**

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The University of California operates ~~hundreds of~~ radiofrequency stations licensed by the Federal Communications Commission (FCC) in accordance with FCC rules and regulations. ~~University~~ These operations include educational television and FM radio stations, satellite-delivered television and fixed service stations, fixed microwave stations, wireless microphone systems, and telemetry and paging systems. ~~University~~ Related radio and television station licenses are issued to the Regents of the University of California.

The purpose of this ~~bulletin~~ policy is to ~~provide information regarding~~ set the minimum requirements and procedures for the licensing ~~procedures and operational requirements and operations~~ of radio, television, microwave stations, and other ~~telecommunications~~ FCC licensed systems ~~at the University of California.~~

In addition to compliance with FCC rules and regulations, broadcasting and other telecommunications activities are subject to the allowable use and privacy provisions of the University of California Electronic Communications Policy.

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Field Code Changed

## II. DEFINITIONS

### I. DEFINITIONS

**FCC:** Federal Communications Commission.

**800 MHz** (megahertz): a type of radio frequency spectrum controlled by the FCC.

## III. POLICY TEXT

### II. CAMPUSES SHOULD POLICY TEXT

~~Locations must~~ consult ~~ITS~~ the UC FCC License Coordinator (Coordinator) for response to or handling of any FCC-related information requests, such as communications regarding broadcast irregularities or general licensing questions. ~~Each campus must contact ITS promptly to coordinate a timely response if notices of violation of FCC rules and regulations are received.~~

~~Locations must contact the Coordinator promptly to coordinate a timely response to information requests (e.g., communications regarding broadcast irregularities or licensing questions) or notices of violation of FCC rules and regulations.~~

#### 1. Radio and television stations

~~Campuses are responsible for:~~

- ~~designating~~

~~Locations must:~~

- ~~Designate~~ an individual to be responsible for operations of ~~campus~~ radio and television stations in compliance with FCC rules and regulations.
- ~~ensuring~~ Ensure that all operators are familiar with FCC rules and regulations, retaining on-site copies of current applicable sections of the regulations, and FCC rules and regulations.
- ~~maintaining~~ Maintain a public inspection file for broadcast applications and licenses.

#### 2. Oversight of all other FCC licenses

Each ~~campus is responsible for~~ Location must:

- ~~designating~~ Designate an individual for oversight of all other types of FCC licenses.

**Commented [RS5]:** Applying the new template. This change and the others that follow.

**Commented [RS6]:** State the implied "who."

**Commented [RS7]:** Naming the who as a role. This change and all the "Coordinator" changed to follow.

**Commented [RS8]:** Clarifying the who.

**Commented [RS9]:** Updated language to match current conventions. No requirements added.

The requirement to print copies of now on-line materials.

**Commented [RS10]:** Clarifying the who and matching language.

This change and ones to follow.

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- ~~initiating~~ Initiate new FCC license applications and modifications of licenses and submitting license applications to ~~ITS,~~ the Coordinator.
  - Instructions for applying for or modifying an FCC license to operate a radiofrequency station are available from ~~ITS,~~ the Coordinator.
- ~~maintaining~~ Maintain records of any permits and licenses.
- ~~ensuring~~ Ensure compliance with all permit and license conditions, ~~and,~~ coordinating.
- Coordinate with ~~ITS,~~ the Coordinator regarding the use of shared channels, such as 800 MHz trunked systems, to ensure equitable sharing and equipment compatibility throughout the UC system, ~~and,~~
- ~~disposing~~ Dispose of inactive equipment in conformance with Business and Finance Bulletin ~~BUS-38, "Disposal of Excess Material and Transfer of~~ BUS-38, "Disposal of Excess Material and Transfer of Federally-Funded University-Owned Material."

Field Code Changed

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### III. COMPLIANCE / RESPONSIBILITIES

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The ~~Associate~~ Vice President - Information Technology Services (ITS), Office of the President, is authorized to submit applications for new licenses to the Federal Communications Commission ~~as granted by Presidential Delegation of Authority to Business and Finance and Redlegation of Authority by the Executive Vice President - Business Operations (February 10, 2005).~~

Commented [RS11]: No longer active.

~~ITS~~ The Coordinator coordinates station licensing, renewal, and modification, and ~~also~~ serves as the University liaison with the FCC in matters of compliance with commission regulations. Instructions for applying for or modifying an FCC license to operate a radiofrequency station are available from ~~ITS~~ the Coordinator.

#### ~~IV.~~ PROCEDURES

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## IV. PROCEDURES

### New Applications for Non-Commercial Educational Radio and Television

#### A. *Regental Approval*

Authorization to establish new radio and television broadcast facilities requires approval by The Regents. Such facilities include ~~instructional television fixed stations (ITFS), Educational Broadband Service,~~ microwave stations, and noncommercial educational radio stations.

**Commented [RS12]:** Correct to match current regulation, SMEs reviewed and approved.

Prior to the preparation of an FCC application for a permit, the Chancellor shall submit a Discussion and Information Regents' Item.

#### B. *New Facility Applications*

Applications for a new radio or television facility should include:

- ~~campus~~ **Location** analysis of the departmental request, including station and financial feasibility.
- ~~an~~ **Analysis** of cost and service benefits, ~~and,~~
- Chancellor's plan for an appropriate organizational structure to ensure conformance to FCC rules and University standards.

#### C. *Preparation of a Regent's Item*

Regents' items must be prepared according to established procedures. Contact ~~IT~~ **the Coordinator** for assistance. The Regents' item should include:

- ~~the~~ **Purpose of Station:** Include geographical area of coverage in statement of purpose.
- ~~the~~ **Program Outline:** Programming shall reflect FCC rules and regulations for non-commercial educational radio and television stations, and University standards of quality.
- ~~the~~ **Estimated Cost and Source of Funds:** State capital and operating costs by fiscal year and identification of their source.
- **Schedule for Completion**
  - ~~the~~ **Plan for Administrative Responsibility:** Campus broadcast stations shall operate under the administrative control of the Chancellor.

## v. RELATED INFORMATION

- [Electronic Communications Policy](#)
- [Electronic Communications Policy Implementation](#)
- [Guidelines FCC Licensed Operations of Radiofrequency Stations](#)

## vi. FREQUENTLY ASKED QUESTIONS

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## **VII. REVISION HISTORY**

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## **V. THIS RELATED INFORMATION**

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- [Electronic Communications Policy](#)

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## **VI. FREQUENTLY ASKED QUESTIONS**

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1. **Where can the Location's responsible role get instructions for applying for or modifying an FCC license to operate a radiofrequency station?**

Instructions for applying for or modifying an FCC license to operate a radiofrequency station are available from the Coordinator:

e-mail address: [uc\\_fcc\\_licenses@ucop.edu](mailto:uc_fcc_licenses@ucop.edu)

**Commented [RS13]:** Added FAQ. This e-mail address is now available.

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## **VII. REVISION HISTORY**

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**MMMM, DD, 2022:** Completed a technical review. No requirements were added. The requirement to print a copy of the FCC regulation was deleted – it is online and readily available at <https://www.ecfr.gov/>. The newest policy template was adopted. Terms, role names and organization names were updated to reflect current conventions. Added the functional e-mail address for the Coordinator: [uc\\_fcc\\_licenses@ucop.edu](mailto:uc_fcc_licenses@ucop.edu).

**Commented [RS14]:** Updated for this version.

**April 20, 2012:** The policy was reformatted to meet Web Content Accessibility Guidelines (WCAG) 2.0. The policy was reformatted into the standard University of California policy template ~~effective April 20, 2012~~.

~~Last revised~~ **December 19, 2006:** Policy revision.

**January 1, 1977:** Policy issued.

**Commented [RS15]:** Edited to match current convention.