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

I. POLICY SUMMARY

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POLICY SUMMARY

The University of California operates hundreds of radiofrequency stations licensed by the Federal Communications Commission (FCC) in accordance with FCC rules and regulations. 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. Radio and television station licenses are issued to the Regents of the University of California.

The purpose of this policy is to provide information regarding 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.
II. 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 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 promptly contact the Coordinator 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:

- Designate an individual to be responsible for operations of campus radio and television stations in compliance with FCC rules and regulations.
- 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.
- Maintain a public inspection file for broadcast applications and licenses.

2. Oversight of all other FCC licenses

Each campus must designate an individual for oversight of all other types of FCC licenses.
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I. III. COMPLIANCE / RESPONSIBILITIES

- **Initiating** 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** records of any permits and licenses.

- **Ensuring** compliance with all permit and license conditions.

- **Coordinating** 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.


Field Code Changed
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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 Redelegation of Authority by the Executive Vice President - Business Operations (February 10, 2005).

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

Commented [RS11]: No longer active.
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, Educational Broadband Service, microwave stations, and noncommercial educational radio stations.

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:
- **Location** analysis of the departmental request, including station and financial feasibility.
- **An** analysis of cost and service benefits.
- 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 the Coordinator for assistance. The Regents’ item should include:
- **Purpose of Station**: Include geographical area of coverage in statement of purpose.
- **Program Outline**: Programming shall reflect FCC rules and regulations for non-commercial educational radio and television stations, and University standards of quality.
- **Estimated Cost and Source of Funds**: State capital and operating costs by fiscal year and identification of their source.
- **Schedule for Completion**
  - **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
VII. REVISION HISTORY

V. RELATED INFORMATION

- Electronic Communications Policy

VI. FREQUENTLY ASKED QUESTIONS

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

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

VII. REVISION HISTORY

MMMMM, 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.

    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.

    Commented [RS15]: Edited to match current convention.

Last revised December 19, 2006: Policy revision.