

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Information Technology

NUMBER: 07.A.05

AREA: Computing Services

SUBJECT: Federal Communications Commission

1. PURPOSE

This document establishes certain guidelines for the proper licensing, installation and operation of Video/Aural Broadcast Systems, Video/Aural/Data Communications Systems, Video/Aural/Data Satellite Systems and Video/Aural/Networking Systems as required by the rules and regulations of the Federal Communications Commission (FCC) and the Federal Aviation Administration (FAA).

2. SYSTEM COMMUNICATION ENGINEER

2.1. The System Communication Engineer shall be responsible for the following:

- a. Maintaining a FCC file consisting of current copies of all FCC/FAA licenses and applications, FCC/FAA rules and regulations, proposed FCC/FAA rule makings, special temporary operating authorities, and correspondence relating to FCC/FAA matters.
- b. Evaluating proposed communication systems as to frequency allocations, interference and compliance with the rules and regulations of the FCC/FAA.
- c. Preparing FCC license applications and FAA applications. Coordinating the filing of these applications with the Office of Administration and Finance and the Office of General Counsel.
- d. Advising all operators of licensed communications systems of any rule changes, bulletins and other types of pertinent information issued by the FCC/FAA.

3. POLICY

- 3.1. A major responsibility of the System, as licensee of a communication system, is that the subject system be licensed, installed, and operated in accordance with the rules and regulations of the FCC/FAA. Each component university, KUHT and KUHF are responsible for the installation, operation, and security of the equipment. In order to meet this objective, the following guidelines have been established:
- a. Existing systems should be evaluated by the responsible individual to assure their conformance with the rules and regulations of the FCC/FAA and if necessary, modified as required to bring into compliance.
 - b. All requirements for licensing, licensing modification, license renewal and license cancellation are to be technically evaluated by the System Communication Engineer.
 - c. The original copies of all licenses, permits and special temporary authorities issued by the FCC/FAA are to be posted in a conspicuous location in the immediate area of the subject equipment. Copies of these licenses are to be forwarded to both the Office of General Counsel and the System Communication Engineer for filing in the FCC/FAA license file.
 - d. The original copies of all permits, determinations and authorizations issued by the FCC/FAA and the Occupational Safety and Health Administration) pertaining to a licensed communication system is to be posted with its counterpart FCC Instrument of Authorization. Copies of these permits, determinations and authorizations are to be forwarded to both the Office of the General Counsel and the System Communication Engineer for filing in the FCC/FAA license file.
- 3.2. The operation of a temporary communication system (e.g., microwave, satellite up/down linking) is to be reviewed and evaluated by the System Communication Engineer for frequency allocations and potential interference to other services and operations of the System as often as necessary for compliance with the rules and regulations of the FCC/FAA.
- 3.3. Copies of all Notices of Violation and any other correspondence received from the FCC/FAA pertaining to the operation of communication equipment are to be forwarded to the System Communication Engineer for filing in FCC/FAA file and proper disposition.

4. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Computing and
Telecommunications Services

Review: Every three years, on or before March 1

5. APPROVAL

Approved: Arthur K. Smith
Chancellor

Date: April 12, 2002

6. INDEXING TERMS

Federal Communications Commission
Licenses