



## Office of Statewide Radio Communications

### Process for Approving Excess ARMER Capacity Use Requests 2017

Step 1: The requesting entity submits a written request to the Department of Transportation, Office of Statewide Radio Communications (OSRC). The request shall include the following information:

1. For towers/shelters and ground space around towers: Entity's shall submit a User Request Form ([URF](#)). A URF can be obtained from the OSRC website ([www.dot.state.mn.us/oec/](http://www.dot.state.mn.us/oec/)) or by contacting the OSRC office.
2. All other requests will be submitted in writing to OSRC and include the following:
  - 2.1 Requesting entity's name and contact information.
  - 2.2. A specific description of the resources being requested.
  - 2.3. A specific description of the requesting entities intended use of the resource, including details of the system or network the excess capacity will support.
  - 2.4. How long the excess capacity will be needed to support the requesting entity's intended use.
  - 2.5. Acknowledgment of the requirements of this standard.

Step 2: Upon receiving a request for use of excess capacity, the OSRC will take the following actions:

1. Confirm receipt of the excess capacity request and begin processing the request within 30 days.
2. Issue requests for clarification and additional information.
3. Determine if the request conforms to this standard.
4. Determine whether there is any excess capacity that might be available to address the requesting entity's needs.
5. Evaluate the future need for capacity by ARMER system users and estimate if or when the excess capacity might be needed.
6. If space is not available, or if the request does not conform to this standard, Mn/DOT will inform the requesting entity in writing that their request is denied.

Step 3: If excess capacity is available and the request conforms to this standard, OSRC may require the requesting entity to perform various engineering studies to verify that the request will not interfere with or exceed the capacity of any ARMER system component. The requesting agency is responsible for the cost of any requested studies. Such studies may include:

- Intermodulation study

For applicants requesting tower space, the applicant will submit a list of all frequencies to be used at the site or sites along with the URF noted in Step 1. OSRC will conduct the intermodulation study to consider the potential for interference between existing and planned frequencies for the site against the frequencies proposed to be used at the site by the requesting entity.

- Load study

Towers: If required, the requesting entity must submit a structural analysis of the Mn/DOT tower. The analysis must be completed and certified by a licensed engineering firm qualified to do structural analysis in the state of Minnesota. This report must be in a format that is easily read and interpreted by engineering staff.

Microwave/Trunked Channels/Fiber: The requesting entity must submit a written explanation of its anticipated loading. OSRC may request additional information to be provided to support the request.

- Other engineering studies deemed necessary by OEC to properly evaluate the request for use of excess capacity.

While any such requested study or information is pending, the request shall be placed on hold and if the requested information is not provided within 90 days of the request for additional information the request shall be deemed withdrawn. If the studies do not support the requested use, OSRC will inform the requesting entity in writing that the request is denied.

Step 6: OSRC shall approve the requested use of excess capacity if:

1. Excess capacity exists (as supported by the requested studies) to address the requested use.
2. OSRC determines that the requested use of excess capacity will not interfere with any present or anticipated primary use, and

OSRC will deny any requested use of excess capacity that clearly interferes with any primary use or where there is no excess capacity available to address the request.

Step 7: First Priority User: If the requesting entity is a First Priority user, OSRC will commence a contract in the form of a Lease agreement.

Second Priority User: If the requesting entity is a Second Priority user requesting tower excess capacity, then the process will continue with Step 8.

Step 8: Second Priority User: When OSRC is satisfied that all the conditions have been satisfied and the request can be approved, OSRC will draft the Lease Agreement and send them to the requesting entity for review. Lease Agreement terms will include:

1. Lease term for up to a five (5) year period, with the option to renew for three (3) additional five (5) year periods.
2. Fees will be charged in accordance with OSRC's fee structure.

If services or capacity is not covered by the fee, OSRC may charge a one-time fee to cover expenses. The fee charged may not exceed the cost of providing the service or capacity.

Step 9: The requesting entity may, within limits, negotiate certain terms of the agreement with OSRC. If acceptable to OSRC, revisions will be made to the Lease Agreement. If the requesting entity does not respond to a request for processing a Lease Agreement within 90 days of the request, the entity's request for use of excess capacity shall be considered withdrawn.

Step 10: When the terms of the Lease Agreement are completed, OSRC will execute the documents as prescribed by policy/law.