

Statewide Radio Network (PA-STARNet)

Request for Access

The Commonwealth of Pennsylvania operates a statewide digital voice and data communication system known as the Pennsylvania Statewide Radio Network (PA-STARNet) for use by agencies of commonwealth government and for public safety use at the state, county, and local levels. The system comprises a network of antenna sites connected by microwave relays and high-speed landlines. Applications include both push-to-talk voice communication and data communication. In some cases the commonwealth offers access to PA-STARNet or its physical assets to other parties, subject to applicable legislation and policy. This document outlines the process for application to gain access to PA-STARNet, its physical assets, or both.

1. Requirements Identification

- 1.1. The requesting organization ("Requestor") shall submit a brief *Statement of Needs* identifying the organization's primary role (government, public utility, or commercial), point of contact, and access requirement (tower, radio system, or both), with proposed consideration for use of the commonwealth's assets, to:

Office of Public Safety Radio Services
ATTN: Customer Support
2605 Interstate Drive, Suite 140
Harrisburg, PA 17110

- 1.2. After evaluating the *Statement of Needs*, the Office of Public Safety Radio Services ("OPRS") forwards a package of forms to complete, identifying the basic technical elements of the request and initiating a *Master License Agreement* between the two parties.

Please note that at this time, the commonwealth is not accepting applications from commercial entities.

2. Legal Documentation Requirements

- 2.1. The Requestor shall execute a *Master License Agreement* with the commonwealth's Office of Administration.
- 2.2. The Requestor shall complete a *Site Use or System Interface Appendix* presenting the technical details of the proposed use. Typical requests include use of a tower site's physical infrastructure or a gateway interface with PA-STARNet. The *Appendix* specifies the space and facilities requested (for example, shelter rack space) in a categorized format, with the technical details describing proposed equipment, facilities, and use (for example, antenna type and desired elevation, radio equipment type, frequencies, and Effective Radiating Power (ERP)).
- 2.3. The Requestor shall initiate a *Site Use Agreement* directly with the Site Landowner, when required, as well as agreements with any other landowners for rights-of-way needed to use site access roads, utility rights-of-way, and so on. It is solely the responsibility of the Requestor to identify landowners who may have the legal right to deny access to or use of site assets required for the proposed use of PA-STARNet.

3. Engineering

Once the Requestor has completed the documentation described in Paragraph 2.2, the Requestor shall supply the engineering documentation described in the following paragraphs, as applicable.

Agencies and county or local governments can procure services and products from PA-STARNet's vendors using State Contract 4400003048 (Legacy Number 5820-06). This contract is available online using the Department of General Services [eMarketplace Web site](#), using the *Search Contracts* page and entering the contract number as the search argument.

OPRS provides information about this State Contract only for the Requestor's convenience. No endorsement of the services or products offered, or statement that they are required for use with PA-STARNet, is intended or implied. The Requestor is solely responsible for any decision to procure these services or products through this contract.

3.1. *Tower Analysis*

The Requestor shall submit a complete tower analysis, using the process specified in the following paragraphs.

- 3.1.1. The analysis begins with a tower inventory to confirm current tower loading.
- 3.1.2. Upon receiving the tower inventory, the commonwealth, at its discretion, provides tower design documentation and drawings. The Requestor should note that OPRS depends on the commonwealth's vendors for delivery of site and system documentation. OPRS's ability or inability to provide specific documentation does not affect the Requestor's responsibility to carry out a thorough and complete tower inventory and analysis and to comply with all other engineering requirements specified in this document.
- 3.1.3. The Requestor shall submit this data, along with data describing its proposed antennas, cabling, waveguide, and all other tower-mounted equipment, for analysis by a professional engineering firm licensed in Pennsylvania to provide these services.
- 3.1.4. The Requestor shall submit three copies of the resulting analysis to the following address:

Office of Public Safety Radio Services
ATTN: Systems Management
2605 Interstate Drive, Suite 140
Harrisburg, PA 17110

3.2. *Electronics Documentation*

- 3.2.1. Requests for access to a commonwealth tower site shall include copies of intermodulation and calculated Radio Frequency (RF) emission studies to reduce the possibility of interference among co-located systems.
- 3.2.2. The Requestor shall also include Operational Block Diagrams of the proposed co-located system, Original Equipment Manufacturer (OEM) equipment data, and antenna cut sheets for all equipment to be installed on-site to interface with or to be colocated with PA-STARNet.

3.3. *Design Documentation*

- 3.3.1. When requesting access to a tower site's infrastructure, the Requestor shall provide an amended set of site, shelter, and tower As-Built drawings in Autodesk, Inc. AutoCAD® format (2000 or greater). The *Site Use Appendix* (described in Paragraph 2.2 above) specifies the required drawings by number.
- 3.3.2. OPRS provides an electronic copy of the site As-Built package to be modified based on proposed changes or additions to the site.

4. **Regulatory**

- 4.1. The Requestor shall provide copies of all applicable Federal Communications Commission (FCC) licenses.
- 4.2. The Requestor shall provide copies of all applicable permits, licenses, and other legal documentation to show compliance with permitting, zoning, and all other applicable federal, state, and local ordinances, standards, and requirements. All permitting and zoning activities (such as application, public meetings and hearings, and payment of fees) are the sole responsibility of the Requestor.

5. **Deployment**

After completing all the steps listed above, the Requestor shall carry out the steps specified in the following paragraphs.

- 5.1. The Requestor shall coordinate all site-related construction and deployment activities with OPRS.
- 5.2. The Requestor shall coordinate with the landowner's local office for any contractor access to a site using vehicles requiring a Commercial Driver's License (CDL).
- 5.3. If deployment requires site construction activities (for example, addition of an equipment shelter or tower modification work), a pre-construction meeting shall occur with the landowner and a representative of OPRS at least five business days before construction begins. Typically, this meeting occurs on-site or in the landowner's local or regional office.
- 5.4. The Requestor shall ensure that installation work, including work on shelters or equipment cabinets, antenna work, and so on, complies with all applicable state and industry installation standards. If OPRS judges that any work performed fails to meet these quality standards, the commonwealth reserves the right to require modifications to achieve compliance.
- 5.5. When installation is complete, a representative of the Requestor and the Requestor's contractors shall be present for an on-site inspection of the installation work before any equipment or systems are activated. The Requestor shall coordinate the date for this inspection with all parties at least five business days before it is to occur.

6. **Operations**

The Requestor shall observe the requirements specified in the following paragraphs.

- 6.1. Before entering any commonwealth tower site, and also immediately upon departing, the Requestor shall notify the OPRS Network Operations Center ("NOC"):

Office of Public Safety Radio Services
Network Operations Center
Phone: (717) 346-0354 or Toll-Free, (877) 838-8999

- 6.2. The Requestor shall submit a roster of contractor personnel requiring ongoing access to sites to maintain the Requestor's equipment, updating this roster promptly in case of any change.
- 6.3. The Requestor shall secure a set of the keys required for site access roads, site compounds, and shelters, following all applicable logging and signout procedures. Unauthorized duplication of commonwealth keys or admittance of unauthorized personnel to the site are prohibited, and can result in loss of site access rights or system use.