



State of New York
County of Broome Government Offices

Broome County Office of Emergency Services
Jason T. Garnar, Executive - Patrick Dewing, Director

REQUEST FOR AUTHORIZATION

BDA/DAS Installation for In-Building Public Safety Radio System (BCICS) Coverage

Section 1: Requesting Party Information

I hereby request authorization to install a BDA/DAS for in-building public safety radio system (BCICS) coverage, according to the specifications below:

Requestor Name: _____ Requestor Email: _____

Phone Number: _____ Submittal Date: _____

Section 2: Information to be provided by building owner of designee

1. Building Owner Name: _____

2. Building Owner Telephone: _____

3. Name of Building: _____

4. Building Address: _____

5. Building Contact Name: _____

6. Contact Telephone: _____ 7. Contact Email: _____

8. Emergency Contact Name (24hr) _____

9. Emergency Contact Number (24hr) _____

Section 3: Information to be provided by installer or manufacturer:

10. Location within Building (Floor and Room): _____

11. Designed By: _____ 12. Mfgr/model: _____

13. Installed By: _____ PE or GROL#: _____

14. Tested By: _____ PE or GROL#: _____

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Section 3 (Continued)

15. Antenna Type (Panel, Yagi, Omni, etc): _____
16. Antenna Gain (dBm): _____ 17. ERP to Donor Site (dBm): _____
18. Antenna Coordinates (NAD83): _____
19. Antenna Height Above Ground (feet): _____
20. Antenna Height Above Mean Sea Level (AMSL): _____
21. Broadband or Channelized (FCC Class A or Class B): _____
(If Class B, Proof of FCC Registration must be provided)
22. Projected Donor Site: _____
23. Projected Signal Level at Donor Site (-dBm): _____
24. Calculated Free Space Loss to Donor Site (-dBm): _____
25. Antenna Azimuth {Degrees True}: _____
26. System Serial Number(s): _____
27. Date Commissioned: _____

Request for Authorization Process

Once the BDA/DAS Installation for In-Building Public Safety Radio System (BCICS) Coverage Request for Authorization form is complete it should be submitted to the Office of Emergency Services, Public Safety Systems Division at

OES-PublicSafetyRadioContact@broomecountyny.gov

or, by mail/carrier to:

Broome County Office of Emergency Services
Attention: Public Safety Systems Division
153 Lt. VanWinkle Dr
Binghamton NY 13905

PRIOR TO COMMISSIONING THE SYSTEM the Applicant MUST receive a completed BDA/DAS System Authorization letter. This letter must be kept with the BDA/DAS at the enclosure and on file with the building owner. The BDA/DAS System Authorization letter shall be valid for a period of one year and can be renewed upon submission of the Annual Inspection and Test report.

Federal Communications Commission (FCC) Requirements:

Beyond the provisions set forth by the Office of Emergency Services, the Federal Communications Commission (FCC) imposes additional rules and regulations on the installation of any BDA/DAS. All BDA/DAS designers and installers should be familiar with the provisions of FCC Title 47, Part 90, Section §90.219 (Use of Signal Boosters). All BDA/DAS systems that are to operate on the BCICS shall use only boosters (also known as BDAs) that are type-certified by the FCC.

Per §90.219, the FCC requires that specific documentation be issued to a BDA/DAS operator that allows the BDA/DAS system to operate on licensed radio frequencies. In addition, the FCC requires that all Class B BDA/DAS systems be registered in the FCC Signal Booster Database, which can be accessed online at: www.fcc.gov/signal-boosters/registration The BDA/DAS installer is responsible for entering any Class B BDA/DAS installed in the County of Onondaga into the FCC Signal Booster Database. An FCC Registration Number (FRN) is required to enter boosters into the database. If the installer does not already have an FRN, one can be obtained from the FCC CORES system online at: <https://apps.fcc.gov/coresWeb/publicHome.do> Once the Class B BDA/DAS has been registered in the database, a Booster ID will be issued by the FCC to the applicant. A copy of the Class B booster registration, including the Booster ID, shall be forwarded to the Public Safety Systems Division. There is no FCC requirement for registration of Class A boosters.

Annual Testing Requirements

Any building owner that has installed a BDA/DAS for In-Building Public Safety Radio System (BCICS) Coverage is required to have that system tested on an annual basis. All active BDA/DAS system components, including, but not limited to, amplifiers, antennas, power supplies and backup batteries shall be tested annually. Amplifiers shall be tested and monitored to ensure the gain has not degraded from the installed value. Backup batteries and power supplies shall be tested under load for a period of at least four hours to verify that they will properly operate during an actual power outage. Annual tests shall include signal strength testing and be conducted in all common areas, garages, stairwells, elevators and corridors. All signal measurements will be conducted using an approved professional-grade spectrum analyzer that has been calibrated within 12 months of the date of the study. Results of the annual inspection and test shall be submitted to the Office of Emergency Services, Public Safety System Division to receive a new letter of Authorization. A new letter of Authorization to retransmit on the BCICS Public Safety Radio Frequencies should be requested by the inspector at the time of the annual inspection. The new letter of Authorization will then be sent to the inspector and should be posted at the location of the BDA/DAS system enclosure. A copy of the most recent spectrum analyzer calibration certificate shall be included with the annual testing report.