

RADIO SERVICES
FCC RULES GOVERNING RADIO STATION OPERATION

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NOTICE

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- Delete certain BSP references
- Clarify the ordering procedure for FCC documents
- Expand instructions regarding the preparation of station records.

Note: Marginal arrows used to denote changes are omitted.

1.03 Anyone operating or concerned with a radio station must be familiar with and comply with current FCC Rules pertaining to the service involved. He/she must also be familiar with the applicable administrative Bell System Practice (BSP) that relates to compliance with the FCC rules.

1.04 Stations owned by Pacific Company and Nevada Bell are licensed to "The Pacific Telephone and Telegraph Company" or the "Bell Telephone Company of Nevada," respectively. American Company owned stations, maintained by Pacific Company and Nevada Bell are licensed to "American Telephone and Telegraph Company." The FCC considers the licensee solely responsible for the operation of its stations. Specific instructions given to us by the American Company for their stations should be followed.

1.05 For the purpose of this section the terms "operations," "operating forces," or "operating personnel" are used to identify those who are directly concerned with the maintenance, administration or operation of radio equipment.

2. FCC ORGANIZATION AND PURPOSE

2.01 The FCC is an agency of the Federal Government, created by the Congress of the United States under the Communications Act of 1934, as amended. Copies of the Act are available in booklet form from the Government Printing Office.

2.02 The Commission consists of seven members appointed by the President of the United States. The staff organization is divided into several units, each governing a specific aspect of the communications field. The FCC is empowered to regulate the construction, operation, and administration of radio systems.

2.03 FCC Headquarters is located in Washington, DC. The FCC also maintains district field offices and monitoring stations in various parts of the United States.

2.04 Commission organization is described in Volume 1, Part 0 of the FCC Rules.

3. FCC RULES AND REGULATIONS

3.01 The Rules and Regulations (FCC Rules) are printed by the Government Printing Office. They are comprised of 38 parts, grouped in ten volumes.

3.02 Rules which concern operating radio stations are contained in seven volumes. Certain volumes which concern stations operated by this Company must be maintained at radio or administrative locations where they will be readily available for reference by operating personnel. (See Table C for volumes and parts to be maintained.)

4. COMPLIANCE WITH FCC RULES

4.01 The necessity for full and complete compliance with the FCC Rules governing radio station installation, operation, and maintenance must be understood. *Strict adherence to all terms of radio station authorization is mandatory.*

4.02 Each supervisor in charge of a radio station, control point, alarm center, maintenance or record center is responsible to ensure that operations, logs, and records comply with the applicable FCC Rules as well as with the BSP. To ensure full compliance, the supervisor must review all changes upon receipt and each applicable section at least once every year. Supervisors must also ensure that personnel working with radio are competent and that they fully comply with the FCC Rules. Supervisors must be aware of and control any station activities pertaining to the FCC.

4.03 Any individual working with radio has a personal responsibility to be familiar with and comply with the FCC Rules.

4.04 Operation of a radio station in violation of the FCC Rules may result in action against the Company and/or the responsible radio operator (whether licensed or not). The Communications Act

provides penalties such as: fines, suspension or revocation of station or operator license, and, in extreme cases, imprisonment.

5. COMPANY ORGANIZATION FOR COMPLIANCE

5.01 Although field forces have final responsibility for operating radio stations in compliance with the FCC Rules, assistance and direction must be readily available to aid these forces in determining the factors involved in proper administration of the applicable Rules.

5.02 To accomplish this compliance task, an FCC Compliance Specialist/Coordinator has been designated in Headquarters in San Francisco and in each of the Network Services Departments in Pacific Company and in the Engineering Department of Nevada Bell. Direct contact may be made with these personnel to quickly disseminate information or resolve situations which relate to rule interpretation or compliance matters. Any time a question exists, it should be referred to the FCC Compliance Specialist for answer, rather than left to local assumption.

5.03 Each of the Network Services Departments and the Field Department in Nevada Bell will appoint one or more FCC Compliance Specialists, as appropriate. In California the functions of the Compliance Specialist have been assigned to the Radio and Broadband Engineering District for the North, and Compliance Coordinator or Specialist for the Broadband Transmission Engineering District for the South. In Nevada a field representative from the Toll Service Supervisor's Office has been designated to act as field FCC Compliance Coordinator. The Compliance coordinator and/or specialist shall establish an efficient means of assisting and directing the field forces in FCC compliance matters.

5.04 Operations supervisors with problems or questions which concern the FCC aspects of radio should consult the BSPs or FCC Rules covering a particular subject. The FCC Compliance Specialist must be consulted if special interpretation of the rules is required or emergency matters arise. Unless specifically directed otherwise, *do not* call the FCC. (See Part 14.)

5.05 The FCC Compliance Coordinator's duties include:

- Handling and processing FCC documents
- Distributing documents to field locations
- Ordering FCC Rules and arranging for distribution to field locations
- Promptly assisting Operations forces in FCC matters or obtaining correct operating instructions.

5.06 To ensure proper compliance, a yearly inspection of all radio station installations, logs, and records should be made. Prompt corrective action should be taken to prevent recurrence of any irregularities disclosed by such inspections.

5.07 At each radio control point, alarm and maintenance center, the name and telephone number of the FCC Compliance Specialist and the Compliance Coordinator must be readily available. This should also include the Headquarters FCC Group.

6. ESTABLISHMENT OF RADIO STATIONS, CONSTRUCTION AUTHORIZATIONS AND CHANGES TO STATIONS

6.01 The FCC has rules governing the construction, modification, and operation of each type of radio station. No construction may be done on any station unless properly authorized by the FCC.

6.02 Except for routine maintenance, no changes, however minor, may be made to any radio station equipment unless specifically authorized by the FCC Compliance Specialist. This includes transmitters, control terminals, antennas, and facilities associated with receivers or transmitters. (Direct substitution of like parts does not constitute a change for the purpose of this section.)

6.03 When authorized by the FCC, a radio station may be provided for temporary service. Certain types of temporary services may be established under the authority of radio station licenses currently held by Pacific Company and Nevada Bell. (See Section 400-100-901PT.) These include emergency restoration, TV pickup, telephone

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maintenance, testing, and various other services. The FCC requires notification on some of these services prior to installation or operation under existing licenses, while other licenses provide for operation without prior notification. FCC notification concerning operation of temporary radio services shall be:

- (a) Complete, accurate, and in accordance with the FCC Rules.
- (b) Prepared by a supervisor familiar with the FCC Rules and Section 400-100-901PT. (The FCC considers improperly prepared notices an adverse reflection on the qualifications of the Company and the ability of its personnel to operate radio stations.)

6.04 The planning and engineering of a new station or a modification of an existing one must be complete before a written application is made to the FCC for authorization. Upon completion of engineering, the appropriate Network Services Department or Engineering Department (Nevada) prepares an application for the FCC authorization. Applications are sent to the Headquarters FCC Group in San Francisco for final approval, signature, and forwarding to the FCC in Washington. American Telephone Company (Western Area stations) applications are prepared in Bedminster, NJ by the Long Lines Engineering Department.

6.05 When granted, required construction authority may be issued in one of these forms:

- Construction Permit
- Construction Permit and License
- Modification Construction Permit
- Letter or Telegram of Authorization

6.06 Special conditions or requirements may be included in the terms of an authorization. For example:

- Requirement for antenna structure painting or lighting
- Reduced transmitter power

- Direction of major lobe of radiation from a transmitting antenna
- Waiver of certain FCC Rules.

6.07 Modification or construction of a station which requires FCC construction may not commence until the authority is granted by the FCC. This applies to TELCo employees, Western Electric (WE) forces, or outside contractors. The station supervisor is responsible to see that no work starts prior to confirmation that authority has been granted. In most cases the construction permit is required to be posted at the station.

6.08 Operating forces have the responsibility to see that all radio equipment is correctly installed or modified, properly tested, and meets all FCC requirements before being placed on the air to radiate signals or provide service. They must check details of the station equipment and its records against the FCC applications and authorizations before starting tests. Log records must be made of all tests or measurements of transmitters that are to radiate on the air.

6.09 Do not allow a transmitter to radiate energy until proper FCC authority is obtained and all appropriate rules and regulations have been met. Service must not be placed on radio facilities until specifically authorized by the FCC Compliance Specialist.

6.10 The FCC Compliance Specialist will inform the Compliance Coordinator of special procedures to be followed in construction, modification, or turnup of a radio station.

7. EQUIPMENT AND SERVICE TESTS

7.01 Stations rendering common carrier services may be subject to a period of equipment and service tests after completion of construction or modification before the FCC issues a license to operate. Point-to-point microwave, general service mobile, local television transmission, and rural radio stations may be affected by this requirement.

7.02 *Equipment tests* are tests that require actual radiation from a station under construction or modification. They are necessary to ensure that the equipment is ready for licensing in all respects. No service to the public may be furnished during equipment tests. (See 7.07.)

7.03 *Service tests* are those tests which may be made on a radio station or radio system after the completion of equipment tests and after a license application has been filed with the FCC. Service tests normally include the overall system tests. (See 6.10.)

7.04 Equipment test notices are no longer required. However, Service Test Notice to the FCC must be made in writing prior to the scheduled date for service tests.

7.05 Notices to the FCC are prepared by the FCC Compliance Specialist. These notices give the date, time, duration, and other details for the station concerned. The FCC Compliance Specialist forwards notices to the FCC and copies to the Compliance Coordinator. (See Parts 5 and 15.)

7.06 The FCC Compliance Coordinator will inform Operations of special procedures that relate to equipment and service tests.

7.07 Equipment tests may be conducted during the term of the construction permit for a period specified in the applicable FCC Rules. A 10-day test period is normally permitted, except for point-to-point microwave stations which may be tested until the expiration date of the permit. These tests may be conducted only after the FCC Compliance Specialist has notified the FCC and informed the Compliance Coordinator of the details. To allow Operations to begin equipment tests as soon as the equipment is in condition to do so, the supervisor in charge of a station shall advise the Compliance Coordinator at least 10 days prior to the anticipated completion of construction or modification. This allows time for the FCC Compliance Specialist to make the required preturnup inspection. At point-to-point stations only, after all equipment tests required to show that the station is ready for licensing have been completed, the station may continue to radiate without a licensed operator in attendance. All remote alarm systems and functions must be in operation where stations are left unattended under the circumstances outlined above.

7.08 Equipment must be attended during an actual test, but under certain circumstances after tests show the station is operating properly and the alarm system is adequate and working, the station may continue to radiate under "equipment test" status.

7.09 Technical operating logs shall be prepared prior to making equipment tests and an entry made when a transmitter is first energized to radiate signals. The log may have been started prior to this time because of tower lighting, etc.

7.10 Service tests may begin after the completion of the equipment tests and after field forces have received notice that an application for a license and service test notice has been sent to the FCC. These tests must be conducted in exact accordance with the technical terms of the station construction permit and the FCC Rules. The personnel responsible for operation at the station should receive a copy of the service test notice or an official message showing the exact mailing date of the application which has been filed.

7.11 FCC Rules and Regulations reference:

- 81.61 Maritime
- 21.212 Microwave and Local Television Transmission
- 22.212 Domestic Public Land and Rural Radio

8. RADIO STATION AUTHORIZATION

8.01 Radio station authorizations, which allow a radio station to operate and render service, are issued in a number of forms:

- Radio Station License
- Modified Radio Station License
- Modification of Authorization
- Combined Radio Station Construction Permit and License
- Renewal Certificate for Radio Station License (and expired license)
- Letter or Telegram of Authorization

Note: An authorization is issued instead of a radio station license for telephone maintenance radio service and other private radio service stations.

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8.02 A renewal certificate alone does not constitute station authorization; the certificate and the authorizations that the certificate renews are the station authorization. All must be *posted*. (See 11.01.)

8.03 New common carrier and modified licenses are on a new computer generated form.

8.04 As provided for in the FCC Rules, licenses or modified licenses for permanent radio stations operating under Parts 21 and 22 of the Rules are issued after a station is completed or modified according to the terms of previously issued authorizations to construct. As noted in Part 7, equipment and service test periods may be required following construction of modification and before a license is issued.

8.05 The construction of antenna structures may require notification to the Federal Aviation Administration and National Ocean Survey (NOAA Form 76-10).

8.06 Licenses may incorporate special terms or conditions for station operation. For example:

- Antenna structure painting and lighting for aircraft warning
- Reduced transmitter power
- Directional antenna
- Restricted or limited hours of operation
- Special authority to communicate with certain other stations
- Waiver of certain FCC Rules

8.07 Radio stations may not be placed on the air to radiate energy or to render service unless properly authorized or licensed.

8.08 The FCC Compliance Specialist will inform the Compliance Coordinator of special or unusual procedures to be followed prior to the granting of radio station licenses.

8.09 A radio station license is issued for the specified period shown on the license. Prior to expiration of these licenses, Headquarters in San

Francisco processes and submits, to the FCC, renewal applications prepared by the field (includes Nevada). When a timely application for renewal of license is made, the radio station will normally be permitted to continue operation after the expiration of the license until the FCC acts on the renewal application. Under such conditions, written evidence of the filing of an application for renewal must be posted, unless the requirement has been waived by the FCC in a specific instance.

8.10 After approval of application for license renewal by the FCC, certificates are issued to renew the current license or a new license is issued.

Renewal of Radio Station Licenses and Other Station Documents (Interim)

8.11 When a station document (such as the station license) is about to expire, the following procedures should be performed by the station operating personnel 60 days in advance of the expiration date:

- (a) Contact the supervisor of the station.
- (b) The supervisor shall contact the appropriate FCC Compliance Coordinator to determine if there has been or will be a renewal application filed. It is, however, the responsibility of the FCC Compliance Specialist to advise Operations of the action that has been taken or received so the operating personnel can be informed and post the proper documents concerned.
- (c) If a renewal certificate or license is not issued by the expiration date, written evidence of the timely filing of the application for renewal may have to be posted. This written evidence may be in one of several forms.

- A signed copy of the renewal application
- A copy of the FCC "Public Notice" which lists the application as accepted for filing
- Telegram (on special occasions)
- Special temporary authority (STA)
- Other special authority.

8.12 The requirements for posting may vary with the various types of service; detailed

questions to a particular service should be directed to the FCC Compliance Specialist. (See FCC Rules Part 1 and the Applicable Rule section for the service in question.)

8.13 When the actual renewal certificate is issued by the FCC (as for a point-to-point microwave fixed station), it is:

- (a) Received in Headquarters, San Francisco.
- (b) Forwarded to the appropriate FCC Compliance Specialist with a letter of transmittal and special instructions (if any).
- (c) Then handled as listed in Part 16 of this section.

Note: The Certificate of Renewal alone is not a license and *must be posted* at each location with the station license in a separate holder.

9. SUSPENSION OF RADIO TRANSMISSION

9.01 When equipment is operating in a normal manner, emission from any of our radio stations will not be suspended without prior authorization through channels from Headquarters in San Francisco unless the emission or radiation is known to be causing, or is likely to cause, harmful interference to another radio station or facility.

9.02 Requests from the FCC monitoring stations, District FCC Engineer, or other FCC offices to suspend transmission will be carried out as requested and reported immediately by telephone through the FCC compliance chain. Log records must show the details of the matter and the corrective action taken.

9.03 An exception is made to permit transmissions concerning the immediate safety of life or property. However, transmission must be suspended immediately when the emergency is over. A complete log record of the emergency must be made to describe all incidents and details.

9.04 Any time the technician detects a discrepancy between the operating particulars of the station authorization and/or the FCC Rules, he/she will contact his/her supervisor immediately and furnish all details.

9.05 The supervisor will report the discrepancy to the appropriate Compliance Specialist. "Operator Licensee" as referred to in Part 21.211 and 22.211 of the Rules is the Pacific Telephone and Telegraph Company for Pacific Company stations, American Telephone and Telegraph Company for Long Lines owned equipment and Bell Telephone Company of Nevada for BTN stations. Authorization for suspension of transmission at a normally operating station providing service to the public must come from Headquarters in San Francisco.

9.06 Voluntary or involuntary discontinuance of service from a radio station may necessitate notification of the FCC and other agencies. Depending on the nature of the service affected, prior, immediate or delayed notification may be required.

9.07 When operation at a station is to be discontinued because services provided by the station are no longer required, advise the appropriate FCC Compliance Specialist as soon as it is known the station will not be required and operation is to be discontinued.

9.08 Station failure, damage or disaster may cause an involuntary discontinuance.

9.09 When it is necessary to notify government agencies, refer to the FCC Rules and administration BSPs for the particular service involved.

9.10 Immediately notify the Compliance Coordinator by telephone:

- (a) When receiving a notification from any non-company agency to cease transmission.
- (b) In the event of involuntary suspension of radio transmission exceeding four hours which could affect any public service.
- (c) In anticipation of any operation which would result in voluntary discontinuance of service or need for notification.

10. FIELD CONTACTS WITH GOVERNMENTAL AGENCIES

10.01 Except as provided for in other Company instructions, field forces shall not contact the FCC or other governmental agencies in matters

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relating to radio. The FCC Compliance Specialist shall arrange for any contact through proper channels.

10.02 The FCC has the authority to visit or inspect Company radio stations or records at any reasonable hour. Access to our stations shall be made available upon proper request and after proper identification of the person making the request.

10.03 Field visits by Government representatives shall be handled as stated in Section 001-970-010PT, which includes procedures for immediately reporting such visits to designated supervisory persons.

10.04 The FCC may, under certain circumstances, send notices of violation of the FCC Rules for radio station operation to operating personnel at the control point location. If correspondence or notice is received from the FCC, proceed as noted in 10.05. Because a limited time is allowed to answer such notices, prompt action must be taken.

10.05 Immediately telephone the Compliance Coordinator or his/her supervisor if one of the following conditions exists:

- Visit by a representative from the FCC
- Any notice of violation sent to the field location
- Any other contact by government representatives relating to radio operation

11. POSTING OF DOCUMENTS

11.01 Each radio station shall be equipped with an FCC bulletin board that is large enough to accommodate all licenses, modifications, renewals, construction permits, and special notices required by the FCC Rules and/or BSPs. Approved license book is available for Part 21 and 22 Stations as an alternative. The license book must be in a conspicuous location or a notice posted showing its location. The license book must be in the immediate proximity of the required posting location.

- (a) Station authorizations shall be posted so that all terms are visible, (ie, page 2 shall not be behind or obstructed by page 1, etc).

(b) If there is more than one document, such as a license and renewal certificate, post each with its terms clearly visible (not one behind the other).

(c) Photocopies of the current authorization for each station connected to each alarm center shall be posted in a prominent place and according to FCC Rules and Company regulations:

- (1) At the alarm center location. (Need not be posted if readily available and if the original is posted at the station.)
- (2) At radio transmitters not located at their principal control points.
- (3) At other control points.
- (4) At maintenance centers. (Need not be posted if readily available.)

11.02 Posting requirements for station authorizations are in several categories:

(a) Point-to-point microwave (fixed):

- (1) Approved license book is available for Part 21 Stations.
- (2) There are cases in which the authorization covers a number of transmitters, all of which are not in the same room, floor or building. In these cases, the original authorization shall be posted in the room where the largest number of transmitters are located, and a photocopy of the authorization should be posted in the remaining room or rooms.

(b) Mobile radio-land & maritime (common carrier & telephone maintenance):

- (1) Approved license book is available for Part 22 Stations.
- (2) *Transmitter sites* — Approved license book is available for Part 21 Station.
- (3) The original licenses are required to be posted at the authorized control point.

(c) *Rural radio fixed* — These authorizations will be posted as directed by the FCC Compliance Specialist on a case-by-case basis.

11.03 Station licenses and authorizations may be put in an approved license book that is available for Part 21 and 22 Stations.

11.04 The *original* authorizations for Pacific Company stations licensed as *mobile* or to operate at various *temporary* locations are maintained by the Headquarters FCC group at 140 New Montgomery Street, San Francisco, CA 94105. Authorizations for similar Nevada Bell stations are filed in the office of the Engineering Manager in Reno, NV. Operating forces are furnished photocopies of these authorizations for field use.

11.05 Before posting any authorization, inspect each transmitter for information on Domestic Public Land Mobile Radio Service licenses that it shows Effective Radiated Power (ERP) for base frequencies.

(a) Transmitter nameplate for proper FCC type acceptance designation where transmitter types are listed on the authorization.

(b) For agreement between base station ERP shown on Domestic Public Land Mobile Radio Service licenses and station particulars furnished by the FCC Compliance Coordinator. The transmitter power output must agree with that specified by the FCC, to result in the authorized ERP.

11.06 The supervisor in charge of a radio station, control terminal or maintenance center is responsible for properly posting FCC documents.

11.07 If special posting provisions apply, field forces will be notified by the Compliance Coordinator. Questions concerning posting should be referred to him.

12. RADIO OPERATOR REQUIREMENTS

12.01 Radio stations shall be operated according to applicable FCC Rules. A licensed radio operator of the proper class shall attend stations and/or control points when required by the FCC Rules. However, the Rules provide that during normal rendition of service, certain classes of stations may be operated by nonlicensed personnel. An example is the operation of a Domestic Public Land Mobile Radio Service base station from a control terminal.

12.02 Any individual, licensed or nonlicensed, operating a radio station must be competent and must comply with the FCC Rules. He/she must maintain proper radio logs and records when required.

12.03 Maintenance of radio transmitting equipment which could affect the proper operation of the equipment shall be made by or under the immediate supervision and responsibility of a person holding a valid first- or second-class commercial radio operator license. He/she is also responsible for proper station records of work performed and must sign the log entry.

12.04 When a transmitter is not in a radiating condition, maintenance may be done by an authorized person. However, a licensed commercial operator (first- or second-class) must initially place the equipment into operation and determine it to be operating correctly. He shall attest to this fact by signing the required entry in the radio station technical log.

12.05 Each radio operator is responsible for being sure that their license is valid and to make arrangements for renewal when necessary. He/she shall also be familiar with the FCC Rules governing the radio services to which he is assigned.

12.06 Supervisors are responsible to ensure that:

(a) No person whose license has expired or been revoked or suspended operates or works on service equipment for which a license is required.

(b) No unauthorized work is performed on any radio station equipment.

(c) He/she is aware of details of activities by any Western Electric or outside contractor.

12.07 Operating a station in violation of FCC Rules is not normally subject to penalties under criminal code but would subject the responsible persons to forfeitures under Part 1 of FCC Rules. Provisions of the Penal Code also covers "Privacy" and "Language."

12.08 A non-Bell System person will not be permitted to enter a radio station unless accompanied by an authorized employee or unless he/she holds a commercial operator's license of the proper class and has been given permission by a supervisor.

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12.09 Radio station buildings and/or equipment cabinets *must* be locked whenever an authorized person is not present.

13. RADIO STATION RECORDS

13.01 Radio station records contain information pertaining to installation, operation, and maintenance of radio systems. Each radio system is covered by a particular part of the FCC Rules which may vary depending on the particular service. Therefore, this section does not detail *exact* requirements for all services. General requirements, common to radio station logs and other records, are listed as follows:

- (a) Records must be kept orderly and in sufficient detail so that the required information is legible and readily available.
- (b) These station records shall be available for inspection by authorized representatives of the FCC at any reasonable hour.
- (c) Records for each particular service shall be maintained according to the appropriate FCC Rules and to individual administrative BSPs which list the forms to be used.
- (d) No record or portion thereof shall be erased, obliterated, or willfully destroyed within the required retention period. Any necessary correction may be made only by the person originating the entry who shall strike out the erroneous portion, initial the correction made, and indicate the date of correction.
- (e) Abbreviations may be used in radio logs if their meanings are contained elsewhere in the log. Permissible abbreviations are contained in Section 400-100-011PT, a copy of which may be kept in front of each radio station log book. (See FCC Rules, Parts 21.208 and 22.208.) However, instead of keeping a copy of the Bell System Practices section in each technical log book, a copy may be kept in front of the station master log. If this is done, each technical log book should have a front page notation stating that abbreviation meanings may be found in the master log book.
- (f) Retention of records is covered in System Instruction (SI) 9. Generally, records must

be retained for a minimum of one year. Exceptions to this requirement are:

- (1) *Station logs relating to distress traffic* — Retain for three years for FCC Parts 81 & 83.
 - (2) *Station logs or records concerning FCC investigations* — Retain until authorized in writing by the FCC to destroy.
 - (3) *Station logs or records concerning any claim or complaint* — Retain until the claim has been satisfied or barred by the statute of limitations. Operating forces will be advised by the Compliance Coordinator.
- (g) Use Form P-2874 for radio station log.

13.02 Station records must be verified. To ensure this, the FCC requires the responsible person having actual knowledge of the facts to sign the record.

13.03 The supervisor in charge of a radio station or control terminal shall regularly inspect the station operating and technical logs and is responsible for seeing that all logs are current, correct, and complete. Daily checks should be made of operating logs.

13.04 The supervisor in charge of the station is responsible for seeing that all station authorizations are current and valid and that the station records are properly maintained on correct forms according to FCC Rules and BSPs.

14. RADIO INTERFERENCE

14.01 Radiation from a radio transmitter must be held within its authorized FCC limits for frequency, power, and emission to minimize the possibility of causing harmful interference to other radio services.

14.02 Radio interference to Company radio systems by other radio services shall be reported to the immediate supervisor who will:

- (a) Verify the proper operation of the Telephone Company apparatus and that the interference is authentic

- (b) Telephone the appropriate Compliance Coordinator or his/her supervisor and give details of the report
 - (c) Ensure that complete information about the incident is entered in the appropriate log
- 14.04** The Compliance Coordinator will report the incident to the FCC Compliance Specialist. The FCC Compliance Specialist will arrange to make any necessary contacts with the FCC (other than assistance from FCC monitoring stations in identifying interfering signals) and will immediately advise the Headquarters FCC Compliance Specialist of the nature of the interference.
- 14.05** The Operations supervisor receiving the report of interference will fill in the upper portion of Form P-2452, Report of Radio Station Interference. Prepare the form in duplicate. Retain one copy with the log of the station involved. *All* information concerning the interference shall be recorded in the technical log of the station, and a copy sent to the compliance coordinator.
- 14.06** The Compliance Coordinator will:
- (a) Investigate and coordinate clearance of interference.
 - (b) Send one copy of Form P-2452 to the appropriate FCC Compliance Specialist.
 - (c) Request assistance from Radio Engineering, if required.
- 14.07** For each case of interference recurrence, a report should be made to the Compliance Coordinator by telephone.
- 14.08** Under certain conditions, a request to the watch officer of the FCC monitoring station may be required to determine the identity of interfering stations. Do not contact the monitoring station unless there is a reasonable assurance that the interfering signal may be received by that station. The FCC monitor station is located at Livermore and operates on a 24-hour basis.
- 14.09** The supervisor shall notify the Compliance Coordinator and the appropriate field locations of the details of the investigation and clearance of the field problem. He/she will also initiate completion of Form P-2452.
- 14.10** Keep the completed original Form P-2452 with the records of the station at which the report originated. (See Exhibit 2 for Form P-2452, Report of Radio Station Interference.) A copy of the completed Form P-2452 is sent to the Compliance Coordinator.
- 15. EMERGENCY PROCEDURES INVOLVING FCC COMPLIANCE**
- 15.01** For emergency procedures which involve FCC compliance, see 5.07.
- (a) Call the Compliance Coordinator.
 - (b) If the Compliance Coordinator is not available, call the FCC Compliance Specialist.
 - (c) If the FCC Compliance Specialist is not available, call the Headquarters FCC in San Francisco.
- 15.02** Do not operate any radio equipment in a manner not in accordance with an outstanding License unless specific authorization has been obtained. During business hours this authorization will be obtained through the Headquarters FCC Group. Out of business hours, if none of the persons listed in 15.01 can be reached and there is an emergency situation that involves imminent danger to life or property requiring the emergency radio station operation, the watch officer at the FCC Washington, DC office must be contacted and verbal authorization obtained prior to such operation. In the event that the FCC watch officer is contacted, advise the persons listed in 15.01 at the earliest possible moment. Keep accurate notes of all particulars including times involved. A written confirmation of the oral request signed by an officer or duly authorized employee of the company is required to be sent to the FCC promptly, normally on the first business day following.
- 16. PROCEDURES FOR DISTRIBUTING AND VERIFYING AUTHORIZATIONS**
- 16.01** Authorizations issued by the FCC for Pacific Company stations are:
- (a) Sent to Engineering Staff Manager Headquarters FCC in San Francisco.

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- (b) Forwarded to the Compliance Specialist of the region in which the station is located.
- (c) Then sent to the Compliance Coordinator for Field Distribution.

16.02 Authorizations for Nevada Bell are:

- (a) Sent to the Engineering Staff Manager Headquarters FCC in San Francisco.
- (b) Forwarded to the Nevada Engineering FCC Coordinator.
- (c) Forwarded to the District Plant Manager (Toll), where they are processed by the FCC Compliance Coordinator.

16.03 American Company station authorizations are:

- (a) Sent from New Jersey to the Long Lines Engineering Department in San Francisco.
- (b) Sent via lines of organization to the appropriate Compliance Coordinator.
- (c) A copy of an AT&T license authenticated by the signature of 2 duly authorized AT&T employees is normally used in lieu of an original AT&T license.

16.04 The Compliance Coordinator must carefully review each authorization to determine its final disposition and the correct routing. He/she should determine if special or unusual terms of the authorization demand special attention and notify the field forces whenever special precautions should be taken to ensure compliance. Before forwarding Pacific Company and Nevada Bell authorizations, they should be rubber-stamped with red ink or identified in the following manner:

- (a) On original authorizations, stamp the word "ORIGINAL" near the bottom of each sheet.
- (b) On copies of authorizations, stamp:
 - (1) "COPY" near the bottom of each sheet.
 - (2) "ORIGINAL POSTED AT" adjacent to the line "location of authorized control point" or "location of station" to indicate where the original is posted.

(c) If no location address is shown on the authorization, write, in red ink, the address at which the original is posted.

(d) At the top of each authorization, write, in pencil, the location at which the authorization is being posted.

16.05 Authorization should be forwarded to the field with a transmittal memorandum, Form P-2467. The form should contain sufficient information to identify the authorization, including the radio station call sign and the FCC file number. Also give directions for posting or filing and additional information relating to special circumstances. (See Exhibit 1 for details.)

16.06 The Compliance Coordinator shall send authorizations and other FCC documents directly to the supervisor in charge of the radio station or other location. The transmittal shall be sent by US certified mail, return receipt requested, or by other secure methods in sealed envelopes marked "FCC DOCUMENTS — EXPEDITE HANDLING."

16.07 Immediate attention shall be given any document, authorization, letter, or memorandum concerning FCC. Verifying, posting, and updating records must be done immediately to ensure that radio stations are operated in strict compliance with the terms of current authorizations.

(a) If the transmittal indicates, these procedures should be completed and notification sent to the Compliance Coordinator the same day the authorizations are received in the field.

(b) If not indicated immediately, the procedures must be completed and notification sent not later than one week after receipt.

16.08 The supervisor in charge of a radio station, control terminal maintenance or record center, is responsible for the proper posting of documents of authorization and has the responsibility to insure that the related records are kept current. (See 11.01 of this section.) Before an authorization is posted, it must be reviewed carefully and compared with the radio station installation to verify that the installation and records agree with all terms of the FCC authorization, applicable FCC Rules and BSPs. If an irregularity is detected, immediately contact the FCC Compliance Coordinator.

16.09 When the authorization has been verified and posted, the required station logs or other records shall be prepared and updated. (Form P-2874 should be used for this purpose, except for maritime control points.) The supervisor shall:

- (a) Complete Form P-2467.
- (b) Attach the original and all copies of the superseded documents to the form and send them to the compliance coordinator.
- (c) Review the documents with station maintenance personnel.
- (d) Maintain file copies of all authorization documents and related correspondence.

17. PROCEDURES FOR ORDERING AND DISTRIBUTING FCC RULES

17.01 Volumes of the FCC Rules must be available for reference by operating personnel.

17.02 Volumes of FCC Rules and Regulations are available on a subscription basis from the Superintendent of Documents, US Government Printing Office, Washington, DC 20554. The subscription is for an indefinite period and includes basic volumes with amendments, which are mailed as issued.

17.03 Orders for volumes should be made on a Form P 505-FA, worded as follows:

THIS IS A NON-MOS ORDER (1st line, bold print)

Nonstandard, Nonstocked, PREPAYMENT REQUIRED

Federal Communications Commission

Quantity () Volume number () Price per volume ()

Order from: Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20054

17.04 Forward the form to the Area Supplies Department in the regular manner.

17.05 Volumes will be mailed directly to the originator of the order. Each supervisor who maintains these volumes should establish a procedure to ensure that they are properly maintained in the field.

17.06 Amendments to the volumes, as issued, are mailed directly to the addressee on the order. These should be filed in the proper volumes at the various field locations according to accompanying FCC transmittal sheets.

17.07 Prior to the expiration of a subscription, the Superintendent of Documents will send a notice of pending expiration to each holder. Renewals should be handled the same as new subscriptions. Indicate the quantity and volume to be ordered and attach the renewal notice to the P-505 order.

17.08 Table C lists the various volumes and indicates where they would normally be located.

17.09 The supervisor in charge of locations where FCC Rules are maintained is responsible for insuring that the volumes are always kept in proper order. The Rules shall be placed in a loose-leaf binder plainly marked "FCC RULES AND REGULATIONS" with a lettering device such as Dymo tape or other *large* size print, and must be readily available for reference by the radio operating forces (not in file).

18. ANTENNAS AND ANTENNA STRUCTURES

18.01 Before construction begins on any antenna support or any antennas are installed or changed, a clearance must be obtained from the Engineering FCC Compliance Specialist. Authority to construct a tower or perform any antenna work must normally be obtained from the FCC in writing and may involve formal or informal clearance by FAA.

18.02 Construction of an antenna structure may necessitate prior notification of the National Ocean Survey so the location of the structure may be shown on aeronautical charts or related publications. When required, forms and instructions for making this notification will be furnished by Network Services in California or by the Engineering Department in Nevada. In many cases the notification will be made by the FCC Compliance Specialist.

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18.03 If the FCC authorization states that an antenna tower must be lighted, temporary lights must be provided and installed during the construction in exact accordance with the terms of the construction permit.

- (a) These temporary lights must be placed when the tower has reached a height of 20 feet.
- (b) Temporary lights must be maintained until permanent lights have been installed.
- (c) During the period of time when no automatic alarm system is provided, the lights must be inspected once daily during the evening or night hours and a log entry, noting this inspection, made in the station log. (See Part 17 of the Commission's Rules.)

18.04 Antenna structure lighting logs must be maintained for all lighted antenna structures. (Unless otherwise indicated, use Form P-2212.) The logs must be kept according to the FCC Rules and BSPs for the specific radio service involved. Log entries shall include all:

- Alarm indications
- Notices to FAA
- Maintenance functions
- Quarterly tower inspections
- Lighting or painting routines.

18.05 If the antenna tower lighting fails, it must be logged and reported to the FAA Flight Service Station according to appropriate FCC Rules and the applicable BSP.

TABLE A
SERVICES & BSP REFERENCES

NATURE OF SERVICE OR NAME OF STATION	FCC RULES GOVERNING OPERATION	BSP NUMBER	NATURE OF SERVICE OR NAME OF STATION	FCC RULES GOVERNING OPERATION	BSP NUMBER
POINT-TO-POINT MICROWAVE	PART 21	400-100-001PT 400-400-902PT 400-400-903PT 400-400-904PT 400-400-905PT 400-401-000 400-401-001	MARITIME MOBILE A. PUBLIC COAST STATIONS (LAND) MARINE RECEIVER TEST STATIONS B. PLURALITY OF SHIP STATIONS	PART 81(7) PART 83(8)	400-100-001PT 400-200-901PT 400-200-902PT 400-200-904PT 400-100-001PT 400-200-903PT 400-401-000
LOCAL TELEVISION TRANSMISSION (TV PICKUP)	PART 21	400-100-001PT 400-100-901PT 400-401-000	EXPERIMENTAL	PART 5	400-100-901PT
DOMESTIC PUBLIC LAND MOBILE RADIO SERVICE RURAL RADIO BELLBOY (P.S.S.)	PART 22	400-100-001PT 400-300-001 400-100-901PT 400-401-000	INCIDENTAL & RESTRICTED RADIATION CATV RADIATION	PART 15 PART 76	400-XXX-XXX 318-513-520
TELEPHONE MAINTENANCE RADIO BUSINESS RADIO	PART 90	400-500-900PT 400-100-001PT 400-100-901PT 400-401-000	PRIVATE OPERATIONAL FIXED MICROWAVE	PART 94	

TABLE B
RELATED RADIO PRACTICES

BSP NUMBER	TITLE	BSP NUMBER	TITLE
400-100-001PT	Radio Station Operating Records – Abbreviations	400-400-902PT	Maintenance of TJ Radio
400-200-906PT	Mobile Radiotelephone Service – Procedures, Records & Reports	400-400-903PT	Maintenance of TL Radio
400-200-908PT	–Denial of Service to Customer-Owned Mobile Units Having non-Valid FCC Licenses	400-400-904PT	Maintenance of Lenkurt Radio
400-300-001	Bellboy Personal Signaling Service – Records & Reports	400-400-905PT	Maintenance of TH Radio
400-401-000	Point-to-Point FCC Compliance Requirements	400-100-901PT	Radio Station Licenses – Temporary Fixed & Mobile Radio Facilities
400-401-001	Technical Log Requirements TD-2, TD-3, and TH-3	400-200-901PT	–Public Coast Class IIB Radiotelephone Station (Coastal Harbor)
400-500-900PT	Industrial Radio Services Telephone Maintenance Mobile	400-200-902PT	–Public Coast Class IIIB Radio Telephone Stations
		400-200-903PT	–Plurality Ship Stations (VHF Maritime)
		400-200-904PT	–Marine Receiver Test Stations

TABLE C

**FCC RULES AND REGULATIONS
NORMAL DISTRIBUTION**

VOLUME	PRICE	LOCATION REQUIRED
<p align="center">VOLUME I</p> Part 0 Commission Organization Part 1 Practice and Procedure Part 13 Commercial Radio Operators Part 17 Construction, Marking, and Lighting of Antenna Structures Part 19 Employee Responsibilities and Conduct	See Note	*Mobile Control Terminal *Mobile Service Center *Coast Station or Maritime Control Terminal *Microwave Maintenance Center FCC Compliance Coordinator
<p align="center">VOLUME II</p> Part 2 Frequency Allocations and Radio Treaty Matters: General Rules and Regulations Part 5 Experimental Radio Services (other than Broadcast) Part 15 Radio Frequency Devices Part 18 Industrial, Scientific and Medical Equipment	See Note	FCC Compliance Coordinator
<p align="center">VOLUME III</p> Part 73 Radio Broadcast Services Part 74 Experimental, Auxiliary and Special Broadcast and Other Program Distribution Services Part 76 Cable Television	See Note	FCC Compliance Coordinator
<p align="center">VOLUME IV</p> Part 81 Stations on Land in Maritime Services Part 83 Stations on Shipboard in the Maritime Service	See Note	Coast Station or Maritime Control Terminal Mobile Service Center (Maritime)
<p align="center">VOLUME V</p> Part 87 Aviation Services Part 90 Private Land Mobile Radio Services Part 94 Private Operational-Fixed Microwave Service	See Note	Base Station Control Point (Maintenance Mobile) Mobile Service Center
<p align="center">VOLUME VI</p> Part 95 Citizens Radio Service Part 97 Amateur Radio Service Part 99 Disaster Communications Service	See Note	
<p align="center">VOLUME VII</p> Part 21 Domestic Public Fixed Radio Services Part 22 Public Mobile Radio Services Part 23 International Fixed Public Radio Communication Services Part 25 Satellite Communications	See Note	FCC Compliance Coordinator Microwave Maintenance Center Mobile Control Terminal Mobile Service Center

Note: Call the FCC Compliance Specialist for current price list.

*Volume I, may not be required, check with FCC Compliance Specialist.

**RADIO SYSTEMS
DOCUMENT TRANSMITTAL SHEET**

P 2467 (4-67)

**FCC AUTHORIZATION
IMMEDIATE ATTENTION**

TO: _____

IMMEDIATE
ACTION

COMPLETE WITHIN
SEVEN DAYS

DOCUMENT(S) GOVERNING RADIO STATION OPERATION
IS/ARE ATTACHED. PROCESS IN ACCORDANCE WITH
BSP 400-100-900PT. WHEN COMPLETED, ATTACH
SUPERSEDED AUTHORIZATION, SIGN AND RETURN TO:

APPLICABLE FCC RULES	
APPLICABLE BSP SECTION	

FCC COMPLIANCE COORDINATOR

ADDRESS _____ CITY _____

STATE & ZIPCODE _____ TELEPHONE _____

LIST AUTHORIZATIONS AND ANY OTHER SPECIAL INSTRUCTIONS BELOW

<u>AUTHORIZATION</u>	<u>LOCATION</u>	<u>CALL SIGN</u>	<u>FCC FILE NO.</u>
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NOTE:

NOTIFY PLANT FCC COMPLIANCE COORDINATOR BY TELEPHONE SEVEN DAYS PRIOR TO THE COMPLETION OF
CONSTRUCTION OR MODIFICATION AND/OR SEVEN DAYS PRIOR TO START OF EQUIPMENT & SERVICE TESTS.

AUTHORIZATIONS HAVE BEEN PROCESSED IN ACCORDANCE WITH BSP 400-100-900PT, VERIFIED AND POSTED. REQUIRED
LOGS AND OTHER RECORDS HAVE BEEN PREPARED OR UPDATED. SUPERSEDED AUTHORIZATIONS ARE ATTACHED.

SUPERVISOR _____

TITLE _____ DATE _____

REMARKS:

REPORT OF RADIO STATION INTERFERENCE
BSP 400-100-900 PT

DATE	TIME	STATION OR SERVICE AFFECTED	
LOCATION			
REPORT RECEIVED BY	REPORTED BY	REFERRED TO	
RADIO EQUIPMENT INVOLVED			FREQUENCY
ENTER DETAILS OF TROUBLE OR COMPLAINT BELOW			
CORRECTIVE ACTION			
DATE & TIME RECEIVED	DATE & TIME CLEARED	TROUBLE CLEARED BY	
DETAILS OF ACTION TAKEN TO CLEAR INTERFERENCE			

