**THE PURPOSE OF THE TECHNICAL DATA SHEET:**

The Technical Data Sheet is used to define the function of the proposed antenna or device for the review process. The function of the antenna or device will be evaluated in the following categories:

* Legal implications of all improvements, e.g., air rights, etc.
* The potential for electronic interference caused by proposed installations, e.g., sponsored research, university band radio frequencies used by the Police, Facilities Operations & Development, Transportation & Parking, etc.
* Safety issues
* Aesthetic and design characteristics
* Duplication of existing systems on campus

**INSTRUCTIONS FOR COMPLETING THE TECHNICAL DATA SHEET:**

1. **Site Information**

* Indicate in as much detail as possible the description of the proposed location of the new antenna or device. Please include location map, site plan, &/or roof plan(s) with dimensions as needed to indicate the proposed location. If not located on a building or structure, indicate distance from a recognizable feature or landmark. If request is for a Cellular Phone Antenna, include a local network map of adjacent areas.

1. **Licensee Information**

* Fill out all information for the Licensee including name, address and phone numbers.
* Fill out information regarding the OSU sponsor – This information is only applicable for non-OSU entities that wish to install an antenna or device on the OSU campus. All non-OSU entities must have an OSU sponsor or representative to be considered.
* For non-OSU entities, list the Service Company responsible for maintaining equipment. The person or company named must be available 24 hours a day / seven days a week.

3. **Receiving Antenna Information**

* Fill out this section for all receiving antennas.
* Please include a catalog cut sheet, with a picture, describing the physical description of the device.

4. **Transmitting Antenna Information**

* Fill out this section only if the antenna transmits signals or energy.
* Please include a catalog cut sheet, with a picture, describing the physical description of the device.
* The frequency, polarization, power output, horizontal beam width and direction, and the vertical beam width and direction are all used to calculate any possible interference with Sponsored Research conducted on campus and for any possible interference with the University Radio Communication Systems (Police, Maintenance, Hospital, Traffic & Parking, etc.)