



Information Technology Procedure

1. General Information

Procedural Name:	Cellular, Broadband, and 3 rd Party Governmental Site Access		
Requesting Section:	I.T. Business Development	Sponsor:	Thomas Cameron
	tcameron@getipass.com		(630) 241-6800 x3411

2. Overview & Procedure

* Background

Authorizing, managing and documenting 3rd party access to Illinois Tollway facilities

To ensure adequate security, safeguarding the interests of the Illinois Tollway, its 3rd party wireless lease holders, governmental co-locators, and contractors, the following access procedure has been implemented. The procedure addresses the following scenarios at communications towers, system-wide:

- Site walks, engineering and planning (of any kind and nature), Pre-con, and initial Construction
- Routine and planned site work (non-emergency, as declared by the 3rd party)
- Emergency site work
- Motorola Starcom 21

* Site Walks, Engineering and Planning Inspections, Pre-Con, and Initial Construction

Any and all site access prior to final site acceptance by the 3rd party carrier

Access, from the preliminary site survey phase all the way through construction and up to an operational state, must be either,

- A) Scheduled (tracked in the Crossroads/Intranet "Tower Calendar" section) and covered by an Illinois Tollway Notice to Proceed (NTP) letter, issued by the Information Technology (I.T.) Department's Business Development section, or
- B) Accompanied by an employee from the Tollway's I.T. Office of Business Development.

Any unauthorized parties will trigger a dispatched Illinois State Police – District 15 Trooper, who will record their personal and corporate information prior to being turned away. This includes anyone taking photos of a tower site, for preliminary and undocumented consideration.

In addition to ensuring site security, each company scheduling a site visit will have a Certificate of Insurance (COI) on file with the I.T. Department's Business Development section, meeting Illinois Tollway limits, additional insured, and certificate holder requirements.

- Note: Two business days prior notice is required to schedule any site access via an NTP. Only the lease holder or their direct site acquisition or management representative may initiate this process.

*** Site Work – Routine or Planned Maintenance (Non-Emergency)**

Covering all access, with the exception of potential or existing service outage emergencies

Once the site is operational, the 3rd party must submit non-emergency access requests for any maintenance or construction to the I.T. Department's Business Development section for authorization, which will be,

- A) Scheduled (tracked in the Crossroads/Intranet "Tower Calendar" section) and covered by an Illinois Tollway Notice to Proceed (NTP) letter, issued by the I.T. Department's Business Development section.

Any unauthorized parties will trigger a dispatched Illinois State Police – District 15 Trooper, who will record their personal and corporate information prior to being turned away. This includes anyone taking photos of a tower site, for preliminary and undocumented consideration.

In addition to ensuring site security, each company scheduling site work will have a Certificate of Insurance (COI) on file with the I.T. Department's Business Development section, meeting Illinois Tollway limits, additional insured, and certificate holder requirements.

Necessary information, to issue a Notice to Proceed, includes:

- **General nature of site work. Include verification as to whether tower (above ground) work and below grade (excavation, boring, hand digging...) work will occur. Any site work below grade will necessitate the additional steps of registering for both a J.U.L.I.E. and Tollway A-36 buried utility locate request, prior to issuing the NTP.**
- **List of all companies (not individuals) who will be on site (any company with a representative stepping foot on Illinois Tollway property). Each company will have their certificate of insurance verified and they will also be listed on the NTP. Only those companies who comply with Illinois Tollway insurance requirements will be authorization to be on-site.**
- **Name and emergency cell phone number of in-field supervisor of site work**
- **Desired start date**
- **Length of project (including reasonable additional time, to account for weather or supply delays)**

Note: A minimum of two business days notice is required to schedule site access via an NTP.

*** Site Work - Emergency**

As per their executed leases or intergovernmental agreements, approved by the Illinois Tollway Board of Directors, commercial lease holders and governmental sharing entities are allowed round the clock access in instances deemed "emergencies." It is up to the discretion of these 3rd parties to declare an emergency situation, and this declaration will not be abused or utilized as an excuse for routine or planned work.

In any emergency access situation, the following procedure should be followed:

- A) Before proceeding to the site, a phone call and/or voicemail message must be placed to or left for the I.T. Department's Business Development section (**630-241-6800 x3411**).

- B) If said emergency takes place during routine business hours (M-F, 8AM-4PM), and if an I.T. Department's Business Development section representative is spoken to directly, the 3rd party will be directed to immediately access the site in question. Every effort should be taken to ensure adequate insurance coverage, if sub-contractors are being utilized.
- C) If a representative from the I.T. Department's Business Development section is not spoken with directly, in addition to leaving a voicemail, the Tollway's Dispatch Center (630-241-6800 x3420) must be contacted.
- D) If the Tollway site in question is a manned facility, every effort should be taken to check-in with the on-site supervisor. Any resulting access questions that arise should be directed to the Tollway's Dispatch Center (630-241-6800 x3420), which was contacted in step "C," above.
- E) Upon completion of the emergency repairs, and immediately prior to departing the site, either the I.T. Department's Business Development section or the Dispatch Center (depending on which was spoken to, in person) should be contacted once again, to clear the project. Likewise, if the facility is manned, then also check-out with the supervisor.

*** Starcom 21**

Maintaining the State of Illinois communications system at various site, road-wide

Starcom 21 employees must display an Illinois Tollway "Contractor" ID card and follow previously agreed upon access procedures. Only their pre-approved contractors (certificate of insurance on file with the I.T. Department's Business Development section) may be escorted into facilities, and everyone must defer to the facility supervisors' site-specific security regulations. For unmanned sites, only Illinois Tollway ID carded Motorola employees---not their contractors--may sign out a key, from pre-designated manned facilities.