

New York State Thruway Authority

Occupancy and Work Permit
Accommodation Guidelines

Fiber Optic Facilities Supplement



Office of Real Property Management
and
Fiber Optic Systems Group

TAP-401F (01/2016)

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I. INTRODUCTION

This Fiber Optic Facilities Supplement (TAP-401F) (“Fiber Optic Supplement”) sets forth the background, and some of the requirements, for the installation of Fiber Optic Connections to the Fiber Optic Facilities (both terms defined below) owned by the New York State Thruway Authority and located on Authority Property. Additional requirements may be set forth in individual riders to the permits that are issued.

The Authority has a fiber optic backbone system (“Fiber Optic Facilities”) maintained by the Authority’s Fiber Optic Contractor (“Contractor”). The Fiber Optic Facilities include 550 miles of duct and fiber optic cables along the Thruway, 14 Regeneration Facilities and 15 locations* (“Designated Locations”) originally designated for connections to the Fiber Optic Facilities (7 at Regeneration Facilities). The Fiber Optic Facilities include, but are not limited to, fiber optic cables, ducts, conduits, hand holes, manholes, pull boxes, and regeneration facilities.

The Authority’s agreement with its Contractor allows the Contractor to enter into agreements with third parties, “Users” (term defined below), to use the Fiber Optic Facilities at the 15 Designated Locations described above.

Users and Sub-Users (term defined below) who want to install Fiber Optic Connections to Fiber Optic Facilities at locations other than the 15 Designated Locations described above must apply for an Occupancy Permit, term defined in TAP-401, from the Authority.

This Fiber Optic Supplement is intended to provide guidance relating to the issuance of such Occupancy Permits. Permittees must comply with this Fiber Optic Supplement, the New York State Thruway Authority Occupancy and Work Permit Accommodation Guidelines (TAP-401), Authority Rules and Regulations and all conditions included in an issued Permit. The Authority reserves the right to make changes in or additions to this Fiber Optic Supplement and such changes and additions shall be binding on all existing and new Permittees.

* Original Fiber Optic Connection Locations

Number	Name	Milepost
1	Ripley Barrier	494.90
2	Buffalo (I-190)	4.37
3	Buffalo (I-190)	5.36
4	Buffalo	426.17
5	Rochester	366.35
6	Syracuse	282.70
7	Utica	232.85
8	Rapp Road	148.30
9	Albany	147.40
10	Albany	142.50
11	Rte. 9W	141.00
12	New Paltz	75.80
13	Poughkeepsie	75.80
14	White Plains	CW 3.70
15	Hall Place	0.30

The design and construction requirements for the installation of new Fiber Optic Connections are set forth in this Fiber Optic Supplement and in the following three publications from the Authority's TAP-421 publication series:

- General Design and Construction Requirements for Occupancies (TAP-421A);
- Design and Construction Requirements for Underground Crossing of Mainline Pavement and Shoulders (TAP-421B); and,
- Design and Construction Requirements for Installations/Crossings on or Attached to Bridge Structures, Bridge Culverts, or Structural Retaining Walls (TAP-421D).

Copies of the most current Fiber Optic Supplement and appropriate Permit Applications may be obtained from the Division Permit Coordinators or from the Real Property section of the Authority's website (www.thruway.ny.gov). Information pertaining to the contents of this Fiber Optic Supplement may be obtained by telephoning the Authority's Fiber Optic Project Manager at (518) 471-5020.

II. DEFINITIONS

Except as may be otherwise expressly stated herein, the capitalized terms set forth below shall have the respective meanings set forth alongside them when used herein.

- A. Authority Property – As set forth in TAP-401, real property under the jurisdiction of the Authority.
- B. Authority Roadway – That portion of the Thruway between the outside edges of the graded width of the shoulder.
- C. Authority Fibers – The fibers in one of the ducts of the Fiber Optic Facilities wholly dedicated to Authority use and operations.
- D. Fiber Optic Connection – A connection to the Fiber Optic Facilities on Authority Property, which connection may include, but is not limited to, Cable, ducts, vaults, splice trays, and hand holes.
- E. Cable – The fibers included in a Fiber Optic Connection.
- F. Locate – The process of verifying and marking the location of a Fiber Optic Connection on Authority Property.
- G. Regeneration Facilities – Structures and equipment for the amplification of fiber optic signals that are transmitted along the Fiber Optic Facilities including, but not limited to, buildings, concrete pads, generators, batteries, and electronics equipment.
- H. Premises – As set forth in TAP-401, the site-specific identified portion of Authority Property covered by an Occupancy Permit.

- I. Sub-User – An entity that uses the Fiber Optic Facilities through an agreement with a User.
- J. User – An entity that uses the Fiber Optic Facilities through an agreement with the Contractor.

III. GENERAL PROVISIONS

A. APPROVALS

The Authority's review and approval of a proposed new Fiber Optic Connection shall include, but not be limited to, the following criteria:

1. Access to Fiber Optic Connections will not be allowed from the Authority Roadway. Preferred access shall be from public roads or other public property.
2. Direct service Fiber Optic Connections to properties adjacent to Authority Property will not be allowed.
3. Proposed Fiber Optic Connections must not adversely impact highway use, safety, maintenance, aesthetics or the Authority's ability to expand highway capacity.
4. The engineering design for each proposed Fiber Optic Connection must be reviewed and approved by the Authority's Chief Engineer or designee and by the applicable Division Director or designee.
5. If the Authority approves a Fiber Optic Connection, such final approval shall be granted and evidenced through the issuance of an Occupancy Permit and rider under the terms described in TAP-401 and this Fiber Optic Supplement.
6. A rider containing specific additional requirements including, but not limited to fees for the new Fiber Optic Connection, will be attached to the Occupancy Permit.

B. SITING NEW FIBER OPTIC CONNECTIONS

The Authority prefers that a Permittee use available ducts within an existing Fiber Optic Connection for any new Fiber Optic Connection it wishes to make.

The installation of a new Fiber Optic Connection will only be considered after reviewing the feasibility of using infrastructure at one of the existing Fiber Optic Connections.

C. INSPECTIONS

The Permittee shall be responsible for obtaining the agreement of the Authority's Contractor to inspect the installation of a new Fiber Optic Connection.

D. INTERFERENCE WITH FIBER OPTIC FACILITIES OR AUTHORITY FIBERS

New Fiber Optic Connections shall not obstruct, impair or in any way interfere with the safe, reliable, and normal operations of the Fiber Optic Facilities including, but not limited to, the Authority Fibers.

E. USE OF FIBER OPTIC CONNECTIONS

All approved Fiber Optic Connections shall be used for the operation and maintenance of transmission-type facilities only. Direct service Fiber Optic Connections to properties adjacent to Authority Property will not be allowed.

IV. DESIGN, APPROVAL AND INSTALLATION REQUIREMENTS

In addition to the design and construction requirements detailed in TAPs 421A, 421B and 421D, the following requirements shall apply:

A. DESIGN DOCUMENTS

The Permittee shall submit for review and approval the following design documents for the proposed Fiber Optic Connection:

1. Site Plan – A graphic representation of the proposed Fiber Optic Connection that includes, but is not limited to, the number of ducts, conduits and fibers to be installed in accordance with section IV.C. Installation. This document must be under the seal of a New York State licensed Professional Engineer.
2. Scope of Work – A written description of the proposed work that includes, but is not limited to, the names of the contractors and sub-contractors who will install the Fiber Optic Connection, and the proposed means of access to the Premises and the Fiber Optic Connection.
3. Survey – A property line survey under the seal of a New York State licensed Surveyor for the proposed Fiber Optic Connection.

B. DESIGN APPROVAL

The design documents must be acceptable to the Authority. If acceptable, the Authority's Chief Engineer or designee and the applicable Division Director or designee shall approve the final design documents.

C. INSTALLATION

1. The Permittee may have the Fiber Optic Connection installed through a contractual arrangement with others, but must ensure that any contractors/subcontractors obtain appropriate Work Permits. Further, the

Permittee is responsible for obtaining, at its sole cost and expense, the Contractor's inspection of the Fiber Optic Connection.

2. As outlined in TAP-421A, should construction on Authority Property require digging or any type of excavation work, New York State law requires the Permittee to notify the Dig Safely New York program at 1-800-962-7962 so that buried facilities in the area of the proposed construction can be identified and marked. This notification must be at least two (2) full business days (not including the day of the call, weekends or holidays) but not more than ten (10) business days prior to the start of work. For more information on the Dig Safely New York program, go to www.digsafelynewyork.com.
3. All Fiber Optic Connections from the Fiber Optic Facilities installed on Authority Property must be made to a cable vault and shall contain a total of twelve (12) ducts (six in, six out). The cable vault must be in a safe location at the edge of Authority Property and of sufficient size to ensure the integrity of the Fiber Optic Facilities including, but not limited to, the Authority Fibers.
4. A continuous plastic ribbon or warning tape must be installed with the buried portion of any Fiber Optic Connection at least 12 inches below the ground surface.
5. For locating purposes, a tracer wire must be installed with all buried conduits or ducts and an electronic marker ball placed in any hand holes or vaults that make up the Fiber Optic Connection.

D. AS-BUILT PLANS

As outlined in TAPs 401 and 421A, within thirty (30) days of completion of the installation, the Permittee shall submit as-built plans and drawings (hard copy and electronic) to the Division Permit Coordinator for incorporation into the Permit. The electronic as-built plans and drawings shall be in the format required by the Authority.

V. WORK NOTIFICATION REQUIREMENTS

- A.** As provided in TAP-401, Permittee must notify the Contractor and other Permittees in the work area prior to commencing work and shall provide the Authority with acceptable proof of such notice.
- B.** In addition to the work notification requirements provided in TAP-401, Permittees must notify the Authority's Fiber Optic Project Manager at (518) 471-5020 at least five (5) business days prior to commencing work.

VI. RELOCATION OF FIBER OPTIC CONNECTIONS

- A.** At the direction of the Authority, the Permittee, at its sole cost and expense and in a manner acceptable to the Authority, shall permanently or temporarily relocate or remove or modify the Fiber Optic Connection authorized by its Occupancy Permit.

If the Authority requires the relocation, removal or modification of a Fiber Optic Connection occupying Authority Property for any reason, the cost of such relocation, removal or modification shall be at the Permittee's sole cost and expense and in a manner acceptable to the Authority. The Permittee must accomplish such relocation, removal, repair or modification within the schedule established by the Authority. Work for relocation or modification shall include, but not be limited to, furnishing and installing ducts, vaults, cables, pull boxes and hand holes, and splicing, terminating and testing the installed fiber optic cable.

- B.** If relocation or modification work is to be performed by an Authority contractor, or is to be undertaken by the Permittee through its own forces or the Permittee's contractor, in conjunction with an Authority project, the Permittee and the Authority shall agree on the scope of work, the site plans and their separate responsibilities for accomplishing the work subject to the requirements of this Fiber Optic Supplement.

VII. INSTALLATION OF ADDITIONAL FIBERS

The number of permitted fibers will be specified in the Occupancy Permit.

- A.** The Permittee shall promptly notify the Authority of any requests to install additional fibers. No additional fibers shall be installed without the permission of the Authority.
- B.** If the Permittee is allowed to install additional fibers, the Occupancy Permit will be amended to reflect such additional fibers, and the Authority reserves the right to increase the annual fee, insurance and bond requirements, as deemed necessary by the Authority.
- C.** The Authority at any time shall have the right to audit the number of fibers composing the Fiber Optic Connection at the Premises.

VIII. FEES AND CHARGES

In addition to the Authority permit application fees as described in TAP-401, each new Fiber Optic Connection shall be subject to an annual fee, the specific provisions of which must be approved by the Authority's Finance Committee for Fiber Optics as provided by the Authority's Fee Policy, as amended.