



Western Washington Amateur Relay Association

23632 HWY 99 STE F, PMB 394, Edmonds, WA. 98026-9205

TECHNICAL DATA SHEET

(1) ACTION REQUESTED

(Tracking Number) **TR#:** _____

New coordination Renewal Modify existing coordination Assignment Return to pool
Comments: _____

(2) SYSTEM TYPE (*** Use separate form for each transmitter ***)

Repeater Link Receiver Only (no fee required) Other: _____

(3) CHANNEL INFORMATION

Band: _____ Output Freq: _____ Input Freq: _____ Control Freq: _____

(4) SYSTEM STATUS

Proposed In operation Will be on by: _____ Other: _____

(5) SITE DATA

TRANSMITTER DATA - or - RECEIVER DATA ← ← ← Check the appropriate box for this application.
City identified with station: _____ Latitude (Deg-Min-Sec): _____ (use NAD-83)
Geographic area served: _____ Longitude (Deg-Min-Sec): _____ (use NAD-83)
Street address or description: _____ Ground Elevation (ASL): _____ ft.
Site name: _____ Antenna Height (AGL): _____ ft.
Supporting info: _____ Station callsign: _____

(6) POWER (ERP) & ANTENNA DATA

ERP: _____ Watts Antenna Gain: _____ dB Antenna description: _____
Bearing if directional: _____ Deg. F/B Ratio: _____ dB -3db Beamwidth: _____ Deg.

(7) ACCESS MODE

CTCSS (t): _____ Hz Touch Tone (TT) Digital (y) Other: _____

(8) SYSTEM FEATURES

Auto Patch (a) Closed Repeater (c) Closed Auto Patch (CA) Emergency Power (e)
 Linked (l) to: _____ Direct Access to 911 (z) Other: _____

(9) GROUP, SPONSOR, & WEBSITE INFO

Group Coordination Sponsor: _____
Website: _____ ARRL Directory Sponsor Info: _____

(10) COORDINATION HOLDER (TRUSTEE) FOR THIS FREQUENCY (Must be a properly licensed individual)

Name: _____ Callsign: _____
Address: _____ Email Adr: _____
City: _____ Phone #: _____
State: _____ Zip: _____ Alt Phone #: _____

(11) COORDINATION HOLDER CERTIFICATION

I certify that I have read and agree to abide by the WWARA Coordination Policies, and that the statements above are true, complete and correct to the best of my knowledge and belief.

**** Signature(s) ****

Applicant or coordination holder: _____ Call: _____ Date: _____
Individual authorized to assign coordination: _____ Call: _____ Date: _____

this form.
Date received

Refer to the Technical Data Sheet Instruction Page for help with

Admin only
[] Application Fee Paid [] Renewal Fee Paid Check Total: \$ _____ Check #: _____
[] CL [] DB [] Scanned [] Uploaded Approval date: _____ [] DB [] CoC

Revised 01/01/08

TECHNICAL DATA SHEET INSTRUCTION PAGE

This form is a single page instrument with which to handle any aspect of frequency coordination. It is to be filed only by an individual amateur with license privileges covering this frequency of operation. This person will be solely responsible for any and all correspondence with the WWARA and will be the coordination holder of record. This person can be the owner of a system, a partner in a repeater group, a trustee of a radio club, or any other designee who has sole system responsibility. This form must be complete and all appropriate boxes checked. **Incomplete forms will not be processed and will be returned to the applicant.**

(1) ACTION REQUESTED: Check **New coordination** for a frequency not currently assigned to you or for an additional frequency, to change location, ERP, antenna height, or any other operation that will change the technical parameters of the system. Check **Renewal update** when making the required five year update of the WWARA files or whenever a significant system feature has been added. Check **Modify existing coordination** for a change in call sign, access mode or system features. Use the space provided to explain the modification desired. Check **Assignment of coordination** when the coordination holder is being changed. Check **Return to Pool** if you are no longer using a frequency.

(2) SYSTEM TYPE: Check only one box in this section. Use an individual form for each component such as a transmitter in a system, an additional frequency for a link, or information for a receiver you wish to be identified in the WWARA database. (No Fee is required for Receiver Only, which is used to register receiver information in the WWARA database.)

(3) CHANNEL INFORMATION: Indicate the band (10m, 6m, 2m, 222, UHF, 900, 1200) and, if known, the input/output frequencies. Indicate the Control frequency if one will be used.

(4) SYSTEM STATUS: Check **Proposed** if this is a new coordination or when modifying existing coordination. Check **Will be on by** and enter date the system will be operational.

(5) SITE DATA: This box is used to indicate the specifics of a site used for a transmitter or a receiver. Registering receiver information in the WWARA database will help protect from interference by a transmitter inadvertently placed near the system receiver. **Coordinates** are to be provided from NAD-83 reference. (Enter as *deg-min-sec.*) Use the **Supporting Info** field to indicate the location of the associated transmitter in the case of a "Receiver only" application, or for any other information related to this site. **Station callsign** refers to the ID emitted by the transmitter.

(6) POWER & ANTENNA DATA: ERP must be provided for all transmitters and should take all system gains and losses into account. Provide antenna description if make and model info is unknown (i.e. "6-element beam" or "4-bay dipole", etc). If antenna is not omni-directional, enter **Bearing, F/B Ratio, and -3db Beamwidth.**

(7) ACCESS MODE & SYSTEM FEATURES: The letter codes next to each box indicate the coding that will appear in the repeater directory. Check the appropriate box or boxes as they apply. Existing coordinations for carrier-operated systems can use the **Other** box and write in "Carrier".

(9) GROUP, SPONSOR & WEBSITE INFO : Check the **Group** box if this coordination is associated with a structured group, club, or organization, and changes or updates can be initiated by the group's "Chief Officer" on behalf of the Trustee as outlined by the Coordination Policies. **Sponsor** can be any club or organization name for use in directory listings. **Website** address, if provided, may be used in WWARA directory listings to assist users obtain further information about this coordination. **ARRL Directory Sponsor** is used only for the ARRL Repeater Directory. Field length is limited by the ARRL to 10 characters.

(10) COORDINATION HOLDER FOR THIS FREQUENCY: This block will be filled in by the responsible individual that will hold the coordination for this frequency. All information is to be for this individual and not a club, organization or group. All coordination activities by the WWARA will be directed to this individual.

(11) CERTIFICATION: The **Signature of applicant or coordination holder** will be that of the individual listed in the coordination holder section. For an Assignment of coordination, the previous Coordination holder or the Chief Officer (if Group coordination) must also sign this form in the space provided. Be sure to date this form where indicated.

COORDINATION PROCESSING FEES: Be sure to include the appropriate Coordination Processing Fee with your Technical Data Sheet. The current Fee structure can be found on the WWARA website. No Fee required to register a receiver in the WWARA database.