

**ISCS-Generation 2e (ISCS-G2e)
Conversion Checklist**

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Table of Contents

1	OVERVIEW	3
2	INFORMATION GATHERING	3
2.1	SITE INFORMATION	3
2.2	SITE SURVEY	3
3	EQUIPMENT SHIPMENT	4
4	EQUIPMENT INSTALLATION	4
4.1	SITE SURVEY REVIEW	4
4.2	SCHEDULE INSTALLATION DATE	4
4.3	INSTALLATION DATE	4
5	CONTACT INFO	5

1 Overview

The purpose of this document is to provide information to the sites on what is expected to happen during the conversion to ISCS-Generation 2e (ISCS-G2e).

2 Information Gathering

Before any equipment can be shipped to a site location, each site will need to provide the following information to Verizon as soon as possible. The information is to be submitted by email to Verizon: april.hoffman@verizonbusiness.com.

2.1 Site Location and Contact Information

This information includes the shipping and installation location as well as the site points-of-contact for coordinating the technology refresh.

- Site location (Country, City, Street Address, and Postal Code)
- Site Telephone Number
- Site Point of Contact (POC)
- Site POC telephone number
- Site POC Email address
- Site Alternate POC
- Site Alternate POC telephone number
- Site Alternate POC Email address
- Hours of Operation

2.2 Equipment and Site Information

The site POC should obtain photos of the site and complete the Site Survey form (see attachment - 1). The Site Survey form is also available on the NOAA ISCS website at the following URL - <http://www.weather.gov/iscs/iscsG2e.htm>. Survey information will be used to determine if any additional equipment will be needed for the technology refresh installation and to facilitate the installation planning process for the site. The site survey form and site photos must be included in the email to Verizon.

Requested photos of site:

1. Antenna: To include picture of feedhorn, feedhorn cover, front and back of antenna, antenna grounding, and conduit if applicable
2. Location of current Antenna – photo looking from the back of the antenna toward the horizon and area surrounding the antenna
3. Inside location where the new satellite modem will be placed.

3 Equipment Shipment

Once all required site information is received, Verizon will ship the conversion kit equipment to the site location. It is the site's responsibility to place the equipment in a secure location and make the equipment available to the Verizon installation technician on the scheduled installation date. If equipment is not secured, and pieces are missing, it will be the site's responsibility to purchase replacement equipment. The POC should notify Verizon (april.hoffman@verizonbusiness.com) when the equipment is received on site.

4 Equipment Installation

4.1 Site Survey Review

A member of the Verizon Engineering team will review the site survey information and determine if a pre-installation visit is required, or additional equipment is needed. If a visit is required, the site POC will be contacted.

4.2 Schedule Installation Date

A member of the Verizon ISCS-G2e transition team will contact the site POC to determine the best date and time for installation. The installation will take place after 01 January 2010. Once the installation date has been confirmed, each site POC must ensure the site is ready for installation by that date. A site failing to meet its installation date may be at risk of not being able to receive data over the ISCS and will be required to pay the additional cost to reschedule the installation.

4.3 Installation Date

On the day of the installation, a technician will be dispatched to the site to begin the conversion. The conversion, to the new ISCS-G2e network, should only take one day to complete. As part of the conversion process, the PES-8000 satellite equipment will be disconnected to allow for the installation of the new satellite equipment on the existing antenna (if a new antenna is not being installed).

After the completion of the installation, the site POC must ensure that data is being received from the newly installed satellite equipment. The site POC must sign the installation document provided by the installation technician to indicate the POC is satisfied with the installation, and that all the equipment is working properly. The installation technician can provide training on the new satellite equipment at the request of the site POC. It will be the site POC's responsibility to dispose of the old PES-8000 equipment.



5 Contact Info

Please email any comments or questions to Verizon at april.hoffman@verizonbusiness.com, or to the ISCS Program Office at douglas.walls@noaa.gov.

