ADMINISTRATIVE COUNCIL FOR TERMINAL ATTACHMENTS (ACTA)

MEETING DATE: August 16, 2001

TITLE: Revised Guidelines and Procedures (Draft Rev.: 1.1b)

SOURCE*: ACTA Editing Ad-Hoc Group

PURPOSE: Decision

DISTRIBUTION TO: ACTA

ABSTRACT

Prompted by inquiries from interested parties over the past weeks, the ACTA Editing Ad-Hoc group revised ACTA's document "Guidelines and Procedures for submittal of information to ACTA for inclusion in the database of approved Telephone Terminal Equipment ("TTE")" to provide parties filing with ACTA additional guidance. Enclosed is the revised document, Draft Revision 1.1b, for approval. The document will become Revision 1.1, once approved. Changes are as follows:

- Included Section 3.1 and 3.2 to specify filing procedures relevant to Responsible Party Codes.
- Clarified the content and use of the required "List of Authorized Submitter".
- Clarified what information to provide relevant to each filing classification.
- Expanded the definition on certain required database items; i.e., items 1a, 3, 5, and 6.
- General editorial changes.

Group Participants: Steve Whitesell (Vtech), Cliff Chamney (Sprint), Clint Pinkham (ATLINKS), Dan Bart (TIA), Tim Jeffries (ACTA).

NOTICE

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CONTACT:

Tim Jeffries
ACTA Director
Alliance for Telecommunications Industry Solutions (ATIS)
1200 G Street N.W., Suite 500
Washington, DC 20005
Ph: +1.202.662.8669
Email: tjeffries@atis.org

Administrative Council for Terminal Attachments ("ACTA")

Guidelines & Procedures
for submittal of information to ACTA for inclusion in the database of approved Telephone Terminal Equipment ("TTE")

Draft Revision 1.1b
August 2001

ACTA is sponsored by the
Telecommunications Industry Association and the
Alliance for Telecommunications Industry Solutions

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1 Introduction

The Administrative Council for Terminal Attachment ("ACTA") was established pursuant to the Federal Communication Commission's ("FCC") Report and Order in the 2000 Biennial Review of Part 68 of the Commission's Rules and Regulations, CC Docket No. 99-216, FCC 00-400, adopted November 9, 2000 and released December 21, 2000 ("Order" or "R&O"). The Order directed the industry, through the co-sponsorship and support of the Telecommunications Industry Association ("TIA") and the Alliance for Telecommunications Industry Solutions ("ATIS") to establish the ACTA as the balanced and open body that would assume the Commission's Part 68 role for those items privatized in the Order (§68.602).

2 Mission & Scope

The mission of ACTA is to: (1) adopt technical criteria for terminal equipment to prevent network harm through the act of publishing such criteria developed by the American National Standards Institute ("ANSI")-accredited standards development organizations; and (2) establish and maintain database(s) of equipment approved as compliant with the technical criteria. ACTA makes no substantive decisions regarding the content of such technical criteria.

This document outlines the new guidelines and procedures relevant to maintaining a database(s) of terminal equipment approved as compliant to FCC Part 68 and ACTA-adopted technical criteria. Before equipment information is placed in the database, the information and items requested in this document must be received by the ACTA Secretariat. These guidelines and procedures apply to information submitted by both Telecommunications Certification Bodies ("TCB") and suppliers utilizing a Supplier's Declaration of Conformity ("SDoC").

3 General Filing Guidelines

All filings must be mailed or hand delivered to the ACTA Secretariat at the address below. All requested items (except payment) should be submitted on Compact Disk (CD) in Adobe (PDF) format. Filings not submitted in the format requested could delay processing. Other techniques for filing (*e.g.*, website access) are currently under development. Once implemented, this document will be revised.

A fee for recording, updating, and maintaining information/content in the ACTA Database is required. All fees must be submitted by check payable to ATIS/ACTA Secretariat, until alternative methods are implemented. The fee for all filings is $210 (US).

All filings shall be sent to:

ATIS
c/o ACTA Secretariat
1200 G Street N.W., Suite 500
Washington, DC 20005

3.1 Filing for a Responsible Party Code

The ACTA-specified Responsible Party Code ("RPC") is a unique identifier assigned to the Party responsible for terminal equipment. Historically, the FCC Common Carrier Bureau ("CCB") referred to this code as an Applicant or *Grantee Code. Codes previously assigned by the FCC CCB, therefore, remain valid and, unless otherwise warranted, may continue to be used. A new RPC is needed:

- When the Responsible Party does not have an RPC or FCC Common Carrier Bureau Grantee Code*.
- When it is required for a partial transfer of ownership (see 3.2).

*Note that both the FCC CCB (in charge of TTE) and the FCC Office of Engineering Technology ("OET"), for RF Devices, issued Grantee Codes. The codes issued were identical in format, but maintained in separate lists. Only those Grantee Codes assigned by the CCB are valid as RPCs.

The Responsible Party or its Authorized Submitter (*e.g.,* a TCB or independent lab) must include the following information and items from Appendix A, Terminal Equipment Details, when requesting a RPC. If applicable, a RPC must be obtained by the Responsible Party before its first filing:

- Item 1a): Name of Organization Granting Approval: To be completed by the Authorized Submitter requesting a RPC for the Responsible Party, if applicable. To expedite requests, an Email address should be provided, as the RPC will be sent by **Electronic Mail (*e.g.,* Email).
- Item 4): Responsible Party. Information relevant to the Responsible Party must be provided. To expedite requests, an Email address should be provided, as the RPC will be sent by Electronic Mail (*e.g.,* Email).
- Item 7): Responsible Party Code: A specific RPC may be requested. The requested RPC will be assigned if available.
- Item 14): Filing Status: Insert "Request for RPC".

Requests for a RPC shall be submitted to the ACTA Secretariat. The fee for a RPC filing is $210.00 (US).

**Note; the ACTA Secretariat will issue a RPC via Email to the Authorized Submitter and/or Responsible Party typically within 7-10 days. Contact the ACTA Secretariat if an Email is not received. An alternative method (*e.g.*, regular mail) is available on request.

3.2 Changes in Name, Address, Ownership or control of Responsible Party:

Responsible Party Codes are assigned to Parties responsible for terminal equipment. Accordingly, multiple Parties cannot use the same RPC.

As specified in §68.322, Responsible Parties for a SDoC may license or otherwise authorize a second party to manufacturer the terminal equipment covered by the SDoC provided the Responsible Party retains sole responsibility for ensuring the equipment remains compliant with the relevant FCC rules and ACTA-adopted technical criteria.

In the case transactions affecting the identification of the Responsible Party of a SDoC, such as a transfer of control or sale to another company, mergers, or transfer of manufacturing rights, the successor entity shall become the responsible party. Note; this statement is also true for Responsible Parties using the TCB process.

For example, in the event a party transfers complete control (*i.e.,* ownership) of its operations to another entity (the "successor"), the original party may transfer its RPC to the successor provided the original party discontinues use and reference of its assigned RPC. Alternatively, a new RPC can be assigned to the successor in accordance with Section 3.1. Use of a new RPC requires a **Re-approval** notice and, therefore, reformatting of the equipment's identification number to reflect the ACTA Product-Labeling format, if applicable.

Parties filing a request to transfer a RPC shall file notice with ACTA in accordance with Section 3, General Filing Guidelines. Notification shall include:

1) A letter from the original Responsible Party (on company letterhead) informing ACTA as to the type and extent of transfer of control to the successor.
2) Appendix A, where:
   - Item 4): Responsible Party. Details the new Responsible Party. To expedite requests, an Email address should be provided as confirmation will be sent by **Electronic Mail (*e.g.,* Email).
   - Item 7): Responsible Party Code: Identify the RPC being transferred from the original Responsible Party to its successor.
   - Item 9): Current Authorization Number: List of all products to be transferred by their current Authorization Number.
   - Item 14): Filing Status: Indicate "Request for RPC Transfer".

In the event a party transfers "partial" control (*i.e.,* responsibility) of its operations or transfers a product or product-line to another entity (the "successor"), a **Re-approval** notice shall be filed with ACTA for each product transferred. Notification(s) shall include a letter from the original Responsible Party (on company letterhead) informing ACTA of the transfer in addition to all items specified for an original filing. Re-approval filings shall be made by the successor.

Parties unfamiliar with RPC transfers should contact the ACTA Secretariat before filing a RPC transfer request.

**Note; the ACTA Secretariat will issue a confirmation notice via Email to the Authorized Submitter and/or Responsible Party typically within 7-10 days. Contact the ACTA Secretariat if an Email is not received. An alternative method (*e.g.*, regular mail) is available on request.

4 Telecommunications Certification Body Filings

4.1 Background

In 1998, the FCC adopted procedures whereby terminal equipment suppliers may submit their products to private Telecommunications Certification Bodies ("TCBs") for terminal equipment certification.[1] The TCB program was designed in connection with Mutual Recognition Agreements/Arrangements ("MRAs") between the United States and the European Union ("EU"), and the Asia-Pacific Economic Cooperation ("APEC"). The objective of the MRA is to facilitate market access and competition in the provision of telecommunications products that require testing and/or approval.

TCBs satisfying specific qualification criteria may certify equipment. Questions regarding the TCB program should be directed to the TCB Council. Questions regarding a TCB's test methodologies, procedures, or application, should be directed to that TCB. A complete list of ANSI-accredited TCBs is available at http://www.ansi.org/public/ca/ansi_cp.html.

4.2 Filing Utilizing TCBs

TCBs must provide the following information to ACTA for all types of filings (*i.e.,* original, modification, notice of change, or re-approval) to allow input to the database of approved equipment maintained by ACTA:

1) **Fee:** Refer to "General Filing Guidelines".
2) **Copy of Certification:** A copy of the certification granted to the Responsible Party by the TCB must be submitted with each filing.
3) **Product Information:** All relevant information specified in Appendix A: Terminal Equipment Details must be submitted. The extent of information provided will depend on the type of filing (*i.e*., original, re-certification, modification, etc.).
4) **List of Authorized Submitters:** Unless previously submitted and on file, a list of personnel authorized to file on behalf of the TCB must be provided. Information must include Company Name, Address, Phone Number, Name and Email address for each individual listed. Additionally, at least one (maximum of three) individual(s) must be identified as a "Primary Contact". Primary Contact(s) will be copied on all confirmation notices issued by the ACTA Secretariat, and serve as the company representative(s) for ACTA issues.
5) **Indemnification and Liability Statement:** A statement must be included (from the responsible party) with each filing. Refer to Appendix B, Indemnification and Liability Statement.

The ACTA Secretariat will issue a confirmation notice via Email to the TCB and/or Responsible Party (if applicable) typically within 7-10 days. Contact the ACTA Secretariat if an Email is not received. An alternative method (*e.g*., regular mail) is available on request.

[1] *MRA Order*, 13 FCC Rcd at 24693, ¶14.

5 Supplier's Declaration of Conformity Filings

5.1 Definition

A Supplier's Declaration of Conformity ("SDoC") is a procedure where the responsible party takes steps necessary to ensure that the terminal equipment complies with FCC 47 CFR Part 68 and ACTA-adopted technical criteria.

5.2 SDoC Content

As specified in §68.324, the SDoC must, at a minimum, include the following information:

1) The identification and description of: (a) the responsible party for the SDoC; and (b) the product; including the model number of the product.
2) Statement that the terminal equipment conforms with applicable technical requirements, and a reference to the technical requirements.
3) Date and place of issue of the declaration.
4) Signature, name and function of person making declaration.
5) A statement that the product, if it incorporates a handset, does or does not comply with §68.316 of the FCC Rules defining Hearing-Aid Compatible ("HAC") terminal equipment.
6) For a telephone that is not HAC, as defined in §68.316, the responsible party shall provide the following in the SDoC: (a) notice that FCC rules prohibit the use of that handset in certain locations; and (b) a list of such locations (see §68.112).

Note; for equipment designed to operate in conjunction with other equipment, the characteristics of which can affect compliance of such device with Part 68, and/or ACTA-adopted technical criteria, then the Model Number(s) of such equipment shall be supplied, and such other equipment must also include a SDoC or TCB grant of certification.

5.3 Filing Utilizing SDoCs

Responsible parties utilizing a SDoC must provide the following information for all types of filings (*i.e.,* original, modification, notice of change, re-approval):

1) **Fee:** Refer to "General Filing Guidelines".
2) **Copy of SDoC:** A SDoC must contain the statements and information as specified in §68.324. Refer to Appendix C, Example Language for a SDoC.
3) **Product Information:** All relevant information specified in Appendix A: Terminal Equipment Details must be submitted. The amount of information provided will depend on the type of filing (*i.e.,* original, re-certification, modification, etc.).
4) **Indemnification and Liability Statement:** A statement must be included with each filing. Refer to Appendix B, Indemnification and Liability Statement.
5) **List of Authorized Submitters:** Unless previously submitted and on file, a list of personnel, or external companies (*e.g.,* independent laboratories) authorized to file on behalf of the Responsible Party must be provided. Information must be provided on company letterhead and include Company Name, Address, Phone Number, and Name and Email address for each individual listed. Additionally, at least one (maximum of three) individual(s) must be identified as a "Primary Contact". Primary Contact(s) will be copied on all confirmation notices issued by the ACTA Secretariat, and serve as the company representative(s) for ACTA issues.

6) **Copy of Part 68 Test Procedures:** Unless previously submitted and on file, a copy of the test procedures used to verify conformity must be submitted. Any deviations from these test procedures must be noted.

The ACTA Secretariat will issue confirmation notices via Email to the Authorized Submitter and/or Responsible Party typically within 7-10 days. Contact the ACTA Secretariat if an Email is not received. An alternative method (*e.g.*, regular mail) is available on request.

6 General Requirements

As specified in §68.326 and §68.610, TCBs and parties filing a SDoC shall maintain, and have readily available, records containing the following information (unless otherwise noted):

1) Copy of the SDoC; for SDoC filings.
2) Copy of the TCB Certificate of Approval; for TCB filings.
3) The identity of the testing facility, including the name, address, phone number and other contact information.
4) A detailed explanation of the testing procedure utilized to determine whether terminal equipment conforms to the appropriate technical criteria.
5) A copy of the test results for terminal equipment compliance with the appropriate technical criteria.

Responsible parties utilizing SDoCs shall maintain all records required under §68.326(a) for at least ten years after the manufacture of the equipment on file has been permanently discontinued. TCBs shall adhere to the guidelines specified in the National Institute of Standards and Technology ("NIST") accreditation program under the applicable MRAs.

6.1 Indemnification and Liability Statement

The responsible party shall indemnify and hold harmless the Administrative Council for Terminal Attachment ("ACTA"), its members, affiliates, Secretariat, and Sponsors, and each of their officers, directors, employees, participants, agents and representatives (the "ACTA Parties"), of and from any and all liabilities, losses, costs, damages, claims, suits or expenses (including reasonable attorneys' fees and costs) of any kind whatsoever, arising from or relating to the Telephone Terminal Equipment ("TTE") or the Responsible Party's Supplier's Declaration of Conformity ("SDoC") or Telecommunications Certification Body ("TCB") Grant of Certification submitted to ACTA in connection therewith.

The responsible party shall acknowledge and agree that ACTA, and the ACTA Parties shall not, and do not, assume, and expressly disclaim, any and all liability, responsibility and obligation in connection with any loss, damage or claim arising from or relating to, in any way, ACTA's inactions or actions relating to publication, distribution or other use of any information relating to or concerning the TTE, including without limitation in connection with any claims or liabilities sounding in contract, tort (including negligence or strict liability), or otherwise, and in no circumstances shall ACTA or the ACTA Parties be liable for any loss of profits, loss of use, loss of production, loss of goodwill, or incidental, direct, indirect or consequential damages of any kind.

Appendix A: Terminal Equipment Details (NORMATIVE)

Ref	Item Description
1a	Name of Organization Granting Approval (FCC, TCB, or Declarer)
1b	TCB Identification Code ("ID"), if applicable
1c	Supplier's Declaration of Conformity ("SDoC"), if applicable
2	Terminal Approval Date
3	Product Identifier (selected by the responsible party: 1 to 9 digits)
4	Responsible Party Name and Address
5	US Service Center Name, Address and Phone number (and contact name if different from service center name). A URL is also recommended.
6	Equipment Description
7	Responsible Party Code ("RPC")
8	Manufacturer's Code(s)
9	Current Authorization Number (only if Modification, Notice, Re-certification, and/or re-declaration filing)
10	Equipment Code
11a	List of Trade Names; including new & existing Trade Names
11b	List of Model Numbers including new & existing Model Numbers
12	Network address signaling code
13a	Consumer product characteristics -- AC REN
13b	Consumer product characteristics -- HAC
13c	Consumer product characteristics -- USOC jack(s) (N/A for equipment with no network connection)
13d	Consumer product characteristics -- Repeat dials to same number? (Yes or No)
14	Filing Status (modification, original, etc)
15	Facility Interface code ("FIC")
16	Manufacturer's Port ID
17	Service Order Code(s) ("SOC")
18	Answer Supervision Codes
19	Ancillary equipment (consoles, telephones, modems, external power supplies, etc.)

Definition of Terminal Equipment Detail Items:

Item 1a: Name of Organization Granting Approval
List the complete name and address of the organization (including the contact information of the submitter; *i.e.,* email and phone number) attesting to the terminal equipment's conformity to Part 68 rules and ACTA-adopted technical criteria. Authorized Submitters forwarding information to ACTA on behalf of a Responsible Party utilizing the SDoC method shall provide its information.

Item 1b: Telecommunications Certification Body ("TCB") Identification Number
List the TCB identifier for terminal equipment information submitted by a registered TCB.

Item 1c: Supplier's Declaration of Conformity ("SDoC")
Provide a copy of the SDoC for terminal equipment submitted under a SDoC.

Item 2: Terminal Equipment Approval Date
Provide the date the terminal equipment was approved (date of TCB Certificate or SDoC Statement).

Item 3: Product Identifier
Provide the responsible party's unique terminal identifier. Refer to *TIA/EIA Telecommunications Systems Bulletin ("TSB") -168, Telecommunications –Telephone Terminal Equipment –Labeling Requirements*. Example: **US: AAAEQ##TXXX,** where xxx is the product identifier. The Responsible Party shall define this identifier.

Note; the FCC historically assigned a 5-digit product identifier number. Example: **AAABBB-NNNNN-XX-Y**, where NNNNN is the assigned number. Parties submitting data for products that will retain an existing FCC Registration number (Modification, or Notice of Change) should enter the FCC assigned 5 digit number.

Item 4: Responsible Party
List the complete name and address of the responsible party; including the contact information of the submitter; *i.e.,* email and phone number. The Responsible Party is the individual or company that accepts responsibility for the product and its compliance to Part 68 rules and ACTA-adopted technical criteria. The Responsible Party for a SDoC must be located in the United States (§68.321). For parties utilizing the SDoC method, this may be the same information contained in Item 1a.

Item 5: US Service Center
Original filings will not be processed without a USA point-of-contact. The name, address and phone number of applicant's USA service center must be provided. A URL is recommended. A USA service center must be included in the applicant's instruction manual. Statements such as 'return to dealer' are not acceptable. Unless included in the SDoC, this information must be provided as information to the user with the equipment.

Item 6: Equipment Description
For new filings (*i.e.,* original filing) provide a brief description (in 10 words or less) of the terminal equipment. Example: 'Two-line telephone with built-in answering machine." For modification filings, provide a brief description of the technical change.

Item 7: Responsible Party Code ("RPC")
List applicant's assigned ACTA RPC or FCC Grantee Code. Refer to Section 3, General Filing Guidelines.

Item 8: Manufacturer Code
List manufacturer's previously assigned FCC ID code(s), if known; otherwise leave blank.

Item 9: Current Authorization Number
Provide current FCC certification, registration or declaration number(s), if applicable. This is required for modification, notice and re-certification applications where a filing resulted in a grant of registration or certification.

Item 10: Equipment Code
Refer to *TIA/EIA TSB-168, Telecommunications –Telephone Terminal Equipment –Labeling Requirements* for a complete list of codes. Only one code may be specified. Select the code that best matches your product. If your equipment is currently approved, include the equipment code already assigned to your equipment.

Item 11a: List of Brand or Trade Names including new & existing Names
List of Trade or Brand Names, including new and existing Trade Names, under which this product will be marketed and sold. Note: The type of application being made impacts what information is to be included in this field. *See also* Item 14.

Item 11b: List of Model Numbers including new & existing Brand or Trade Names
List of model numbers for each Trade or Brand Name under which this product will be marketed and sold. Note: The type of application being made impacts what information is to be included in this field. *See also* Item 14.

Item 12: Network Address Signaling Code
Show the network address signaling code. This is required for all applications. Indicate the type of network address signaling by one of the following code letters:

- T If the device performs dual-tone multi-frequency ("DTMF") signaling;
- R If the device performs rotary (pulse) signaling;
- E If the device performs either DTMF or pulse signaling (selectable);
- N If the device does no signaling.

Item 13a: AC Ringer Equivalence Number ("REN")
The format to be used for the AC REN is REN (ac): n.nx, example: 1.0B, where n.n is the REN expressed in units and tenths and x is the appropriate ringer type. Only two ringer types are used: A for 20 and 30 Hz; and B for ringers that work over the range of 15.3 to 68 Hz. If the ringer equivalence number calculates to a value of less than 0.05, use 0.0. Report either A or B type REN, or it is permissible to report A and B. If Type A is to be used, calculate its value at 20 and 30 Hz and use the larger value. If the B type is to be used calculate its value over the range of 15.3 to 68 Hz and use the largest value. Also refer to *TIA/EIA TSB-168, Telecommunications – Telephone Terminal Equipment –Labeling Requirements.*

Item 13b: Hearing Aid Compatible ("HAC")
Telephones (corded and cordless) imported into (or manufactured in) the U.S., unless otherwise exempt, must be HAC (magnetic flux strength, §68.316). Marking of devices with the letters

HAC prominently displayed is required for all HAC telephones manufactured or imported after April 1997. Enter Yes, No, or Not Applicable (N/A).

Item 13c: Universal Service Order Codes ("USOC") Jacks
List type(s) of jack(s) required at the network interface. Use N/A for adjuncts that do not make direct connection to the network. Use "hardwired" for meter readers and alarm dialers, if applicable (some alarm dialers preferentially use the type RJ31X jack because of its call preemption feature.) Refer to *ATIS Technical Report No. 5*.

Item 13d: Repetitive Dialing to a Single Number
Many telephones, dialers, and alarm systems have the capability of repeat dialing to a single number. Indicate if the device or system has this feature. In CC Docket No. 81-216, Fourth Notice of Proposed Rulemaking, FCC 86-352, the Commission permitted computer-controlled automatic redialing but reserved the right to revisit this decision to ensure network protection, if necessary. Enter Yes or No.

Item 14: Filing Status
Describe the primary reason for the filing. Each filing must demonstrate that the covered equipment will not harm the network.

Original Filing
Original filings are required for covered equipment to be sold that previously has not been approved. Each filing must be complete and without reference to a previously submitted application.

Modification Filing
Modification filings are required to report changes to approved equipment when these changes affect compliance characteristics of that equipment, for example:

(a) Schematic diagram, component values, functions, or test data;
(b) Product classification code change (*e.g.*, a TE telephone to which is added speakerphone functionality would become an MT device);
(c) Change in REN;
(d) Change in a Part 68-controlled power level;
(e) Mechanical layout, including but not limited to printed circuits;
(f) Software;
(g) Changes to a switching power supply.

A modification filing will be processed only when an original filing for the terminal equipment has previously been processed.

Notice of Change ("Notice") Filing
Notice filings are required to maintain database accuracy when no electrical change has been made to the equipment. A notice filing is required, for example, when a trade name or model number is added to a previously approved device or system. Typically, such additions describe cosmetic variations, or are for marketing the product under a different trade name or model number.

Re-certification/Re-approval
Re-certification/re-approval applications are required for limited cases requiring the processing of a new filing. They can include:

(a) Changes in the network address signaling code (*e.g.,* changing from a T to an E).
(b) Establishing a new classification for equipment (*e.g.,* a change to a MF classification based on a previously approved KF system).
(c) Adding a new manufacturer; when manufacturing/distribution rights are transferred to another party.
(d) When a vendor wants its own approval for marketing reasons (with permission of the original responsible party).

Item 15: Facility Interface Codes ("FIC")
Provided is a partial list of common FIC codes. For a more complete list refer to *ATIS Technical Report No. 5*.

Analog Services	
FIC	**Description**
OL13A.	2-wire, Class A, Private Branch Exchange ("PBX") off-premises station port
OL13B	2-wire, Class B, PBX off-premises station port.
OL13C	2-wire, Class C, PBX off-premises station port.
LADC	Local area data channels *
METALLIC	2- or 4-wire metallic private line. *
TL11E	E&M Tie Trunk, Lossless, 2W, Type I, originates with ground on E
TL11M	E&M Tie Trunk, Lossless, 2W, Type I, originates with battery on M
TL12E	E&M Tie Trunk, Lossless, 2W, Type II, originates with ground on E
TL12M	E&M Tie Trunk, Lossless, 2W, Type II, originates with battery on M
TL31E	E&M Tie Trunk, Lossless, 4W, Type I, originates with ground on E
TL31M	E&M Tie Trunk, Lossless, 4W, Type I, originates with battery on M
TL32E	E&M Tie Trunk, Lossless, 4W, Type II, originates with ground on E
TL32M	E&M Tie Trunk, Lossless, 4W, Type II, originates with battery on M
02AC2	2-wire voice transmission with customer-provided ringing 600 ohms*
02GS2	2-wire ground-start signaling closed end provided by end user 600 ohms
02LA2	2-wire, certified, Class A, PBX off-premises station port 600 ohms
02LB2	2-wire, certified, Class B, PBX off-premises station port 600 ohms
02LC2	2-wire, certified, Class C, PBX off-premises station port 600 ohms
02LR2	2-wire Private Line Automatic Ringdown, ringing from Local Exchange Carrier ("LEC"), 600 ohms*
02LS2	2-wire loop-start signaling closed end provided by end user 600 ohms
02NO2	4-wire voice transmission with no LEC-provided signaling 600 ohms*
02RV2.0	2-wire loop reverse battery signaling, loop closure from customer, reverse battery from LEC, 600 ohms. Used for PBX-E911 trunks. *
02RV2.T	2-wire loop reverse battery signaling, loop closure from customer, reverse battery from LEC, 600 ohms. Used for Direct Inward Dialing ("DID") ports.
04AC2	4-wire voice transmission with customer-provided ringing 600 ohms*
04GS2	4-wire ground-start signaling closed end provided by end user 600 ohms*
04LR2	4-wire Private Line Automatic Ringdown, ringing from LEC, 600 ohms*
04LS2	4-wire loop-start signaling closed end provided by end user 600 ohms*
04NO2	4-wire voice transmission with no LEC-provided signaling 600 ohms. (Applicable to "hoot 'n holler" circuits.) *
04RV2.T	2-wire loop reverse battery signaling, loop closure from customer, reverse battery from LEC, 600 ohms. Used for DID ports. *
06EA2.M	6-wire Type I E&M signaling – Battery on M lead to originate, 600 ohms. Same as TL31M except with transmit TLP values of -2 to +3 dBm.
08EB2.M	8-wire Type II E&M signaling – Battery on M lead to originate, 600 ohms. Same as TL31M except has expanded receive TLP values of 0 to –8 dBm.

Digital Services	
FIC	**Description**
02DU5.56B	2-wire Switched 56 kbps Type III Public Switched Data Service (“PSDS”), 135 ohms.
02DU7.56B	2-wire Switched 56 kbps Type II PSDS, 124 ohms.
02IS5	2-wire Basic Rate Integrated Services Digital Network (“ISDN”), 135 ohms.
04DU5.19	4-wire 19.2 kbps digital interface, 135 ohms.
04DU5.19S	4-wire 19.2 kbps digital interface with secondary channel, 135 ohms.
04DU5.24	4-wire 2.4 kbps digital interface, 135 ohms.
04DU5.24S	4-wire 2.4 kbps digital interface with secondary channel, 135 ohms.
04DU5.38	4-wire 38.4 kbps digital interface, 135 ohms.
04DU5.38S	4-wire 38.4 kbps digital interface with secondary channel, 135 ohms.
04DU5.48	4-wire 4.8 kbps digital interface, 135 ohms.
04DU5.48S	4-wire 4.8 kbps digital interface with secondary channel, 135 ohms.
04DU5.56	4-wire 56 kbps digital interface, 135 ohms.
04DU5.56B	4-wire Switched 56 kbps Type I PSDS, 135 ohms.
04DU5.56S	4-wire 56 kbps digital interface with secondary channel, 135 ohms.
04DU5.64	4-wire 64 kbps digital interface, 135 ohms.
04DU5.96	4-wire 9.6 kbps digital interface, 135 ohms.
04DU5.96S	4-wire 9.6 kbps digital interface with secondary channel, 135 ohms.
04DU9.BN	4-wire 1.544 Mbps (DS1) with Super Frame (“SF”), Alternate Mark Inversion ("AMI"), no line power, 100 ohms.
04DU9.DN	4-wire 1.544 Mbps (DS1) with SF, Bipolar with eight-zero substitution (“B8ZS”), no line power, 100 ohms.
04DU9.1KN	4-wire 1.544 Mbps (DS1) with Extended Super Frame (“ESF”), AMI, no line power, 100 ohms.
04DU9.1SN	4-wire 1.544 Mbps (DS1) with ESF, Bipolar with Eight-Zero Substitution ("B8ZS"), no line power, 100 ohms. *

Analog Services: * These services are subject to local availability
Digital Services: * May be used for Primary Rate ISDN.

Item 16: Manufacturer Port ID

Manufacturer’s part number or model number for circuit pack or card for that specific network port.

Item 17 & 18: Service Order Codes (“SOC”) and Answer Supervision Codes

A partial list of the most commonly used codes is provided below.

Service Order Codes	
Analog Services	
SOC	**Description**
9.0F	Full protection to the network from systems using live voice. Only approved terminal equipment can be connected to station ports.
9.0N	Unprotected systems. Requires use of certified protective couplers or filing of affidavits with the telco. *See* §68.215(d) and (e)
9.0Y	Provides full Part 68 protection. Provides signal limiting for ALL signal sources (not just from Music On Hold (“MOH”).
7.0Y	Provides total protection to the network for connection of private communication systems.
7.0Z	Host system port provides partial protection to the network for connection of private communication systems. Requires filing of signal power affidavit with telco.
Digital Services	
SOC	**Description**
6.0Y	Provides total protection, including billing protection and encoded analog content.
6.0F	Combinations of equipment provide full protection to digital service. Billing

	protection and encoded analog protection are provided either by including auxiliary equipment within the certification envelope or by use of a separately certified device.
6.0N	Does not provide billing and encoded analog protection. Uses either an integrated or external Channel Service Unit ("CSU"). Affidavit to telco is required.
6.0P	Provides billing and encoded analog protection (similar to 6.0F) but requires separate CSU.

Answer Supervision Codes for Systems and Terminal Equipment	
Code	**Description**
AS.2	System ports that provide answer supervision (for system types such as CD, KF, MF, PF, VM, etc.)
AS.3	Terminal equipment or combinations of terminal equipment that provides answered supervision.

Note: Include as a Service Order Code

Item 19: Ancillary Equipment

Enter each model and list subsystem elements by name and manufacturer's port number that fall within the product's registration/certification "envelope". If telephones and consoles are HAC, indicate by using HAC. Note; information is not required for single and two line devices. For cordless phones used as stations, indicate the frequency band used and that digital security coding is employed.

	Certification Status*	Trade Name	Model Number	List of Ancillary Equipment by Type**	Manufacturer's Identifier
1					
2					
3					

*The certification status column indicates the type of filing for all entries using these codes:

Status Code Definition of Code
NEW -- New with this submission
MOD -- Modified from previous submissions
PREV -- Previously certified, no change
MD -- Manufacturing Discontinued, may exist in product in the field
RECERT -- Re-Certification

**This includes items such as, but not limited to, consoles, telephones, external power supplies, and modems.

Appendix B: Indemnification and Liability Statement (NORMATIVE)

Date

ACTA Secretariat
c/o ATIS
1200 G Street, NW
Suite 500
Washington, DC 20005

RE: Statement of Indemnification, Liability, and additional information about the ***<insert product name, model number, and labeling number>*** (the "Product").

ACTA Secretariat:

<Responsible party> hereby indemnifies and holds harmless the Administrative Council for Terminal Attachment ("ACTA"), its members, affiliates, Secretariat, and Sponsors, and each of their officers, directors, employees, participants, agents and representatives (the "ACTA Parties"), of and from any and all liabilities, losses, costs, damages, claims, suits or expenses (including reasonable attorneys' fees and costs) of any kind whatsoever, arising from or relating to the Product, or ***<Responsible party's>*** Supplier's Declaration of Conformity ("SDoC") or Telecommunications Certification Body ("TCB") Grant of Certification submitted to ACTA in connection therewith.

<Responsible party> hereby acknowledges and agrees that ACTA, and the ACTA Parties shall not, and do not, assume, and expressly disclaim, any and all liability, responsibility and obligation in connection with any loss, damage or claim arising from or relating to, in any way, ACTA's inactions or actions relating to publication, distribution or other use of any information relating to or concerning the Product, including without limitation in connection with any claims or liabilities sounding in contract, tort (including negligence or strict liability), or otherwise, and in no circumstances shall ACTA or the ACTA Parties be liable for any loss of profits, loss of use, loss of production, loss of goodwill, or incidental, direct, indirect or consequential damages of any kind.

Pursuant to §68.218 and §68.348 in the FCC Rules and Regulations, no changes will be made to the above referenced Product or its protective circuitry that would result in any change in the information contained in the corresponding SDoC or TCB Grant of Certification ***<insert SDoC or TCB Grant of Certification Reference Number (if applicable) >*** without filing of a new SDoC or TCB Grant of Certification.

[Submitter note: use the following language, if applicable.]

As specified in §68.324 (e)(3) a copy of the SDoC is freely available to the general public, and accessible to the disabled community, on the company website at ***<insert URL>.***

[Submitter note: use the following alternative language, if applicable.]

In accordance with §68.324 (e)(3), ***<Responsible party>*** hereby informs ACTA that a copy of the SDoC is not available to the general public, and accessible to the disabled community, on a functional and reliable website that it maintains.

<Name of company officer>
<Function of officer>
<Signature>

Note, this is considered a legally binding contract and must be signed by individuals authorized to enter into a contractual agreement.

Appendix C: Example Language for a SDoC (INFORMATIVE)

Supplier's Declaration of Conformity

Reference Number: _____ (Optional)

Place of Issue: _____

Date of Issue: _____

<Responsible party> located at ***<company address>*** in the United States of America hereby certifies that the ***<product name and model number>*** bearing labeling identification number ***<labeling number based on TIA TSB-168>*** complies with the Federal Communications Commission's ("FCC") Rules and Regulations 47 CFR Part 68, and the Administrative Council on Terminal Attachments ("ACTA")-adopted technical criteria ***<specification number(s), title, revision, and date of issue***>. [Submitter note: provided is an example of the technical criteria format: TIA/EIA/IS-968, Telecommunications – Telephone Terminal Equipment -Technical Requirements for Connection of Terminal Equipment To the Telephone Network, July 2001].

[Submitter note: insert the following (if applicable) for a product (with a handset) compliant with §68.316.]

<Responsible party> hereby asserts that the ***<product name and model number>*** complies with §68.316 of the FCC Rules and Regulations defining Hearing Aid Compatible ("HAC") and, as such, is deemed compatible with hearing aids.

[Submitter note: insert the following (if applicable) for a product (with a handset) that is not compliant with §68.316.]

<Responsible party> hereby issues notice that the ***<product name and model number>*** is not compliant with §68.316 of the FCC Rules and Regulations defining Hearing Aid Compatible ("HAC"). Accordingly, the FCC prohibits the use of this product in certain locations, such as, ***<insert list of locations per §68.112***>.

[Submitter note: insert the following if equipment is designed to operate in conjunction with other equipment, the characteristics of which can affect compliance, as specified in §68.324(b).]
<Responsible party> hereby asserts that the ***<product name and model number>*** is designed to operate in conjunction with other equipment, the characteristics of which can affect compliance of the ***<product name and model number>*** with Part 68 Rules and Regulations and/or with technical criteria adopted by the ACTA. The other equipment is ***<list all product name(s) and model number(s)>*** and the ***<Supplier's Declaration of Conformity or Telecommunications Certification Bodies certificate(s)>*** relevant to each product listed are enclosed.

<Name of company officer>
<Function of officer>
<Signature>

Note, this is considered a legally binding contract and must be signed by only individuals authorized to enter into a contractual agreement.