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PN: 12-06

## **PUBLIC NOTICE**

### **ACTA Revises Guidelines & Procedures for Submittal of Information to the ACTA for Inclusion in the Database of Approved Telephone Terminal Equipment**

October 1, 2012

Effective October 1, 2012 the Administrative Council for Terminal Attachments (ACTA) approved a Version 3.9 of the *Guidelines & Procedures for submittal of information to the ACTA for inclusion in the database of approved Telephone Terminal Equipment*. This document outlines the guidelines and procedures relevant to maintaining a database(s) of terminal equipment approved as compliant to FCC Part 68 and ACTA-adopted technical criteria. These guidelines and procedures apply to information submitted by both TCB and suppliers utilizing an SDoC.

The changes listed below in Version 3.9 of the *Guidelines & Procedures for submittal of information to the ACTA for inclusion in the database of approved Telephone Terminal Equipment*. This document supersedes all previous versions.

- Revised Section 3.1, Appendix I, and other parts of the document to reflect a change in the filing fee.
- Revised Section 6.2 Customer Information, moved information from Appendix E to Section 6.2, and deleted Appendix E. Appendix E is retained as a placeholder for future use.
- Added references to several of the appendixes in the body of the document.
- Updated the use of acronyms for consistency.
- Updated ATIS Standards to current references in Appendix A.
- Consolidated Appendixes G and H. Appendix H is retained as a placeholder for future use.
- Revised Sections 3.2 and 3.3 to reflect changes to various Appendixes.

Version 3.9 of these guidelines are being issued in conjunction with the adjustment of ACTA fees for processing Telephone Terminal Equipment (TTE) information submitted for inclusion in the centralized database of Part 68 equipment from \$650.00 to \$825.00 per submission. The adjusted fee applies to submission of Original, Modifications, Notice of Change, Recertification/re-declarations, and Request for Responsible Party Codes.

Questions and comments about this notice should be submitted to the ACTA Secretariat via e-mail at [acta@atis.org](mailto:acta@atis.org), or by phone at +1 202-628-6380.

#### **About ACTA**

The ACTA is an open organization established to: (1) adopt technical criteria and to act as the clearing-house, publishing technical criteria for terminal equipment developed by ANSI-accredited standards development organizations; and (2) establish and maintain a registration database of equipment approved as compliant with the technical criteria. ACTA is jointly sponsored by the Alliance for Telecommunications Industry Solutions (ATIS) and Telecommunications Industry Association (TIA). For more details about ACTA and the registration of TTE equipment to the Public Switched Telephone Network (PSTN), visit: [www.part68.org](http://www.part68.org).