

Administrative Council for Terminal Attachments (ACTA) Submission Guidelines

or

Guidelines & Procedures for Submittal of Information to the ACTA for Inclusion in the Database of Approved Telephone Terminal Equipment and Customer Premises Equipment (CPE) Used with Advanced Communications Services (ACS), Including Voice-Over Internet Protocol (VoIP) Telephones

The ACTA is jointly sponsored by the Alliance for Telecommunications Industry Solutions (ATIS) and the Telecommunications Industry Association (TIA)

Revision 7.0

October 20, 2025

About ACTA

The ACTA is an open organization established to: (1) adopt technical criteria and to act as the clearinghouse, 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).

ACTA Operating Principles and Procedures - Version 6.0

Table of Contents

1	INTRODUCTION	1
2	MISSION & SCOPE	1
2.1	MISSION OF THE ACTA	1
2.2	SCOPE OF THESE SUBMISSION GUIDELINES.....	1
2.3	NOTICE OF FCC PART 68 COMPLIANCE REQUIREMENT FOR TERMINAL EQUIPMENT	1
2.4	DESCRIPTION OF TERMINAL EQUIPMENT AND HAC-COMPLIANT ACS TELEPHONIC CPE SUBJECT TO SUBMISSION TO THE ACTA DATABASE	2
2.4.1	<i>TTE</i>	2
2.4.2	<i>Accessibility</i>	2
2.4.3	<i>Items Not Required to be Listed in ACTA Part 68 Database</i>	3
3	TYPES OF FILERS.....	3
3.1	TELECOMMUNICATIONS CERTIFICATION BODY FILING	3
3.1.1	<i>Description</i>	3
3.1.2	<i>Requirements</i>	3
3.2	SUPPLIERS DECLARATION OF CONFORMITY (SDoC) FILING (AUTHORIZED FILER OR AGENT)	4
3.2.1	<i>Description</i>	4
3.2.2	<i>Requirements</i>	4
4	GENERAL FILING GUIDELINES.....	4
4.1	FILING FEES AND PAYMENT	5
4.2	REGISTER AN RPC	5
4.3	ORIGINAL FILING.....	6
4.4	MODIFICATION FILING.....	6
4.5	NOTICE OF CHANGE FILING	6
4.6	RECERTIFICATION FILING	7
4.7	TRANSFER RPC FILING.....	7
4.8	CHANGES IN NAME, ADDRESS, OWNERSHIP, OR CONTROL OF RESPONSIBLE PARTY	8
4.9	VALIDATE RPC DATA FILING	9
4.10	STABILIZED MAINTENANCE PROGRAM.....	9
5	GENERAL REQUIREMENTS.....	9
5.1	INDEMNIFICATION AND LIABILITY STATEMENTS	10
5.2	CONSUMER INFORMATION	10
5.3	FCC ISSUED WAIVERS.....	11
	APPENDIX A: TERMINAL EQUIPMENT/HAC-COMPLIANT ACS TELEPHONIC CPE DETAILS	12
	DEFINITION OF TERMINAL EQUIPMENT/HAC-COMPLIANT ACS TELEPHONIC CPE DETAIL ITEMS:	13
	APPENDIX B: INDEMNIFICATION AND LIABILITY STATEMENT (NORMATIVE)	19
	APPENDIX C: EXAMPLE LANGUAGE FOR AN SDOC (NORMATIVE).....	21

ACTA Operating Principles and Procedures - Version 6.0

Commonly Used Acronyms

Acronym	Definition
ACS	Advanced Communications Services
ACTA	Administrative Council for Terminal Attachments
ANSI	American National Standards Institute
AOF	ACTA Online Filing
ATIS	Alliance for Telecommunications Industry Solutions
CPE	Customer Premises Equipment
DTMF	Dual Tone Multi-Frequency
FCC	Federal Communications Commission
FIC	Facility Interface Code
HAC	Hearing Aid Compatibility
MRAs	Mutual Recognition Agreements/Arrangements
NIST	National Institute of Standards and Technology
OP&P	Operating Principles & Procedures
PSTN	Public Switched Telephone Network
R&O	Report & Order
RJ31 or RJ31X	Type of jack that deals with alarm dialers
RP	Responsible Party
RPC	Responsible Party Code
SDO	Standards Development Organization
SDoC	Supplier's Declaration of Conformity
TCB	Telecommunications Certification Body
TIA	Telecommunications Industry Association
TTE	Telephone Terminal Equipment
USOC	Universal Service Order Codes
VoIP	Voice over Internet Protocol
WCB	FCC Wireline Competition Bureau (formerly known as the Common Carrier Bureau [CCB])

1 Introduction

The Administrative Council for Terminal Attachments (ACTA) was established pursuant to the Federal Communications Commission (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 Alliance for Telecommunications Industry Solutions (ATIS) and the Telecommunications Industry Association (TIA), 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).

In October 2017, the FCC released new rules (FCC-17-135) regarding Hearing Aid Compatibility (HAC) for wireline and wireless handsets. This Report & Order amends Part 68 to apply, for purposes of HAC compliance, the same testing, attestations of compliance, registration, labeling, and complaint handling requirements that currently apply to Customer Premises Equipment (CPE) that is directly connected to the Public Switched Telephone Network (PSTN) to advanced communications services (ACS) telephonic CPE such as Voice over Internet Protocol (VoIP) telephones. These rule amendments require "Responsible Parties" for ACS telephonic CPE to register such equipment in the ACTA terminal equipment database.

Additional historical information on the ACTA and Part 68 is available in the presentation *ACTA and Part 68: Past, Present, and Future*, available on the Part 68 website at <https://part68.org/documents/presentations/>.

2 Mission & Scope

2.1 Mission of the ACTA

The ACTA is an open organization with a mission to: (1) adopt technical criteria for terminal equipment to prevent network "harm" (as defined in 47 C.F.R. § 68.3) and HAC-compliant ACS telephonic CPE 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.

The ACTA makes no substantive decisions regarding the content of such technical criteria.

2.2 Scope of these Submission Guidelines

This document outlines the guidelines and procedures relevant to maintaining a database(s) of terminal equipment and HAC-compliant ACS telephonic CPE approved as compliant to FCC Part 68 and ACTA-adopted technical criteria. These guidelines and procedures apply to information submitted by both Telecommunications Certification Bodies (TCBs) and suppliers utilizing a Supplier's Declaration of Conformity (SDoC).

Pursuant to §68.610(b), Responsible Parties, whether they obtain their approval from a TCB or utilize the SDoC process, shall submit to the ACTA Secretariat all information required by the ACTA.

2.3 Notice of FCC Part 68 Compliance Requirement for Terminal Equipment

Compliance with Part 68 and ACTA-adopted Technical Criteria is mandatory for the following:

- Terminal equipment connected to the PSTN.
- Wireline facilities owned by wireline telecommunications providers and used to provide wireline subscriber services.
- HAC-compliant ACS telephonic CPE such as VoIP telephones.

Penalties for failure to comply with the requirement fall under U.S. federal jurisdiction. Penalties can be found in 47 U.S.C. Section 503.

ACTA Operating Principles and Procedures - Version 6.0

Questions about the compliance requirements for a particular device should be addressed to a TCB with Scope C certification (or other CAB). More information on finding Scope C certified testing bodies can be found on the ACTA and FCC websites. Questions about a specific technical requirement should be addressed to the Standards Development Organization (SDO) from which the technical requirement was submitted to the ACTA.

2.4 Description of Terminal Equipment and HAC-compliant ACS Telephonic CPE Subject to Submission to the ACTA Database

This is an informative description of terminal equipment and HAC-compliant ACS telephonic CPE subject to submission to the ACTA Database provided to inform the public of the scope of devices subject to the ACTA's adopted technical criteria and database and is not in any way intended to serve as a qualitative analysis of any device. The controlling document for determining the need for equipment compliance is the United States Code of Federal Regulations, Title 47, Part 68 (47 C.F.R. Part 68).

2.4.1 TTE

For ACTA Part 68 Database purposes, terminal equipment that requires formal approvals testing for “do not harm” requirements and has provision and requirement for listing in the ACTA Part 68 Database is any communication equipment located on a customer's premise at the end of a communications link as provided in 47 C.F.R. 68, used to permit the TTE involved to accomplish the provision of telecommunication or information services including but not limited to:

1. Single-line or Multi-line Telephones;
2. Modems (any device that is or contains an analog, digital or Ethernet modem used as an interface to the network);
3. Facsimile (fax) Machines;
4. xDSL Modems (e.g., ADSL, HDSL, VDSL & GDSL);
5. DSL Splitters & Filters;
6. Voltage Transient Protective devices;
7. Electronically Controlled Line Switches, Indicators and Devices;
8. Private Branch Exchanges (PBXs);
9. Key Telephone System (KTS) equipment;
10. Local Area Network (LAN) Gateways to the PSTN;
11. Caller Identification (CID) devices;
12. Music on hold devices;
13. Interactive Voice System (ACD or IVR);
14. CSUs;
15. Answering Machines; and
16. Any remote control or Utility Metering or Alarm System device that connects to the PSTN.

2.4.2 Accessibility

On October 26, 2017, the FCC issued a [Report and Order \(R&O\) and Order on Reconsideration](#) (FCC 17-135) that impacts its Part 68 rules and the ACTA. The R&O amended the Part 68 rules to subject ACS telephonic CPE to the same HAC requirements that apply to other wireline telephones. Such obligations include compliance with TIA-4965-2012, *Telecommunications Telephone Terminal Equipment Receive Volume Control Requirements for Digital and Analog Wireline Handset Terminals*, as well as compliance with the inductive coupling rule in 47 C.F.R. Section 68.316.

The R&O also amended Part 68 to apply, for purposes of HAC compliance, the same testing, attestations of compliance, registration, labeling, and complaint handling requirements that currently apply to CPE that is directly connected to the public switched telephone network (PSTN) to ACS telephonic CPE. These rule amendments require “Responsible Parties” for ACS telephonic CPE to: (1) have the equipment tested for HAC compliance, with certification of such compliance by a Telecommunication Certification Body (TCB) or, in the alternative, by a Supplier's Declarations of Conformity; (2) register such equipment in the ACTA terminal equipment database; and

(3) provide appropriate labels and other information to consumers regarding HAC compliance (see 47 C.F.R. Section 68.300).

2.4.3 Items Not Required to be Listed in ACTA Part 68 Database

The following items do not require formal approval or listing in the ACTA Part 68 Database and no provision has been made for listing such items in the ACTA Part 68 Database:

1. Electronically transparent adapters and extension cords;
2. Cross connect panels;
3. Manually operated line switches; and
4. Professionally used diagnostic instrumentation that is disconnected from the network when unattended.

3 Types of Filers

There are two categories of filers who can file in the part68.org database:

3.1 Telecommunications Certification Body Filing

Telecommunications Certification Bodies (TCB) filings are submitted by a TCB representative that submits terminal equipment or HAC-compliant ACS telephonic CPE information, along with a TCB certificate, to the ACTA.

3.1.1 Description

In 1998, the FCC adopted procedures whereby terminal equipment or HAC-compliant ACS telephonic CPE suppliers may submit their information to private TCBs for terminal equipment certification.¹ The TCB program was designed in connection with Mutual Recognition Agreements/Arrangements (MRA) 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 current listing of TCBs is maintained by the FCC and can be found at this page: <https://apps.fcc.gov/oetcf/kdb/forms/FTSSearchResultPage.cfm?id=180248&switch=P>.

3.1.2 Requirements

A copy of the certification granted to the Responsible Party by the TCB must be submitted with each filing.

Certificates are required to include a statement that terminal equipment or HAC-compliant ACS telephonic CPE conforms to (1) each specific ACTA-adopted technical criteria document, including addendums, that has reached its mandatory compliance date at the time of the approval of the TTE or HAC-compliant ACS telephonic CPE, and (2) the requirements found in FCC 47 C.F.R. Part 68. Technical criteria which have been adopted by the ACTA and have reached their effective date may be included on the TCB Certificate at the discretion of the TCB as they are able to certify compliance to those technical criteria. Also refer to Section 5.3, FCC Issued Waivers, if applicable.

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

3.2 Suppliers Declaration of Conformity (SDoC) Filing (Authorized Filer or Agent)

An SDoC filing is when an Authorized Submitter or Filer that is *directly* associated with a Responsible Party submits terminal equipment or HAC-compliant ACS telephonic CPE information under the SDoC method to the ACTA; or when an Agent *indirectly* associated (e.g., external laboratory or consultant) with a Responsible Party submits terminal equipment or HAC-compliant ACS telephonic CPE information under the SDoC method to the ACTA on behalf of the Responsible Party.

3.2.1 Description

An SDoC is a procedure where the Responsible Party takes steps necessary to ensure that the terminal equipment and HAC-compliant ACS telephonic CPE complies with FCC 47 C.F.R. Part 68 and ACTA-adopted technical criteria.

This classification also applies to Responsible Parties that wish to personally submit terminal equipment or HAC-compliant ACS telephonic CPE information which has been certified by a TCB. In this case, the Filer should upload the TCB Certificate instead of the SDoC statement when prompted.

3.2.2 Requirements

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. Declarations are required to include a statement that terminal equipment or HAC-compliant ACS telephonic CPE conforms to (1) each specific ACTA-adopted technical criteria document, including addenda, that has reached its mandatory compliance date at the time of the approval of the TTE, and (2) the requirements found in FCC 47 C.F.R. Part 68. Technical criteria that have been adopted by the ACTA and have reached their effective date may be included on the SDoC at the discretion of the supplier as they are able to certify compliance to those technical criteria.
3. Date and place of issue of the declaration.
4. Signature, name, and function of the person making the 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 HAC terminal equipment.
6. For a telephone that is not HAC-compliant, 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: If the equipment is designed to operate in conjunction with other equipment, the characteristics of which can affect compliance of such devices 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 an SDoC or TCB grant of certification.

When filing, an SDoC must contain the statements and information as specified in §68.324; including an explicit reference to the ACTA-adopted technical criteria. Also refer to Section 5.3, FCC Issued Waivers, if applicable. Refer to Appendix C: Example Language for an SDoC. SDoCs must be provided in a format accessible to persons with disabilities.

4 General Filing Guidelines

Parties submitting information to the ACTA for inclusion in the centralized database of approved Part 68 Terminal equipment and HAC-compliant ACS telephonic CPE should file submissions using the ACTA Online Filing (AOF) system: <https://part68.org/online-filing/>. All filing types are supported by the AOF; it is expected that all filings will be submitted electronically. If you are unable to submit your filing using the AOF, please email acta@atis.org. A Handling Fee of \$115 may be assessed if the ACTA manually addresses a filing that is supported by the AOF.

4.1 Filing Fees and Payment

A fee for recording, updating, and maintaining information/content in the ACTA Database is required. The following table provides a breakdown of filing types and fees. Parties are encouraged to visit the ACTA website at <http://www.part68.org> for updates or revisions to the appropriate filing fee. Questions about the filing process or filing fees should be directed to acta@atis.org.

Filing Types and Fees		
Item	Fee	Applicability
Register an RPC	\$995	This fee is required for the initial assignment of an RPC.
Original, Modification, and Notice of Change	\$995	This fee is required for recording, updating, and maintaining TE and HAC-compliant ACS telephonic CPE information.
Recertification	\$995	Recertification Filings are required for limited cases requiring the processing of a new filing. Note: Re-certification filings will result in a new ACTA "US" product-number. Products using the historical FCC Reg. number will be changed to the ACTA number.
Transfer RPC	\$995	This fee is required for the transfer of control or ownership of an RPC between two parties.
Validate RPC Data	\$150/\$115	This fee is to validate RP data on an annual basis to ensure all of the data contained in the Part 68 database is accurate and up to date. An annual discount period is announced at the end of each year via the ACTA exploder list.
Stabilized Maintenance	\$355	A form of RPC Data Validation, this fee is to validate the RP data for an RPC that qualifies to be categorized as stabilized (see Section 4.10 for additional information).
Stabilized RPC Data Reactivation	\$115	This fee applies to any RPC that needs to be reactivated from stabilized status (see Section 4.11 for additional information).
Handling Fee	\$115	This fee is required for handling filing types that are supported by AOF but submitted to the ACTA Secretariat for processing. The fee is per Submission Form submitted.

4.2 Register an RPC

The ACTA-specified RPC is a unique identifier assigned to the Party responsible for terminal equipment. Historically, the FCC Common Carrier Bureau (CCB), now called the Wireline Competition Bureau (WCB), referred

ACTA Operating Principles and Procedures - Version 6.0

to this code as an Applicant or Grantee Code.² 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.
- It is required for a partial transfer of ownership.

The Responsible Party or its Authorized Submitter (e.g., a TCB or independent lab) can request an RPC through the AOF.

RPCs are assigned to Parties responsible for terminal equipment and HAC-compliant ACS telephonic CPE. Accordingly, multiple Parties cannot use the same RPC.

An important responsibility of the ACTA is to maintain an accurate and up-to-date database of all Part 68 TTE and HAC-compliant ACS telephonic CPE. The information associated with an RPC is used by the FCC, U.S. Customs, and consumers, and therefore must be accurate. The RPC is critical in establishing the connection between the responsible party and the telephone equipment data stored in the database. As such, whenever there is a change in the name, address, or other contact information from the Responsible Party, notice of such change(s) shall be submitted to the ACTA within 30 days of when the Responsible Party starts using the new name, address, or other contact information.

As specified in §68.322, Responsible Parties for an SDoC may license or otherwise authorize a second party to manufacture the terminal equipment or HAC-compliant ACS telephonic CPE 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.

4.3 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.

4.4 Modification Filing

Modification Filings are required to maintain database accuracy when a change that alters the compliance characteristics has been made to the equipment, such as network interface circuitry, as filed under an Original Filing. A Modification Filing is required when these changes affect the contents of the ACTA-maintained database of approved Part 68 products, a Responsible Party's SDoC, or a TCB's Certificate. A Modification Filing will be processed only when an Original Filing for the terminal equipment has previously been processed.

NOTE: Should any change alter the product label, a new Original Filing is required.

4.5 Notice of Change Filing

Notice of Change Filings are required to maintain database accuracy when no electrical change has been made to the equipment that alters the compliance characteristics, such as network interface circuitry, as filed under an Original Filing. A Notice of Change Filing is required, for example, when a trade name, model number, or some feature that does not affect compliance characteristics 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 serial number.

² Note that both the FCC WCB (in charge of TE) 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 WCB are valid as RPCs.

4.6 Recertification Filing

Recertification Filings 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), for products using the historical FCC Registration Number format;
- 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; or when manufacturing/distribution rights are transferred to another party;
- d) When a vendor wants its own product identification number for marketing reasons (with permission of the original Responsible Party);
- e) When changing from the FCC Reg. number format to the ACTA “US” number format.

Recertification Filings will result in a new product identification number. Products using the historical FCC Reg. number will be required to change over to the ACTA “US” number.

In the event a third-party vendor wants its own product identification number on a product also distributed by the original Responsible Party, as noted under case d) above, the third-party’s product will be listed in the database as an “Original” Filing. Accordingly, the third-party vendor shall assume full responsibility, as specified in 47 C.F.R. Part 68, for the products distributed under its RPC.

In the event a Responsible Party elects to distribute both the original product and the new product stemming from a Recertification Filing, as noted in cases a) and b) above, the new product(s) are considered “self-standing” product(s) and thus must be filed in the database as an “Original” Filing. Filers must consider this circumstance and submit their filings accordingly.

4.7 Transfer RPC Filing

In the case of transactions affecting the identification of the Responsible Party of an RFC, such as a transfer of control or sale to another company, merger, or transfer of manufacturing rights, the successor entity shall become the Responsible Party and notice shall be given to the ACTA **within 60 days** after the consummation of the transaction. This notification should be submitted through the “Transfer RPC” Filing on the part68.org database.

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. Use of a new RPC requires a Recertification Filing and, therefore, reformatting of the equipment’s identification number to reflect the ACTA Product-Labeling format, if applicable.

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 Recertification Filing shall be filed with the ACTA for each product transferred. This filing shall be made by the successor.

In the event a Responsible Party grants another party or parties (i.e., third-party) rights to re-label a Part 68 approved product under the third-party’s Responsible Party Code (for marketing reasons) and distribute that product in addition to the original Responsible Party maintaining its distribution of the same product, a Recertification Filing shall be filed with the ACTA for each product affected. Filings will be presented as an “Original” Filing submission in the ACTA database of approved Part 68 products. The third-party shall submit the Recertification Filing.

When responsibilities are transferred from one party to another, the “new” Responsible Party is required to ensure the SDoC(s) for product(s) they continue to product and market is/are updated to reflect the correct identification of the party responsible for the product. This requirement is applicable for Responsible Parties that assume responsibility for products approved utilizing the SDoC approach only. Parties assuming responsibility for products approved using a TCB are not required to submit a revised TCB certificate, given that parties are not required by the FCC to provide this information to the consumer. However, if/when a Responsible Party modifies a product after the transfer, a revised/updated TCB certificate or SDoC must reflect the new company name.

Pursuant to §68.324, Responsible Parties assuming responsibility for products approved utilizing the SDoC process also assume responsibility for maintaining a copy of the original and any revised/updated SDoCs on their website for **ALL** the products they assumed responsibility for, regardless of whether the product is still being produced. Should the new Responsible Party inform the ACTA that a copy of the SDoC is not available to the general public

ACTA Operating Principles and Procedures - Version 6.0

and accessible to the disabled community on a functional and reliable website that it maintains, and It needs the ACTA to maintain a copy of the original or revised/updated SDoC on the ACTA website, the new Responsible Party will be charged an additional posting fee per SDoC, pursuant to the ACTA Guidelines.

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

4.8 Changes in Name, Address, Ownership, or Control of Responsible Party

Whenever there is a change in the name, address, or other contact information from the Responsible Party, notice of such change(s) shall be submitted to the ACTA within 30 days after the Responsible Party starts using the new name, address, or other contact information.

As specified in §68.322, Responsible Parties for an SDoC may license or otherwise authorize a second party to manufacture the terminal equipment or HAC-compliant ACS telephonic CPE 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.

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 4.1. Use of a new RPC requires a Recertification Filing and, therefore, reformatting of the equipment's identification number to reflect the ACTA Product-Labeling format, if applicable.

Parties filing a request to transfer an RPC must file notice with the ACTA in accordance with Section 4, General Filing Guidelines. Notifications shall include:

- 1) A letter from the original Responsible Party (on company letterhead) informing the ACTA as to the type and extent of transfer of control to the successor.
- 2) Submission of the Transfer RPC filing through the AOF.
- 3) A Revised SDoC (for SDoC Filings only) through the AOF:

The new Responsible Party shall provide the ACTA with a copy of updated/revised SDoCs reflecting the name of the new Responsible Party on the SDoC for those products they continue to market. If a Responsible Party wishes to provide updated/revised SDoCs for additional products, this also may be done during the transfer on a voluntary basis.

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 the ACTA for each product transferred. Notification(s) shall include a letter from the original Responsible Party (on company letterhead) informing the ACTA of the transfer in addition to all items specified for an Original Filing. Re-approval Filings shall be made by the successor.

In the event a Responsible Party grants another party or parties (i.e., 3rd party) rights to re-label a Part 68 approved product under the 3rd party's Responsible Party Code (for marketing reasons) and distribute that product in addition to the original Responsible Party maintaining its distribution of the same product, a Re-approval notice shall be filed with the ACTA for each product effected. Notification(s) shall include a letter from the original Responsible Party (on company letterhead) informing the ACTA of the agreement and separate distribution of the product in addition to all items specified for an Original Filing. Filings will be presented as an "Original" submission in the ACTA database of approved Part 68 products. *The 3rd party shall submit the Re-approval Filing.*

When responsibilities are transferred from one party to another, the "new" Responsible Party is required to ensure the SDoC(s) for product(s) they continue to produce and market is/are updated to reflect the correct identification of the party responsible for the product. This requirement is applicable for Responsible Parties that assume responsibility for products approved utilizing the SDoC approach only. Parties assuming responsibility for products approved via a TCB are not required to submit a revised TCB certificate, given that parties are not required by the

ACTA Operating Principles and Procedures - Version 6.0

FCC to provide this information to the consumer. However, if/when a Responsible Party modifies a product after the transfer, a revised/updated TCB certificate or SDoC must reflect the new company name.

Pursuant to §68.324, Responsible Parties assuming responsibility for products approved utilizing the SDoC process also assumed responsibility for maintaining a copy of the original and any revised/updated SDoCs on their website for ALL the products they assumed responsibility for, regardless of whether the product is still being produced. Should the new Responsible Party inform the 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, and it needs the ACTA to maintain a copy of the original or revised/updated SDoC on the ACTA website, the new Responsible Party will be charged an additional posting fee per SDoC, pursuant to the ACTA Guidelines.

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

4.9 Validate RPC Data Filing

The Responsible Party or its Authorized Submitter (e.g., a TCB or independent lab) must annually validate an active RPC's contact information, including but not limited to RPC's point(s) of contact, address(es), phone number(s), email address(es), and website URL. Updating the Company Name requires a "Transfer RPC" filing.

Responsible Parties are required to validate their data on an annual basis regardless of whether any changes occurred during the current calendar year.

Responsible Parties cannot validate their data for more than one calendar year. Validation for the next calendar year begins on October 1st of the previous year. To incentivize timely participation, this filing type is discounted to \$95 from October 1st to February 1st. However, an RPC can be validated at any time of the year.

RPCs that are updated will be noted by a "green check" to show that the RPC data have been validated and are accurate.

4.10 Stabilized Maintenance Program

A form of RPC data validation, Stabilized Maintenance refers to maintenance of an RPC that is not required on an annual basis as part of the RPC Data Validation Program. A Stabilized RPC shall be validated and categorized as such once, and will carry forward that distinction for the remaining life of the RPC.

To qualify for such maintenance, the following eligibility criteria shall be met:

- a) At least one product has been filed under the RPC;
- b) No products have been registered under the RPC within the past 10 years; and
- c) The Responsible Party does not anticipate that any products will be registered under the RPC in the future.

If requirements are met, the Responsible Party can file for Stabilized Maintenance by conducting a Validate RPC Filing and selecting "yes" to Stabilized Maintenance on the payment page.

The Responsible Party shall still be required to update the RPC contact information for any RPCs classified under this program if changes should occur. These updates shall be submitted to the ACTA (via acta@atis.org) and will be free of charge.

Should a new product be registered under an RPC classified under Stabilized Maintenance, the RPC will no longer be eligible for this classification and the Responsible Party will be required to pay the reactivation fee. Additionally, the RPC will be required to validate as a part of the annual RPC Data Validation requirements.

5 General Requirements

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

- 1) Copy of the SDoC, for SDoC Filings.

ACTA Operating Principles and Procedures - Version 6.0

- 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 the terminal information or HAC-compliant ACS telephonic CPE conforms to the appropriate technical criteria.
- 5) A copy of the test results for terminal equipment or HAC-compliant ACS telephone CPE compliance within the appropriate technical criteria.

Responsible parties utilized 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.

5.1 Indemnification and Liability Statements

Parties submitting information for inclusion in the Part 68 database of approved terminal equipment or HAC-compliant ACS telephonic CPE are required to accept the Indemnification and Liability Statement prior to any filing on the part68.org database:

I hereby acknowledge that I am authorized to submit information to the ACTA database of Part 68 approved telephone terminal equipment (TTE) on behalf of the submitting entity or the Responsible Party, as identified in the submitted information. I further acknowledge that the information submitted is accurate, complete, and descriptive of the TTE approved for connection to the public telephone network. I understand that the submitted information is subject to a 30-day administrative audit by the ACTA or its Secretariat and I accept the responsibility to correct any errors identified within 15-days of notice from the Secretariat. I understand that any failure to correct errors identified by the Secretariat in the allotted timeframe may result in the removal of the record from the database and forfeiture of the processing fee. In addition, I understand and acknowledge that should this submission compromise the accuracy of the Part 68 database, additional processing fees may be required.

The Responsible Party shall indemnify and hold harmless the 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 TTE or HAC-compliant ACS telephonic CPE or the Responsible Party's SDoC or TCB Grant of Certification submitted to the ACTA in connection therewith.

The Responsible Party shall acknowledge and agree that the 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, the ACTA's inactions or actions relating to publication, distribution or other use of any information relating to or concerning the TTE or HAC-compliant ACS telephonic CPE, 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 the 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.

5.2 Consumer Information

Pursuant to 47 CFR §68218(b)(1), the Responsible Party or its agent shall provide the user of approved terminal equipment or HAC-compliant ACS telephonic CPE with consumer instructions as specified by the ACTA.

The latest version of the ACTA-adopted Consumer Information requirements document is available on the ACTA website at <https://www.part68.org/documents/>. The consumer information described in that document must be provided to customers with each unit of approved terminal equipment or HAC-compliant ACS telephonic CPE.

If the equipment is being approved by the TCB process, a copy of the required customer information must be provided to the TCB. These materials must be identical to what is provided to the customer.

5.3 *FCC Issued Waivers*

Requests for waivers (as historically defined) processed and granted by the FCC to technical criteria previously included in Part 68, and newly ACTA-adopted technical criteria, are no longer accepted by the FCC nor allowed by the ACTA. Parties developing and marketing products that fall outside established technical criteria or products for which technical criteria do not currently exist are now required to directly pursue necessary modifications to existing criteria or the development of new criteria for Part 68 approval via an ANSI-accredited SDO. An SDO's acceptance of a technical change request to existing criteria or the development of new criteria will be based solely on the technical merit of the request, pursuant to ANSI procedures.

Aside from submitting a request for a waiver, parties may appeal ACTA-adopted technical criteria by filing opposition to: (1) the submitting SDO; (2) ANSI for procedural issues; or (3) the FCC directly for a de novo review pursuant to §68.614. Refer to the latest version of the ACTA Operating Principles and Procedures ("OP&P"), for more information on filing opposition to ACTA-adopted technical criteria.

In accordance with FCC Rules and Regulations (§68.218), parties acquiring approval of terminal equipment for connection to the PSTN must warrant – whether through a TCB or an SDoC – that each unit of equipment complies with all the applicable rules and regulations in 47 CFR Part 68, and with the applicable ACTA-adopted technical criteria. Parties are required to also explicitly indicate the technical criteria under which the equipment was approved and to file this information with the ACTA for inclusion in its database of approved equipment.

In circumstances, therefore, where equipment has obtained approval as a result of a FCC granted waiver, parties filing this equipment for inclusion in the ACTA-maintained database are required to explicitly indicate on the SDoC or TCB certificate a reference to the technical criteria and a reference to the FCC-issued order wherein the FCC waived its requirements for approval (i.e., "DA" number).

Appendix A: Terminal Equipment/HAC-Compliant ACS Telephonic CPE Details

(Normative)

Ref	Item Description
1a	Name of Organization Granting Approval of Equipment or Submitting Request for RPC
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 Product Information Contact Name, Department, Address, and Phone Number
6	Equipment Description
7	Responsible Party Code (RPC)
8	Manufacturer's Code(s)
9	Current ACTA or FCC product label number (only if Modification, Notice of Change, and/or Re-certification 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 numbers? (Yes or No)
14	Filing Status (Modification, Original, etc.)
15	Facility Interface Code 9FIC)
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/HAC-compliant ACS Telephonic CPE Detail Items:

Item 1a: Name of Organization Granting Approval of Equipment or Submitting Request for RPC

List the complete name and address of the organization (including the contact information of the submitter; i.e., E-mail and phone number) attesting to the terminal equipment or HAC-compliant ACS telephonic CPE's conformity to Part 68 rules and ACTA-adopted technical criteria, or the name of the organization applying for an RPC. Authorized Submitters (e.g., Agents) forwarding information to the ACTA on behalf of a Responsible Party utilizing the SDoC method should use the table entitled "Submitter's Information."

Item 1b: Telecommunications Certification Body Identification Number

List the TCB identifier for terminal equipment or HAC-compliant ACS telephonic CPE information submitted by a registered TCB.

Item 1c: Supplier's Declaration of Conformity

Provide a copy of the SDoC for terminal equipment or HAC-compliant ACS telephonic CPE submitted under an SDoC.

Item 2: Terminal Equipment Approval Date

Provide the date the terminal equipment or HAC-compliant ACS telephonic CPE was approved (date of TCB Certificate or SDoC Statement).

Item 3: Product Identifier

Provide the responsible party's unique terminal identifier. Refer to *TIA Standard – TIA-168-B, 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 its 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. Pursuant to the "Order on Reconsideration in CC Docket No. 99-216 and Order Terminating Proceeding in CC Docket No. 98-163," FCC 02-103, released April 10, 2002, the Responsible Party is not required to be located in the United States but, must designate an agent for service of process that is physically located in the United States. See 47 C.F.R. §68.418(b). For parties utilizing the SDoC method, this may be the same information contained in Item 1a.

Item 5: US Product Information Contact

The US Product Information Contact is defined as "A point of contact accessible within the U.S.A. for additional product information (for example, repair, servicing, instructions, technical support, etc.)." Original Filings will not be processed without a US Product Information Contact.

Responsible Parties must identify a contact (or department designation), complete company name, business address, telephone number and, if available, TTY (teletypewriter) number, facsimile number, and URL of the declared US Product Information Contact.

ACTA Operating Principles and Procedures - Version 6.0

NOTE: This field was previously used for "Agent for Service" contact information. The FCC no longer requires ACTA to collect "Agent for Service" information. [See 47 C.F.R. §68.418(b)] "US Agent of Service" information is filed directly with FCC to declare a specific responsible party that is physically located within the U.S.A. to respond to all inquiries related to accessibility related matters (i.e., FCC Section 255 / Access for Persons with Disabilities).

Item 6: Equipment Description

For an Original Filing provide a brief description (in 10 words or less) of the terminal equipment or HAC-compliant ACS telephonic CPE. 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 Responsible Party's assigned ACTA RPC or FCC CCB assigned Applicant 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 ACTA or FCC Product Label Number

Provide current product label number. This could be the ACTA "US" Number or FCC certification or registration number(s). This is required for Modification, Notice of Change, and Re-certification Filings.

Item 10: Equipment Code

Refer to *TIA Standard – TIA-168-C, 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 *a/so* 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 *a/so* 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)

ACTA Operating Principles and Procedures - Version 6.0

The format used to enter the AC REN is, ##T. The "##" symbols represents the REN. The "T" represents the ringer type associated with the REN. Note: the code for approved equipment without a network interface and equipment not connecting to circuits with analog ringing supplied, is "NAN." Examples of a valid REN format are: "10A," "01B," and "NAN." Refer to *TIA Standard – TIA-168-C, 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.

Item 15: Facility Interface Codes (FIC)

The FIC identifies the type of interface that the terminal equipment or HAC-compliant ACS telephonic CPE requires for compatible interconnection with wireline carrier facilities. A partial list of the more commonly used FICs is provided in the table below.

Many FICs use the Network Channel Interface (NCI) Code structure described in ATIS-0300223, *Structure for the Identification of Network Channel (NC) and Network Channel Interface (NCI) Codes for Information Exchange*³. Additional NCI codes and their definitions may be found in ATIS Technical Report T1.TR.05-1999, *Network and Customer Installation Interface Connector Wiring Configuration Catalog*¹.

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 *

³ Alliance for Telecommunications Industry Solutions
1200 G Street, N.W., Suite 500
Washington, DC 20005
(202) 628-6380

ACTA Operating Principles and Procedures - Version 6.0

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.

ACTA Operating Principles and Procedures - Version 6.0

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.

ACTA Operating Principles and Procedures - Version 6.0

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
(Normative)

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 and Liability, and additional information about the *<insert product name, model number, and product-labeling number (ACTA or FCC)>* (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 the ACTA in connection therewith.

<Responsible Party> hereby acknowledges and agrees that the 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, the 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 the 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 language, if applicable.]

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

<Name of company officer>

ACTA Operating Principles and Procedures - Version 6.0

<***Function of officer***>

<***Signature***>

Submitter Notes:

- (1) This statement is considered a legally binding contract and must be signed by individuals authorized to enter into a contractual agreement.
- (2) The product-labeling number must be included where indicated. This number is the ACTA product-labeling number (per TIA-168-C), or the previously assigned full FCC Registration number
- (3) The submitter notes in the statement should be removed from the statement before submitting it to the ACTA Secretariat.
- (4) Parties filing TTE information with the ACTA Secretariat for inclusion into the Part 68 database must provide the above statement with each and every submission.

Appendix C
(Normative)

Appendix C: Example Language for an SDoC (NORMATIVE)

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 **<product-labeling number (based on TIA-168-C or FCC Part 68)>** complies with the Federal Communications Commission's (FCC) Rules and Regulations 47 C.F.R. Part 68, and the Administrative Council on Terminal Attachments (ACTA) adopted technical criteria **<specification number(s), title, revision, and date of issue of each ACTA-adopted technical criteria including addendums in effect at the time of submission of the equipment to the ACTA database>**.
[Submitter note: Provided is an example of the technical criteria format: TIA-968-B, Telecommunications – Telephone Terminal Equipment -Technical Requirements for Connection of Terminal Equipment To the Telephone Network, September 2009 and TIA-968-B-1.]

[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>

Submitter Notes:

(1) This statement is considered a legally binding contract and must be signed by individuals authorized to enter into a contractual agreement.

(2) The product-labeling number must be included where indicated. This number is the ACTA product-labeling number (per TIA-168-B), or the previously assigned full FCC Registration number.

(3) The submitter notes in the statement should be removed from the statement before submitting it to the ACTA Secretariat.