**Equipment Review Request Form (ERRF)**

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| **Date Submitted by Customer:** |       |
| **Customer Name:**  |       |
| **Customer Contact Number:** |       |

A manual copy of the Equipment Review Request Form (ERRF) is available on the CLEC Online website ( <https://clec.att.com/clec>/ ). The mechanized application system, ACT (AT&T Common Tool for space), contains this form today and is the means by which the CLEC collocation customer (“Customer”) should request a review. Submission of an application in ACT that includes equipment not shown on the AEL (All Equipment List) or that has a conditional requirement for installation will automatically generate this form and link it to the specific application. Completion of the mechanized form is required for the application to be submitted.

Should additional information be required from the Customer and/or the manufacture once the application has been submitted via ACT, a Log number will be assigned to that equipment unit and written notification will be sent to the Customer. This notification will detail the additional information that is required before the evaluation can commence. Equipment that requires a review **MUST NOT** be placed in the central office environment until such time as the review has been completed.

With the implementation of the mechanized tool, AT&T would prefer all equipment review submissions to take place through the ACT system. It allows for better control and tracking taking place on the overall review of that unit of equipment. This document is providing a manual copy of the ERRF to assist the Customer in obtaining all the necessary information on the equipment unit should a review be required.

ATT-TP76200 document provides information pertaining to the review process. Equipment being placed in central offices located in any of the following 21-States must meet the necessary standards reflected in the TP76200 documentation:

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| **Equipment placement in any of the following 21-States must meet the safety standards:****(AL, AR, CA, , IL, IN, FL, GA, KS, KY, LA, MI, MO, MS,** **NC, NV, OK, OH, SC, TN, TX, WI)** |

If a type of equipment is listed on the AEL list that does not indicate that the equipment meets the interconnection or access to UNEs test and may be collocated in ILEC premises. This listing just means that the equipment is located in ILEC central offices and meets ATT-TP76200 Level 1 Safety standards. This request for additional information is used by AT&T 21-State to evaluate if the equipment can be installed. **ALL** Sections of this form **MUST** be completed.

1. **General Information** (To be Completed by Customer)

**1.1 General Information**

1. Date of request:
2. Name of Customer:

**1.2 Collocation Information**

1. Collocation Location:
2. Building CLLI:
3. Tariff # or Interconnection agreement:
	1. **Customer Contact Information**
4. Name of person making this request:
5. Phone number:
6. E-Mail Address:
7. **Customer Equipment Information** (Required)

**2.1 Has Vendor’s General Description and/or application of Customer equipment to be installed been provided?**

**Yes** **[ ]  No** **[ ]**

**2.1.1 Information sent should include the following:**

1. Equipment vendor:
2. Equipment type/model:
3. Equipment vendor contact (Name):
4. Equipment vendor contact (Phone):
5. URL for equipment vendor’s web site:
6. Provide a technical description including specifications of proposed equipment:

* 1. **Technical Description of Equipment (include the following with other specifications)**

2.2.1 Equipment Size:

* 1. Height:
	2. Width:
	3. Depth (include cabling requirements:

2.2.2 Power requirements:

2.2.3 Heat dissipation:

**2.3 Radio Frequency (RF) Transmitting Device**

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| **NOTE:** For any equipment which is proposed for use inside any part of a Central Office Network Equipment area (in any room or section thereof) in addition to the other information requested in this document, please answer the following questions: |

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| 2.3.1  | Does any of this equipment include a radio frequency (RF) transmitter, strobe, X-ray or arch discharge device? | Yes No[ ]  [ ]   |
| 2.3.2 | Is any of this equipment capable of transmitting any type of information wirelessly? | Yes No [ ]  [ ]  |
| 2.3.3 | Does any of this equipment include an internal or external transmitting antenna? | Yes No [ ]  [ ]  |

If the answer is “yes” to any of the above questions, a further evaluation of the proposed equipment and intended usage for possible disturbance to the “wireline” network equipment is required.

1. **ATT-TP76200 Level 1 Safety Documentation information**

**All equipment placed in AT&T network (including that used by AT&T) must meet AT&T minimum safety requirements.**

**Equipment is evaluated as meeting AT&T minimum safety requirements by verification of one of the following:**

1. The equipment has been in any ILEC network prior to January 1, 1998 with no known history of unsafe operation, or
2. The equipment meets AT&T TP 76200 Level 1 requirements for equipment placed in all states.

**3.1** Is the equipment on the All Equipment List (AEL)?

Yes [ ]  No [ ]

If yes, then the equipment meets AT&T minimum safety requirements and no further safety evaluation is required.

**3.2** If the equipment is not on the AEL, do you have information that it has been in the AT&T network or another ILEC network prior to 1/1/98:

**Yes [ ]  No [ ]**

If yes, forward location of equipment and Customer contact name and number to verify to the following mailbox:

**equiprew@att.com**

**STOP** here if you have answered “Yes” to either of the above questions otherwise, continue to the next Section.

1. **Evaluation Requirements/Notification**

**4.1** If you answered “No” to both of the above questions in Section 3, a Log number will be assigned for each piece of equipment that needs further evaluation. Notification regarding the associated Log number and the specific documentation required will be sent to the Customer contact point. All documentation is to be uploaded to the link provided on the notification. Please review the ATT-TP76200document

***Network Equipment and Power Grounding, Environmental, and Physical Design Requirements*** available at: <https://ebiznet.att.com/sbcnebs/> for details.

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| **Note:** For the review to commence, the Equipment Review Request Form must be on file along with **all** requested documentation required for the review once a log number has been assigned and provided. **It is the Customer’s responsibility to provide all the requested documentation to the drop box. The assigned LOG number MUST be included on ALL correspondence to the drop box.**  |