**Instructions for Completing Customer Equipment**

**Review Request Form (ERRF)**

The following information provides section by section instructions and, where needed, explanations to assist the collocation Customer applicant to complete the Customer Equipment Request Review Form (ERRF). A complete and accurate form is essential to avoid delays in processing the equipment review. The Response Interval for processing an equipment review is approximately 20-businessdays. This is dependent on the receipt of complete and accurate information regarding the proposed equipment from the Customer and equipment vendor.

A manual copy of the Customer ERRF is available via the CLEC Online web site ( <https://clec.att.com/clec/> ) in the Appendix H of the document. The ERRF form is now part of the application process in ACT (AT&T Common Tool for space). A mechanized copy of the ERRF form that should be used when placing equipment in the CO environment that requires review is part of the application submission (Section 8 of the application). When new equipment is being placed by the Customer (Section 8 (Equipment) of the application), the ACT tool automatically notifies the Customer that completion of an ERRF form is required for that unit. The ERRF notification appears in Section 8.1 (Equipment table – ERRF Column) of the application, with the notation of “**Add**” in that column. Clicking on this radial button (“Add”) will then pull up a blank copy of the ERRF to be completed by the collocation Customer. The mechanized form must be completed to submit the application. All fields need to be completed. This form then becomes part of the overall application submission. The manual form found in the CLEC Handbook, may be completed prior to submission of an application if the collocation Customer so desires to get the review process completed prior to the actual application submission but is not necessary. If an application is submitted in ACT prior to receipt/denial of such equipment approval, the ACT system will require the Customer to complete another ERRF form.

Upon receipt of the form, AT&T will notify the Customer if additional information is required to complete the equipment review. A Log number will be provided to the Customer contact provided on the application. That Log number must be used in all future correspondence that is uploaded to the site provided. Any questions regarding the additional information should be referred to the Collocation Account Manager.

A completed manual form may be e-mailed to the mailbox address provided below:

**Send completed manual form(s) for the following States:**

**(AL, AR, CA, IL, IN, FL, GA, KS, KY, LA, MI, MO, MS, NC, NV, OK,**

**OH, SC, TN, TX, WI)**

**To: EQUIPMENT REVIEW Mailbox**

**E-Mail Box = equiprew@att.com**

**Form Instructions**

**SECTION INFORMATION**

**NOTE: All fields** on the Equipment Review Request Form (ERRF) **MUST** be completed by the Customer.

1. **General Information**
   1. **General information** 
      1. Date of Request: date of submission of application
      2. Name of Customer: name of Company requesting equipment placement
   2. **Collocation information:** 
      1. Collocation Location: physical address of building location (street, city, state)
      2. Building CLLI: 8-digit CLLI code associated with that CO building
      3. Tariff # or Inter-Connection Agreement: physical ICA contract number (if applicable) associated with Customer
   3. **Customer Contact Information:** 
      1. Name of person submitting request: The person that completed the Equipment Review Request Form and can answer questions pertaining to the specific request.
      2. Phone Number: phone number for the contact point should be provided.
      3. E-Mail Address: Email address for the Customer contact must be provided.
2. **Customer Equipment Information:**

**2.1**  This section lists proposed equipment that the Customer applicant is adding. This section must be completed for all new equipment prior to AT&T ILEC review.

* 1. Equipment Vendor: Enter the Vendor’s name
  2. Equipment Model No.: Enter the model number of the equipment.
  3. Equipment Vendor’s Contact Name & Number: Enter the Vendor’s contact person and telephone number.
  4. Equipment Vendor’s URL web site address: Enter Vendor’s URL if available
  5. Equipment Specifications: Provide a technical description including specifications of equipment

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

2.2.1 Equipment Specifications: include the following information

2.2.1.1 Height

2.2.1.2 Width

2.2.1.3 Depth (include cabling requirements)

2.2.2 Power Requirements: provide power requirements from the manufacture specifications

2.2.3 Heat Dissipation: provide heat details from manufacture specifications

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

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 on the ERRF form, please answer the following questions:

|  |  |  |
| --- | --- | --- |
| 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 located on the AEL (ALL Equipment List) found in Appendix H of the CLEC Handbook? If yes then the equipment meets AT&T’s minimum safety requirements and no further evaluation is required.

3.2 If the equipment is NOT on the AEL, and it has been installed in the AT&T network or another ILEC network prior to 1/1/98, then provide the requested information for such verification to the following mailbox:

[equiprew@att.com](mailto:equiprew@att.com)

1. **Evaluation Requirements/Notification**

4.1 If an answer of “No” was provided to both of the questions in Section III, 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.

|  |
| --- |
| **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.** |