

AT&T-13STATE
Interconnector's Collocation Services Handbook
for Physical Collocation

PHYSICAL

Discontinuance of a Collocation Arrangement

AT&T-13STATE
Interconnector’s Collocation Services Handbook
for Physical Collocation

Table Of Contents

Page 1 of 1

TOPIC	PAGE
Complete Space Discontinuance, Overview	3
General	3
Walkthrough and JSA/MOP Meetings	3
Complete Discontinuance Process	6
Removal of Entrance Facilities from the Central Office.....	7
Point of Termination (POT) Bays and Equipment	8
Reduction of a Collocator’s Collocation Arrangement	9
Change requests to existing Collocator Power Arrangements (scenarios).....	10
Power Fuse Reduction Method of Procedure	11
Primary Power Fuse Reduction	12
Secondary Power Fuse Reduction	13
Interconnections	14
Reduction of Interconnections Terminations (General)	14
Interconnections Terminations Reduction Procedure.....	14
Bay Re-Sizing	15
Cancellation Policy.....	16
Definitions	16

AT&T-13STATE
Interconnector's Collocation Services Handbook
for Physical Collocation

Complete Space Discontinuance
Space Assignment, Power Reduction and Interconnection Reduction

Overview

This section provides terms and conditions for Complete Space Discontinuance, Space Re- Assignment, Power Reduction and Interconnection Reduction.

When a Collocator decides to discontinue all, or a portion of their Collocation Arrangement, it is the Collocator's responsibility to initiate the process. The first step required is for the Collocator to submit to the Collocation Service Center (CSC) a Collocation Application for the Discontinuance of Service. The Collocator may request the removal by one of the following two methods:

- 1) Submission of an application for Discontinuation of Service. The Collocator will have thirty (30) days (**or** the number of days allowed per specific tariff or interconnection collocation agreement (ICA)) from the ILEC receipt of the Collocator's order request, to remove their equipment and bays from the ILEC Central Office. In some cases, the Collocator will also be required to remove cabling (in addition to the equipment and bays) when their contract requires.
- 2) Submission of an augment order identifying specific equipment, cable and/or power to be removed or reduced is required.

General

1. The Collocator may discontinue an existing Physical Collocation Arrangement (an arrangement, including space and the infrastructure and facilities serving that space, that has been previously turned over to the Collocator) on not less than thirty (30) days advance notice to **AT&T-13STATE** by submitting a complete and accurate Physical Collocation Application indicating its request to discontinue the existing arrangement, subject to applicable fees.
2. In order to completely discontinue their Physical Collocation Arrangement, the Collocator must return the space to the original condition it was in prior to the work performed to provision the Physical Collocation Arrangement. The work necessary to return the space to such original condition includes, but is not limited to the removal of,
 - Equipment
 - Interconnection cable
 - Power cable
 - Entrance cable
 - Timing cable
 - Grounding cable
 - Electrical fixtures
 - Cable hole and wall restoration.

AT&T-13STATE
Interconnector's Collocation Services Handbook
for Physical Collocation

3. In some cases, depending on the Collocator's contract language, the Collocator is only responsible for removing the equipment and bays and other material from the Collocation footprint. In either case, the Collocator is responsible for restoring the space to the required condition specified in its contract within the contracted timeframe. If the Collocator does not restore the space to its original condition within the agreed upon time frame, AT&T-13STATE will perform the work and charge the Collocator all applicable charges per applicable tariff, ICA or Memorandum of Understanding (MOU).
4. Upon submission of the application to discontinue the Physical Collocation Arrangement, the Collocator shall have an interval of thirty (30) days or the interval specified in their applicable tariff or ICA to complete all work necessary to restore the space to its original condition .
5. The Collocator will be responsible to continue paying all monthly recurring charges associated with the Physical Collocation Arrangement until completion of all work necessary to restore the space to its original condition is completed.
6. After the agreed to discontinuance date, AT&T-13STATE will conduct a physical inspection of the site to determine if the Collocator has successfully performed such work and removed all equipment, facilities and other property used for or associated with serving the Physical Collocation Arrangement from the AT&T-13STATE Central Office.
7. Upon submission of the application to discontinue the Physical Collocation Arrangement, the Collocator shall work cooperatively with AT&T-13STATE to remove the Collocator's equipment, facilities, and any other property used for or associated with serving the Physical Collocation Arrangement from the AT&T-13STATE Central Office.
8. The Collocator is responsible for arranging and paying for the removal of physically collocated equipment, facilities and other property used or associated with serving the Physical Collocation Arrangement (including all costs associated with equipment and facility removal, packing and shipping).
9. It is the responsibility of the Collocator to complete the removal without damaging or endangering other equipment and facilities located in the AT&T-13STATE Central Office. Arrangements for and the removal of the Collocator's physically collocated equipment, facilities, and other property used for or associated with serving the Physical Collocation Arrangement must be made within thirty (30) calendar days or the applicable interval specified in their tariff or ICA, of AT&T-13STATE receipt of Collocator's Physical Collocation Application to discontinue the Physical Collocation Arrangement.
10. When discontinuance of the Physical Collocation Arrangement involves the removal of fiber entrance cable, the Collocator is only responsible for physically removing entrance cables housed in cable racks, conduits or inner-ducts and will only be required and allowed to do so after AT&T-13STATE instructs the Collocator such removal can be accomplished without damaging or endangering other cables contained in a common duct or other equipment residing in the Central Office.
11. If the Collocator does not restore the space to its original condition within the thirty (30) day timeframe, or the interval specified in their applicable tariff or ICA, (including the removal of all

AT&T-13STATE
Interconnector's Collocation Services Handbook
for Physical Collocation

- equipment, facilities and other property used or associated with serving the Physical Collocation Arrangement) **AT&T-13STATE** will perform the work and charge the Collocator all applicable charges.
12. **AT&T-13STATE** shall have no responsibility for damage or any other claims associated with such equipment, facilities and other property removed by **AT&T-13STATE** or its suppliers. The Collocator will indemnify and hold **AT&T-13STATE** and its suppliers, if any, harmless for any damage or other claims associated with the removal of any such equipment, facilities and other property so removed.
13. Any Collocator's equipment, facilities or other property removed by **AT&T-13STATE** may be stored (including in a non-**AT&T-13STATE** location), at the expense of the Collocator, or disposed of at the reasonable expense of the Collocator, and upon reasonable written notice to the Collocator. **AT&T-13STATE** is not responsible for and will not guarantee the condition of such Collocator equipment, facilities or other property if removed by an **AT&T-13STATE** supplier.
- AT&T-13STATE** shall perform a site inspection of the Collocator's arrangement after day 30 or the interval specified in their applicable tariff or ICA. If all the removal conditions specified in their contract are completed then Monthly Recurring Charges (MRC) billing will stop.

Walkthrough and JSA/MOP Meetings

1. A Walkthrough meeting and a Method of Procedure (MOP) and/or Job Start Agreement (JSA) meeting shall be held before any work begins.
2. A suggested list of participants for these meetings shall include, at a minimum:
 - Collocation Project Manager
 - Manager, Engineering Implementation (MEI) or designated engineering representative
 - AT&T's Approved Installation supplier
 - Network Operations representative (LFO-IN)
 - Collocator's Installation supplier (appropriately certified and AT&T approved)
 - AT&T frame planner for the Central Office (unless full documentation for frame terminations have been given to the MEI)
 - Space Planner for the Central Office (unless full documentation for frame terminations have been given to the MEI)
 - OSP Design Engineer and/or the OSP Planning Engineer

Guidelines to be used during the meetings are as follows:

AT&T-13STATE
Interconnector's Collocation Services Handbook
for Physical Collocation

- TP 76300, *Installation Requirements Guide for the Central Office*, Most Current
- TP 76400, *Detail Engineer Requirements for the Central Office*, Most Current
- TP 7690, *Installation Testing Requirements*, Most Current
- Provide access to cable racks for tracing of cable to be removed.
- Removal of cable over areas in the Central Office that the LFO and/or the TEE deem sensitive will be not be performed.
- **AT&T-13STATE** LFO reserves the right to schedule all cable removals during the maintenance window.
- The **AT&T-13STATE** LFO will lead discussion of the exact method to be used in the removal of material from the central office. This may include discussion of:
 - the use of Gaylord type boxes,
 - selection of box removal paths through the central office,
 - storage of the removed material in the central office,
 - the mechanism for the pick up of the material from the Central Office.
- **AT&T-13STATE**'s LFO reserves the right to limit the length of time that removed materials may be stored in the Central Office.

AT&T-13STATE assumes no liability or financial responsibility for the removed material and AT&T-13STATE personnel will not sign any document associated with the pick-up and removal of the Collocator's material from the Central Office.

Complete Discontinuance Process

The following procedures describe how a Collocator may submit a request for a Complete Space Discontinuance of Collocation service after AT&T-13STATE has turned over the space to the Collocator.

1. The Collocator is obligated to issue disconnect service orders to all applicable telephone companies on their interconnected working circuits, trunks and spans that may work through this equipment and cabling.

Note: The Collocator is obligated to ensure that these facilities have been fully disconnected prior to the initiation of any discontinuance activity.

2. The Collocator must provide written notice to completely discontinue their collocation service via a Collocation Application to the **AT&T-13STATE** Collocation Service Center (CSC) by the following steps:
 - a. The request shall be entered into the Complete Disconnect field on the application form.
 - b. A new case number for the Collocator Discontinuance job will be provided via the Collocation Application Portal (CAP) system.
 - c. The Collocator will have a thirty (30) day interval (or the interval specified per tariff or ICA) from the date of receipt of the application by the CSC, to complete the following:

AT&T-13STATE
Interconnector's Collocation Services Handbook
for Physical Collocation

- (i) Disconnect power (at the ILEC power source) outside of the Collocation Space/footprint.
 - (ii) Disconnect their existing services and also remove all bays and/or equipment within their collocation footprint
 - (iii) Disconnect and remove the cabling outside of the space/ and/or collocation footprint
3. Prior to the Complete Discontinuance of the Collocator's Collocation Space, the Collocator will hire an **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier to coordinate a Job Start Agreement (JSA) and Method of Procedure (MOP) with the ILEC's Local Field Operations (LFO) work group for the removal of all power to the Collocator's Collocation Space.
4. After the removal of the Collocator's power, the Collocator shall hire an **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier and/or their Tier 2 supplier to perform the equipment removal within the Collocation Space which must be completed within thirty (30) days (or as specified in applicable tariff or ICA), from receipt of the collocation application.
5. In cases where the appropriate tariff or Interconnection Collocation Agreement (ICA), requires the Collocator to remove the cable that they had installed, the Collocator must hire an **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier to perform the removal work in the established timelines by following AT&T documentation for removals. If the Collocators Agreement does not require the removal of the cable, the collocator must instruct their supplier to cut and cap the cable to the cable rack break off.
6. In cases where **AT&T-13STATE** will perform the removal, **AT&T-13STATE** shall hire a **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier that is authorized to perform removals and disposal of all interconnection cable, jumpers, power cable, timing jumpers, and **AT&T-13STATE** provided fence materials (used in the building of cages).
7. If the Collocator's ICA or the appropriate tariff is silent regarding removals, and there is no MOU governing removals, all work involved in response to a Collocator's application to remove an arrangement shall be priced on an Individual Case Basis (ICB) or Non-Standard Collocation Request (NSCR).

Removal of Entrance Facilities from the Central Office

1. Collocators may request to remove their fiber entrance cabling via an Augment application. Specifically, the Remarks portion of Section 3 of the application will contain the request and additional details may be provided in Section 11, *Entrance Facilities*.
2. When a request involves the removal of fiber entrance cable, the Collocator's AT&T ILEC Approved Tier 1 Installation/Removal Supplier is only responsible for physically removing entrance cables housed in conduits or inner-ducts and **may do so only after the AT&T ILEC confirms that such removal can be accomplished without damaging or endangering other cables contained in a common duct or other equipment residing in the Central Office.**

AT&T-13STATE
Interconnector's Collocation Services Handbook
for Physical Collocation

3. If AT&T ILEC deems that the Physical Collocation Fiber entrance cable can **NOT** be removed then the Collocator's AT&T ILEC Approved Tier 1 Installation/Removal Supplier will **cut and cap** the fiber back to the **cable rack break-off at their bay(s) and at the zero manhole**.
4. The Collocator is responsible to secure the means to remove their cable and to restore the applicable Central Office infrastructure to its original condition from the 'zero manhole' to their dedicated space.
5. The Collocator may elect to have their own AT&T Approved Tier 1 Installation Supplier and AT&T Approved Outside Plant (OSP) Supplier perform the removals or they may request AT&T to remove the cable(s) and associated items on an Individual Case Basis/Non- Standard Collocation Request (ICB/NSCR) basis.
6. All cable and facilities disturbed in the removal process must be restored to its original secured position.
7. The Collocator is responsible for all costs incurred during removal including the costs of disposal of associated materials.

Point of Termination (POT) Bays and Equipment

The removal of POT bays/cabinets and the removal of termination equipment placed in the Collocation Common Area will be required in conjunction with removal of Collocator facilities involved in the Discontinuance process.

- 1) In AT&T- CA where the POT facilities (including POT Cabinet) were provided at the ILEC's expense, **AT&T-13STATE** will be responsible for material disposition as follows:
 - a) If the Collocator has opted to remove their equipment within the 30-day interval, the ILEC will remove the POT facilities from the Common area upon completion of the Collocator's removal of Collocator equipment.
 - b) If the Collocator has abandoned the site and failed to remove the equipment from their leased space within 30-day interval, the POT facilities will be removed and junked with the rest of the Collocator equipment.
- 2) In AT&T-Southwest, AT&T-East, AT&T Midwest and AT&T-West, where the Collocator owns the POT facility, material disposition will take place as follows:
 - a) If the Collocator has opted to remove their equipment within the 30-day interval, the ILEC will remove facilities from the Common area and turn over to the Collocator for their disposition.
 - b) If the Collocator has abandoned the site and failed to remove the equipment from their leased space within 30-day interval, the POT facilities will be removed by **AT&T-13STATE** and junked with the rest of the Collocator equipment.

Reduction of a Collocator's Collocation Arrangement

AT&T-13STATE
Interconnector's Collocation Services Handbook
for Physical Collocation

Power Reduction (General)

1. The Collocator may request to decrease the amount of existing power available to a Physical Collocation Arrangement. This can be done either by disconnecting and removing a power cable feed or by fusing down the amperage that feeds a power cable feed.
2. If the Collocator desires to disconnect a power arrangement (A&B feed), the Collocator will be responsible for paying the costs to remove the A&B cable feeds that make up the power arrangement.
3. If the Collocator desires to reduce the amperage that feeds a power cable feed, the Collocator will be responsible for paying the costs necessary to change a fuse that serves the A&B feeds at the **AT&T-13STATE** power source.
4. In either case, the Collocator must maintain a minimum amount of power on at least one power arrangement (A&B feed) to service their Physical Collocation Arrangement when submitting their power reduction request. The Collocator shall submit an augment application in order to process this request.
5. If the Collocator desires to only reduce the fuse capacity on an existing power arrangement (A&B feed) rather than disconnect and remove cable to an existing power arrangement, they may only reduce the fuse size to the lowest power amp increment offered in the applicable state tariff or ICA.
6. Different minimum amp increments apply for power arrangements fed from either an **AT&T-13STATE** BDFB or an **AT&T-13STATE** Power Board. When the Collocator has only one power arrangement (A&B feed) serving their Physical Collocation Arrangement, a fuse reduction is the only power reduction option available to the Collocator.
7. When the Collocator has multiple power arrangement serving a Physical Collocation Arrangement (i.e., one power arrangement consisting of 50 amps on the A feed and 50 amps on the B feed and a second power arrangement consisting of 20 amps on the A feed and 20 amps on the B feed), the Collocator has the option of either fusing down the 50 amp power arrangement (A&B feed) or disconnecting and removing the power cable feed from the 50 amp power arrangement (A&B feed).
8. If the Collocator has multiple power arrangements (A&B feed) where they can request both a fuse reduction and a power cable removal for one Physical Collocation Arrangement [i.e. reduce one power arrangement from 50 amps (A&B feed) to 20 amps (A&B feed) and remove the power cable from a second power arrangement from 50 amps (A&B feed) to 0 amps (A&B feed)], a power arrangement removal.
9. When a power reduction request involves a fuse change only on a power arrangement serviced from the **AT&T-13STATE** BDFB (i.e. power arrangements consisting of a 50 amp A feed and a 50 amp B feed and below), the Collocator must hire a **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier to coordinate fuse changes at the **AT&T-13STATE** BDFB.
10. When a power reduction request involves a fuse change on a power arrangement serviced from the **AT&T-13STATE** Power Board (i.e. power arrangements consisting of a 100 amp A feed and a 100

AT&T-13STATE
Interconnector's Collocation Services Handbook
for Physical Collocation

amp B feed and above), AT&T-13STATE shall coordinate the fuse changes at the AT&T-13STATE Power Board. However, when the power reduction request requires disconnecting and removing a power cable feed from either AT&T-13STATE's BDFB or Power Board, the Collocator shall have the choice to either hire a AT&T-13STATE Approved Tier 1 Power Supplier to remove their power cable facilities or pay AT&T-13STATE to perform the power cable removal work.

Change Requests to existing Collocator Power Arrangements (scenarios)

This section applies to those situations when a Collocator has requested to **reduce** the power service or the amount of power interconnection cabling provided to their collocation service facilities. A Collocator may request that the capacity on their original power service(s) be reduced to the minimum value offered by tariff or ICA. This will be accomplished by the reduction of the existing Dc power arrangement (50 amp or less at AT&T's BDFB, or the Power Board if the existing DC power arrangement is 200 or 100 amps.

- 1) A power reduction request shall apply whenever a Collocator wishes to decrease their existing power arrangement. The Collocator shall submit an augment Collocation Application to process any power reduction request (unless otherwise stipulated). This power decrease may be accomplished by:
 - i) Replacing the existing fuse with a reduced, standard fuse value (most common scenario).
 - ii) Placing properly designed power cable from the BDFB to the Collocator with Collocator requested, standard sized fuse of 50 amps or less, and removing or abandoning the existing Collocator fuse of 100 amps and feeding power cable from the Collocator to the Power Board.
 - iii) Removing or abandoning power cable and/or corresponding fuse in the BDFB or Power Board.
1. The following scenarios require an augment Collocation Application. If the Collocator's ICA or the appropriate tariff is silent regarding reductions, and there is no MOU governing reductions, all work involved in response to a Collocator's application to reduce an arrangement shall be priced on an Individual Case Basis (ICB) or Non Standard Collocation Request (NSCR).
 - a) Current arrangement of feed or dual/feed fed from the BDFB – augment Collocation Application to reduce below 50 amps.

Action: Collocator hires an AT&T-13STATE Approved Tier 1 Installation/Removal Supplier to coordinate with LFO to perform the fuse reduction at the BDFB. The Collocator's AT&T-13STATE Approved Tier 1 Installation/Removal Supplier shall identify the fuse and will properly tag the circuit to be reduced specifically to the bay, shelf, and fuse position of the correct power source. A JSA and MOP is required for the power reduction by the Collocator's AT&T-13STATE Approved Tier 1 Installation/Removal Supplier. The power reduction request can only be fused down to any amp level that is permitted by State Tariff or ICA, which will be completed by the LFO representative. Upon completion of the fused reduction, AT&T-13STATE will hire an AT&T Cluster Vendor to update records and re-stencil the BDFB. In certain instances where the BDFB, because of its age, does not physically allow a fuse reduction as per the Collocator's request, a new power feed request will be required.

- b) Current arrangement 100 amps & above – augment Collocation Application to reduce at or below 50 amps.

AT&T-13STATE
Interconnector's Collocation Services Handbook
for Physical Collocation

Action: AT&T Approved Tier 1 Power Supplier performs 100 amp & above fuse and power cable removals at the Power Board.. A Collocator representative shall identify the fuses to be removed with the AT&T Approved Tier 1 Power Supplier who will properly tag the circuit or circuits to be removed specifically to the bay, shelf, and fuse position of the correct power source. This step will be performed under the supervision of the Local Field Operations (LFO). **AT&T-13STATE** will update records and re-stencil the Power Board.

The Collocator will request the new proposed power feed or dual feed to the BDFB on the same augment Collocation Application, which will be provisioned under the existing State Tariff or ICA.

- c) Current arrangement 200 amps & above – augment Collocation Application to reduce to 100 amp fuse.

Action: Collocator's AT&T Approved Tier 1 Power Supplier performs fuse changes at the Power Board. A Collocator representative shall identify the fuses to be reduced with the AT&T Approved Tier 1 Power Supplier who will properly tag the circuit or circuits to be reduced specifically to the bay, shelf, and fuse position of the correct power source. This step will be performed under the supervision of the LFO. **AT&T-13STATE** will update records and re-stencil the Power Board.

- 3) If the Collocator elects to increase either the size or number of power feeds and order more power in the future, their request will be treated as a **new augment Collocation Application request**. Power feeds will be fused at the closest BDFB or Power Board (dependent upon the amperage) with available capacity.
- 4) All cable work must be performed by an **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier certified for that type of work.

Power Fuse Reduction Methods of Procedure

The **preferred method** of fuse reduction is for the Collocator's **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier to coordinate the turn down of the first feed with the **AT&T-13STATE** LFO representative. The LFO representative will replace the existing fuse with a new fuse (ILEC provided) to cover requested feed.

The next feed would then be changed in the same sequence that the first feed was changed. **This process dictates that the Collocator's AT&T-13STATE Approved Tier 1 Installation/Removal Supplier will be on-site and will actively coordinate and cooperate with AT&T-13STATE on the power turn down, and provide positive identification of all Collocator power circuits.**

Primary Power Fuse Reductions

The Collocator's **AT&T-13STATE** Approved Tier 1 Power Supplier shall identify the primary power fuses to be removed with the AT&T Approved Tier 1 Power Supplier who will properly tag the circuit or circuits to be reduced or removed specifically to the bay, shelf, and fuse position of the correct power source. The Collocator is responsible for completing all intra-bay power arrangements prior to ILEC

AT&T-13STATE
Interconnector's Collocation Services Handbook
for Physical Collocation

personnel involvement. Power Reduction processes will be halted for failure to comply with this requirement. Refer to steps 1-7 below for a detail step by step procedure.

- 1) A Collocator representative shall identify the fuses to be removed with the AT&T Approved Tier 1 Power Supplier who will properly tag the circuit or circuits to be reduced or removed specifically to the bay, shelf, and fuse position of the correct power source (power board).
- 2) AT&T Approved Tier 1 Power Supplier shall use a clamp on type ammeter to the Collocator identified circuit to insure that the load is equivalent or below the load rating that the Collocator has requested to reduce, which will be completed under the observation of LFO representative.
- 3) AT&T Approved Tier 1 Power Supplier shall use the preferred method provided above unless their equipment does not allow this method of turndown process. When the preferred method above can not be performed, the following process shall be used. The AT&T Approved Tier 1 Power Supplier shall temporarily wire the back of the existing fuse with a fused jumper equivalent or higher than the load rating that the Collocator has requested to reduce. This will be completed under the observation of the LFO representative.
- 4) AT&T Approved Tier 1 Power Supplier shall coordinate the replacement of the fuse in the circuit to its new value, which will be completed under the observation of LFO representative.
- 5) AT&T Approved Tier 1 Power Supplier shall remove the jumper from the back of the fuse, which will be completed under the observation of LFO representative.
- 7) **AT&T-13STATE** Approved Tier 1 Power Supplier shall perform all re-stenciling, tagging, and updating of drawings and Central Office Records for the changed circuit at the Power Board.

Secondary Power Fuse Reductions

The Collocator's AT&T-13STATE Approved Tier 1 Installation/Removal Supplier will be required to identify the proper fuse at the ILEC Fuse point to be removed or replaced with a reduced, standard fuse and the Collocator's AT&T-13STATE Approved Tier 1 Installation/Removal Supplier will tag the power cable and fuse. In addition, the Collocator's AT&T-13STATE Approved Tier 1 Installation/Removal Supplier will be expected to work closely with AT&T on-site to coordinate the power reduction and to cooperatively work with AT&T participants to perform the necessary conversion work activities. The Collocator is responsible for completing all intra-bay power

AT&T-13STATE
Interconnector's Collocation Services Handbook
for Physical Collocation

arrangements prior to AT&T personnel involvement. Power Reduction processes will be halted for failure to comply with this requirement. Refer to steps 1-6 below for a detail step by step procedure.

- 1) The Collocator's **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier shall identify the fuse and will properly tag the circuit to be reduced specifically to the bay, shelf, and fuse position of the correct power source BDFB. The Collocator should provide in writing a list of equipment along with the amperage (peak loading) of all equipment to be powered by the remaining fuse in the Collocator's equipment lineups.
- 2) The Collocator's **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier shall use a clamp on type ammeter to measure the amperage on the Collocator-identified circuit to insure that the load is equivalent or below the load rating that the Collocator has requested to reduce. This process will be completed under the observation of the LFO representative.
- 3) The Collocator's **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier will use the preferred method provided above unless their equipment does not allow this method of turndown process. When the preferred method above cannot be performed, the following process below shall be used. The Collocator's **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier shall temporarily wire the back of the existing fuse with a fused jumper, equivalent or higher than the load rating that the Collocator has requested to reduce. This will be completed under the observation of the LFO representative.
- 4) The Collocator's **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier shall coordinate the replacement of the fuse in the circuit to its new value, which will be completed by the LFO representative.
- 5) The Collocator's **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier shall remove the jumper from the back of the fuse, which will be completed under the observation of LFO representative.
- 6) **AT&T-13STATE** will hire the AT&T Cluster Vendor to perform all re-stenciling, tagging, and updating of drawings and Central Office Records for the changed circuit at the BDFD.

Interconnections

Reduction of Interconnection Terminations

General

The Collocator may request a **reduction** of the existing amount of interconnection terminations that service a Physical Collocation Arrangement. The Collocator shall submit an augment application in order to process this request.

1. The Collocator shall either hire an The Collocator's **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier to remove the interconnection cable facilities, or pay **AT&T-**

AT&T-13STATE
Interconnector's Collocation Services Handbook
for Physical Collocation

- 13STATE** to perform the cable removal work. In either case, Collocator must submit an augment application for this request along with the appropriate application fee.
2. If the Collocator's ICA or the appropriate tariff is silent regarding reductions, and there is no MOU governing reductions, all work involved in response to a Collocator's application to reduce an arrangement shall be priced on an Individual Case Basis (ICB) or Non Standard Collocation Request (NSCR).
 3. The same augment intervals for adding interconnection terminations will apply to interconnection termination reductions. If it is determined by AT&T LFO personnel that cable remove will jeopardize the office integrity then the collocator will only be responsible for cutting and capping all cable back to the **cable rack break-off at both ends**. Cable mining will be performed at the sole discretion and performed by **AT&T-13 State**.

Interconnection Termination Reduction Procedure

- .1. A Collocator may request that their quantities of interconnection cabling be reduced to any amount down to zero or to the minimum quantities stipulated in their ICA, applicable tariff, or MOU. There must remain, after the interconnection cabling is reduced, at least one, fully cabled, signal technology (DS0, DS1, DS3, Fiber) capable of interconnecting with AT&T's network or carrying an Unbundled Network Element (UNE).

In no case can an application be accepted that removes all of a Collocator's interconnection cabling unless a complete discontinuance is requested on that application.

- .2. Generally, unless overridden by ICA, tariff, or MOU, the Collocator must maintain at least one of the following minimum required interconnection termination quantities:

- One (1) complete block of 100 DS0/VF pairs terminated on a single connecting block at an AT&T frame.
- Twenty-eight (28) DS1's terminated at an AT&T DSX-1 bay.
- One (1) DS3 terminated at an AT&T DSX-3 bay.
- 12 fiber pairs (24 strands) terminated on an AT&T fiber distribution frame (FDF).

- .3. The Collocator may reduce interconnection quantities by the following increments:

- Remove DS0/VF (per 100 cable pairs)
- Remove DS1 (per 28 DS1s)
- Remove DS3 (per 1 DS3)
- Remove Fiber cable & FDF (per 12 fiber pairs).

- .4. In instances where a Collocator has previously been provisioned interconnection cabling in increments other than those shown above, those existing arrangements are to be considered valid and reductions may be done in the same increments as provisioned. An example of this would be a Collocator whose DS0/VF was initially provisioned at 96 pairs per termination block on the frame. It would be counterproductive to all parties to demand that the Collocator request removal increments of 100 cable pairs to reduce this facility.

AT&T-13STATE
Interconnector's Collocation Services Handbook
for Physical Collocation

- .5. The Collocator must provide the appropriate inventory data (APOT) for the specific interconnection terminations they wish to be removed on the Collocation Application.
- .6. Prior to submission of an application to reduce interconnection cabling the Collocator is required to disconnect or rearrange all circuit level services off the facility(ies) to be removed.
- .7. The Collocator may elect to have the Collocator's **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier perform the cable and termination removal per AT&T ILEC standards **TP76300 section Q** "Cable removal and cable mining".

NOTE: No cable will be left hanging from the cable rack. All cable will be cut and capped back to the cable rack break-off at both ends.

8. When the Collocator elects to remove the interconnection terminations, the Collocator's **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier shall coordinate a Job Start Agreement/Method of Procedure with the ILEC's applicable work groups.

Bay Re-Sizing

Requests by the Collocator to change from a standard bay to a large bay/cabinet will necessitate a Collocation Application. These guidelines will apply:

1. The costs and functions for both installation and discontinuance will apply.
2. The removal portion of the Collocation Application, if the Collocator's ICA or the appropriate tariff is silent regarding disconnects, and there is no MOU governing disconnects, all work involved in response to a Collocator's application to remove the existing bay arrangement shall be priced on an Individual Case Basis (ICB) or Non Standard Collocation Request (NSCR).
3. Existing tariff or ICA charges will apply for the provisioning and installation of the new bay.

Cancellation Policy

This policy is to be used *when the Collocator wishes to cancel a previously approved Collocation Application prior to ILEC hand-off of the Space/Bay/Cabling*: This policy will be subject to existing tariffs or ICA and will parallel the Collocator Discontinuance plan with these modifications:

The Collocator must cancel their installation order. This will be done in the form of a Collocation Application to the **AT&T-13STATE** Collocation Service Center (CSC). The Collocator will be charged the non-recoverable cost of equipment and material ordered, provided or used; the non-recoverable cost of installation and removal, including the costs of equipment and material ordered, provided or used; labor; transportation and any other associated costs

- 1) If **AT&T-13STATE** has begun the implementation of the cage work, ordering activities, engineer order work or designs, *the Collocator will be liable for all costs.*

AT&T-13STATE
Interconnector's Collocation Services Handbook
for Physical Collocation

- 2) If the Collocator indicates the space is still desired *after* the discontinuance process has begun, a new Collocation Application must be initiated and processed by **AT&T-13STATE**.

Definitions

Assignments – **AT&T-13STATE** is responsible for insuring that Operational Support Systems (OSS) records are updated. OSS maintain records keeping on the interconnection points, application and use throughout **AT&T-13STATE**. All Cable facilities (timing, copper, coax, fiber, and power) records are properly updated to reflect the discontinued activity.

Collocator's Equipment – This equipment is installed within standard bays or large bay/cabinet arrangements. In many instances, the Collocator pre-builds the bay and the equipment at an off-site location and transports this combined product to the **AT&T-13STATE** Central Office. In either case, the equipment will be handled as proprietary Collocator equipment that is the property and should be retrieved within 30 days days (**or** the number of days allowed per specific tariff or interconnection agreement (ICA) of ILEC notification. After that point, the equipment will be disposed by the ILEC.

Interconnection cable - The Collocator's **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier working for either the Collocator or the ILEC shall be responsible for cutting and capping all cable back to the cable rack break-off at both ends. (interconnections and power cable

Large Bay/Cabinet – A large cabinet or bay will fit within the 18 square foot standard dimensions for collocation. This item may be provided by either the Collocator or the ILEC at the Collocator's request The Bay or Cabinet is used to house and terminate Collocator equipment used within the Central Office. The Bay/Cabinet is secured using floor anchors that must be cut from the floor for bay/cabinet removal.

Power Cable – Power Cabling is provided on a Collocator demand basis using different cable sizes applied to each amperage request. This cable is placed in pre-specified lengths from the BDFB/Power Plant on a one-time, one-application basis within the ILEC. Terminations must be removed from both the Collocator's equipment and the ILEC power sources by the **AT&T-13STATE** Approved Removal Supplier under AT&T control at both ends of the cable. The **AT&T-13STATE** Approved Tier 1 Removal Supplier under either AT&T or Collocator control at both ends of the cable.

Power Fuse: A Fuse is placed at ILEC handoff points for power services. 100/200 AMP Power Feeds are provided through the Primary Power Distribution Plant, while 10-50 AMP Power Feeds are provided through the secondary Power Plant panel called the Battery Distribution Fuse Board (BDFB). The fuses and cabling for primary verses secondary power are uniquely different and are not substitutable for one another. The **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier under ILEC control will be responsible for the removal of all de-fuse operations (primary power) at any Power Plant supporting the Collocator's Power Cable arrangement. An The **AT&T-13STATE** Approved Tier 1 Installation/Removal Supplier under Collocator control may be responsible for the removal of all de-fuse operations (secondary power) at any BDFB supporting the Collocator's Power Cable arrangement.

Re-Stenciling – The re-stenciling of equipment panels, blocks, or bays in conjunction with Collocator Space Conversion to another Collocator is in accordance with TP76300. This would also include all OSS assignment

AT&T-13STATE
Interconnector's Collocation Services Handbook
for Physical Collocation

records changes necessary to provide service order flow when the new Collocator takes ownership of all of the vacating Collocator's collocation equipment and terminations in the **AT&T-13STATE** Central Office.

Standard Bay/Relay Rack – A bay will fit within the 10 square foot standard dimensions for collocation. A bay may be provided by either the Collocator or the ILEC at the Collocators request. The Bay is used to house and terminate Collocator equipment used within the Central Office. The Bay is secured using floor anchors that must be cut from the floor for bay removal. Extenders might have been used by the Collocator in high clearance areas; these items must also be removed with the bay.

Timing Cable – Timing Cable is installed on a protected basis when first installed and uses pre-specified lengths placed on a one-time, one-application basis. **Timing Cable must be cut and capped to the cable rack break off at the Collocator's equipment** This process should be coordinate with the ILEC.

Note: Refer to the **AT&T TP76300, Installation Guide** for additional detailed information and requirements.