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PUBLIC NOTICE

No.: PN06-01

Revisions to the Submission Guidelines Released to Include Clarification of the Requirements for Citation to Technical Criteria Prior to its Mandatory Date and the Application and Maintenance of an RPC

December 13, 2006

Washington, DC.- The Administrative Council on Terminal Attachments (ACTA) hereby issues notice of the adoption of the *Guidelines and Procedures for submittal of information for inclusion in the ACTA database of approved Telephone Terminal Equipment, Revision 3.0, December 2006.*

The *Revision 3.0* reflects refinements to the ACTA's procedures for inclusion of citation on TCB Certificates and SDoCs to ACTA-adopted technical criteria, inclusion of a form for manual submission of Telephone Terminal Equipment to the ACTA, and a new form for the application and maintenance of a Responsible Party Code (RPC) with the ACTA.

Responsible Parties (RPs) and Filers should note the following clarification with regards to the citation of technical criteria on certification submitted to the ACTA.

TCB Certificates or Suppliers Declarations of Conformity are **required** to include a statement that terminal equipment conforms with each specific ACTA-adopted technical criteria including addendums that have been adopted by the ACTA and have reached their mandatory compliance date at the time of the terminal approval of the TTE, and requirements found in FCC 47 CFR Part 68. Technical criteria which have been adopted by the ACTA and have reached their effective date **may** be included on a TCB Certificate or SDoC at the discretion of the Responsible Party or testing body as they are able to attest to compliance of those technical criteria.

Responsible Parties and Filers should note the following clarification to requirements for the application and maintenance of RPCs with the ACTA.

In order to successfully apply, receive, and maintain an RPC, an RP, regardless of whether applying for an RPC through an authorized agent such as a TCB or by direct contact with the ACTA Secretariat must provide a Primary Contact whom originates from the Responsible Party's organization.

This Primary Contact must provide a valid e-mail address that originates from the RP's organization for receipt of records of all filings made on behalf of the RP. RP's are able to add additional points of contact as part of their RPC account with the ACTA database. Additional contacts are not required to originate from the RP and may originate from a third party at the RP's discretion. It should be noted that all contacts for an RPC will be notified by email when a submission is completed on behalf of that RPC.

Effective immediately, all RPC applications must include this information in order for an RPC to be issued. All RP's are encouraged to verify their accounts with the ACTA Secretariat to ensure that the account reflects accurate information so that notice of filings made on the RP's behalf are being properly received.

In order to facilitate this clarification, a new form for application for an RPC code, change of RPC information and transfer of RPC has been established for those submitting such requests by e-mail or postal mail. The new form is available for download on the ACTA webpage and as an informative appendix to the Submission Guidelines.

In support of the use of the new RPC form, the TTE Submission Form has also been updated and is available on the ACTA website and as an informative appendix to the Submission Guidelines.

Questions and comments about this notice should be submitted to the ACTA Secretariat via email at acta@atis.org, or by phone at +1.202.628.6380.