

Canadian

Central Office Code (NXX) Assignment Guidelines

Approved by the CSCN on October 23, 1997
for the purpose of issuing, a Request For Proposals (RFP)
to establish a neutral Canadian Numbering Administrator (CNA)
(to become effective upon the establishment of the neutral CNA)

Developed by:
The Canadian Steering, Committee On Numbering (CSCN)
Date: October 23, 1997
File Name: CNA COCA Oct 23.doc

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1.0 Purpose and Scope

The Canadian Steering Committee on Numbering (CSCN) developed these Canadian Central Office Code (NXX) Assignment Guidelines (Guidelines) for the administration of Central Office Codes (CO Codes) within Canadian Numbering Plan Areas (NPAs) by a Canadian independent third party administrator called the Canadian Numbering Administrator (CNA).

These Guidelines apply throughout Canada subject to Canadian governmental policies and regulatory requirements. The Canadian Radio-television and Telecommunications Commission (Commission) is the telecommunications regulator for all telecommunications service providers in Canada except for those operating in Saskatchewan which are regulated by the Government of Saskatchewan. Industry Canada has plenary authority over numbering in Canada.

The term CO Code refers to digits D-E-F of the 10-digit NPA area address (where each digit is identified by an alphabetical character in the order ABC-DEF-GHIJ consisting of a 3-digit NPA (ABC), 3-digit CO Code (DEF) and 4-digit Line Number (GHIJ) in the format NXX-NXX-XXXX where: N = 2 to 9 and X = 0 to 9) (e.g., 740 is the CO Code in 613-740-1111). Examples of uses for CO Codes for which these Guidelines apply include plain old telephone service (POTS), Centrex, Direct Inward Dialing (DID), cellular mobile service, pagers, data lines, facsimile, coin phones, and customer owned pay phones.

Costs associated with CO Code assignments are not addressed in these Guidelines.

2.0 Assumptions and Constraints

The development of the Canadian Central Office Code (NXX) Assignment Guidelines include the following assumptions and constraints:

- 2.1 NANP resources, including those covered in these Guidelines, are collectively managed by The North American Telecommunications industry with oversight of the North American regulatory authorities.

The NANP resources are considered a public resource and are not owned by the assignees. Consequently, the resources cannot be sold, brokered, bartered, or leased by the assignee for a fee or other consideration.

If a resource is sold, brokered, bartered, or leased for a fee, the resource is subject to reclamation by the administrator.

In the event that a business or portion of a business is merged with another business or acquired by other means, it should not prohibit the transfer of a CO Code to the party acquiring the business or portion of the business. As per section 6.3.2 of these Guidelines, the holder of a CO Code (i.e., the Code Holder) assigned by the CNA or acquired by other means such as transfer (i.e., by merger or acquisition) must use the CO Code

consistent with these Guidelines. When a CO Code is transferred from one entity (i.e., the Code Holder) to another as a result of a business or portion of a business being merged or acquired by another entity, the entity which was the original Code Holder must advise the CNA of the transfer of the CO Code to the entity acquiring the business or portion thereof.

- 2.2 NANP numbering resources shall be assigned to permit the most effective and efficient use of a finite numbering resource in order to prevent premature exhaust of the NANP and delay the need to develop and implement costly new numbering plans. Efficient resource management and Code conservation are necessary due to the industry impacts of expanding the numbering resource (e.g., expansion from 10 to 11 digits). Impacts to the industry include:-
- a) Customer impacts (e.g., dialing, changes to advertising and stationary, etc.)
 - b) CPE modifications
 - c) Domestic and International switching and terminal hardware and software modifications
 - d) Operational support systems modifications
 - e) Reprogramming of non-telecommunications data bases that contain telephone numbers
- 2.4 These Guidelines treat the assignment of CO Codes including the submission of new assignments for inclusion in the Bellcore Routing Data Base System (RDBS), Bellcore Rating Input Database System (BRIDS) and Bellcore Line Information Database (LIDB) Access Support System (LASS) so that notification to the industry can take place through RDBS outputs. Examples of these RDBS outputs are the Local Exchange Routing Guide (LERG) and the NPA/NXX Activity Guide (NNAG); BRIDS outputs such as the Terminating Point Master (TPM) and the NPA/NXX Vertical and Horizontal Coordinates Data (VHCD). Implementation of these assignments is beyond the scope of these Guidelines.
- 2.5 The Code Applicant must be licensed or certified to operate in the area, if required, and must demonstrate, in the manner determined by the appropriate regulatory authority, that all applicable regulatory authority required to provide the service for which the CO Code is required has been obtained.
- 2.6 These Guidelines should provide the greatest latitude in the provision of telecommunications services while effectively managing a finite resource.
- 2.7 These Guidelines may not apply to an environment where number portability exists. With the advent of number portability, these Guidelines will continue to apply for CO Code assignment; however, modifications and new guidelines may be required to address line number assignment and number portability requirements.

- 2.8 Administrative assignment of the CO Code public resource by an entity does not imply ownership of the resource by the entity performing the administrative function, nor does it imply ownership by the entity to which it is assigned.
- 2.9 Audits may be performed in conjunction with the CO Code assignment process. These audits would be expected to ensure: (a) uniform and consistent application of these Guidelines by the CNA to all CO Code requests received; (b) compliance with these Guidelines by Code Applicants, Code Holders and the CNA; (c) the efficient and effective use of numbering resources by Code Applicants and Code Holders; and (d) efficient and effective management of numbering resources by the CNA.
- 2.10 A Code Applicant is not required to provide any additional explanation or justification of items that he/she has certified. However, certification alone may not provide the CNA with sufficient information upon which to make a decision regarding CO Code assignment. Accordingly additional dialog between the Code Applicant and the CNA may follow, and the CNA still required to reply to CO Code requests within 10 working days of receipt.

3.0 Assignment Principles

The following assignment principles apply to all aspects of the Canadian Central Office Code (NXX) Assignment Guidelines:

- 3.1 CO Codes, as part of NANP telephone numbers, are to be assigned only to identify initial destination addresses in the Public Switched Telephone Network (PSTN), not addresses within private networks.
- 3.2 CO Codes are a finite resource that should be used in the most effective and efficient manner possible. All Code Applicants are required to demonstrate that these Guidelines are satisfied.
- 3.3 Information required Code Applicants in support of CO Code assignment shall be kept to a minimum, uniform for all "Code Applicants", and, on request, treated as proprietary and adequately safeguarded by the CNA. Information required for input into the appropriate telecommunications industry routing and rating database systems (e.g.. Bellcore RDBS and BRIDS) will become available to the public upon input into those systems.
- 3.4 CO Codes shall be assigned in a fair and impartial manner to any Code Applicant that meets the criteria for assignment as detailed in Section 4.0.
- 3.5 Code Applicants for CO Codes must comply with all applicable Canadian telecommunications regulations relative to the services they wish to provide.
- 3.6 Any entity that is denied the assignment of one or more CO Codes under these Guidelines has the right to appeal that decision per Section 11.

4.0 Criteria for the Assignment of Central Office Codes

The assignment criteria in the following sections shall be used by the CNA in reviewing requests for Central Office Code assignments from "Telecommunications Service Providers" for "Initial Codes", "Additional Codes" and "Plant Test Codes" (see Glossary):

- 4.1 Assignment of an Initial Code will be to the extent required to terminate PSTN traffic as authorized or permitted by the appropriate regulatory or governmental authorities, and provided all the criteria in Sections 4. 1.1 through 4.1.3 are met.
 - 4.1.1 An Initial Code assignment will be based on identification of a new switching entity, physical point of interconnection (POI), or unique rate center¹ consistent with regulatory requirement. Utilization criteria or projection will not be used to justify an Initial Code assignment.
 - 4.1.2 The Code Applicant must submit a Request for CO Code (NXX) Assignment Form certifying that a need exists for a CO Code assignment.
 - 4.1.3 The Code Applicant must be licensed or certified to operate in the area, if required, and must demonstrate, in the manner determined by the appropriate regulatory authority, that all applicable regulatory authority required to provide the service for which the CO Code is requested has been obtained.
 - 4.1.4 All information provided on the Canadian Central Office Code (NXX) Assignment Request Form will be considered confidential, with selected information made available publicly only for those fields that must be input to the RDBS and BRIDS. The information placed in the RDBS and BRIDS becomes public upon assignment of the new CO Code in the appropriate routing database product.
- 4.2 Assignment of Additional Code(s) will be made for an established point of interconnection or switching entity by satisfying one of the criteria in Sections 4.2.1 to 4.2.3. By completing the Canadian Central Office Code (NXX) Assignment Request Form, the Code Applicant certifies that their existing resources cannot reasonably meet this requirement.
 - 4.2.1 For an Additional Code for Growth, the Code Holder must certify in section 1.6 of the Canadian Central Office Code (NXX) Assignment Request Form that existing CO Codes for the switching entity/POI, per service provided by that switching entity or POL are projected to exhaust within 12 months (i.e., CO Code exhaust) and shall document and provide supporting data (complete Appendix B Months To Exhaust Certification Worksheet)
 - 4.2.2 An Additional CO Code For A Unique Purpose is necessary for distinct routing, rating or billing purposes (e.g., Calling Party Pays).² The "Code Applicant" must provide an explanation in section 1.7 of the Canadian Central Office Code (NXX) Assignment Request Form of why existing resources assigned to that entity cannot satisfy this requirement.

¹ Multiple CO Codes, each associated with a different rate center, may be assigned to the same switching entity/POI. Such arrangements may require "Meet Point Billing-like" considerations to permit proper recovery of interconnection charges.

- 4.2.3 An Additional CO Code for a Unique Purpose is necessary for other reasons. The "Code Applicant" must provide an explanation in section 1.7 of the Canadian Central Office Code (NXX) Assignment Request Form of why existing resources assigned to that entity cannot satisfy this requirement.
- 4.3 A CO code shall only be assigned by the CNA to a single code holder and shall only be associated with either a single switching entity or POI which is owned or controlled by that code holder. In the case where a CO Code is assigned to a POI, the CO Code must be associated with a single switching entity and a single V & H coordinate. When a Code Holder's need for telephone numbers in a single switching entity/POI is less than a complete CO Code (i.e., less than 10,000 telephone numbers) and the Affected Parties agree, the Code Holder may use the unused telephone numbers within its assigned CO Code to provide telecommunications services and network routing arrangements for other carriers (i.e., CO Code sharing); however, the Code Holder should ensure that technical, billing, service delivery, and tariff issues are addressed before implementing CO Code Sharing. When a CO Code is shared, the Code Holder is responsible for ensuring that regulation, requirements are met. Any required business arrangements are also the responsibility of the Code Holder and are beyond the scope of these Guidelines.
- 4.4 CO Codes shall be assigned on a first-come, first-served basis. Good faith efforts shall be made to eliminate or to minimize the number of reserved CO Codes. Special requirements exist in jeopardy NPA situation. See Section 8.4 (d). Reservation is only permitted if the Code Applicant can demonstrate the reservation of a CO Code is essential to accommodate technical or planning constraints or pending regulatory approval of a tariff to provide service when the Code Applicant has provided a proposed effective date for CO Code activation which is within twelve months from the date of application.
- 4.4.1 Upon written request to the CNA, one reservation extension of six months will be granted when the proposed CO Code use date will be missed due to circumstances beyond the control of the Code Applicant (e.g., hardware, software provision delays, regulatory delays, etc.). See Section 7 "Reclamation Procedures".
- 4.4.2 No reservation will be made unless the Code Applicant will meet the requirements of CO Code assignment as outlined in Section 4 for Initial Codes or for Additional Codes, dependent upon whether the reserved CO Code is to be an Initial Code or Additional Code.
- 4.4.3 If a reserved CO Code is not placed In-Service by the Code Holder within eighteen months of the date of application, the CO Code will be released from reservation. This eighteen month period includes the period of 66 days or more established in accordance with section 6.2.2 and any extension of 90 or less days granted in accordance with section 7.2.3.
- 4.4.4 When the reservation was due to technical constraints (e.g., Step-by-Step switches) solely, the reservation will be extended until the constraint is no longer present.

² Any additional information that can be provided by the Code Applicant may facilitate the processing of that application.

- 4.5 A CO Code assignment should not be delayed to a Code Applicant who meets all certification and licensing requirements, if any, when all required tariff filings have been made to provide the service, when approval can be reasonably expected within the established tariff approval time frame, and when the expected tariff approval date will fall on or before the requested effective date for CO Code activation.
- 4.6 The CNA may assign, on a temporary basis for a maximum period of six months, CO Codes to Code Applicants or Code Holders for testing purposes (i.e., Plant Test Codes). These Plant Test Codes are not to be published in the Bellcore RDBS and BRIDS databases. Code Applicants must submit a completed Canadian Plant Test Code Application And CNA Response Confirmation Form (see Appendix G).

5.0 Responsibilities of Canadian Numbering Administrator (CNA)

The CO Code assignment functions of the CNA are:

- 5.1 Provide a CNA web site where copies of the Canadian Central Office Code (NXX) Assignment Guidelines including forms may be obtained by Code Applicants and Code Holders. Provide a paper copy of the Guidelines when requested by Code Applicants, including timely notification of changes.
- 5.2 Receive applications for CO Codes from the geographic NPAs for which the CNA is responsible.
- 5.3 Determine if the CO Code request is in compliance with these Guidelines.
- 5.4 Respond to the Code Applicant within 10 working days from the date of receipt of Canadian Central Office Code (NXX) Assignment Request Form by completing the Canadian CNA's Response/Confirmation Form that is part of these Guidelines and sending a copy to the Code Applicant (respond means either seek additional required information, assign CO Code, reserve CO Code, deny CO Code, suspend assignment activity with explanation, or indicate NPA is in jeopardy). Provide specific reasons for the denial of CO Code applications, when appropriate, to the Code Applicant in writing and, upon request, advise the Code Applicant of the Appeals Process described in Section 11 Appeals Process.
- 5.5 When the Code Applicant satisfies all the criteria contained in these Guidelines, select an unassigned CO Code for assignment.
- 5.6 Perform the CNA responsibilities for CO Code conservation as specified in Section 8 Central Office Code Conservation.
- 5.7 Maintain complete and up-to-date records on all CO Codes within each NPA.
- 5.8 The CNA shall coordinate and manage the Canadian portion of the Central Office Code Utilization Survey (COCUS). In performing this task, the CNA shall:
 - a) Monitor the CO Code assignment rate to ensure effective and efficient management of numbering resources;

- b) Provide Code Holders with the current COCUS input forms and definitions developed by the Industry Numbering Committee (INC);
- c) Issue the requests for COCUS information whenever a COCUS is conducted,
- d) Collect and compile available information related to CO Code utilization and relief planning forecasts;
- e) Investigate and resolve, wherever possible, any discrepancies in the information provided including comparison to previously submitted COCUS studies;
- f) Aggregate the COCUS data submitted by Canadian CO Code Holders and submit the data to NANPA for use in the COCUS studies;
- g) Apprise the industry of the status of each NPA upon receipt of the NANPA COCUS results whenever a COCUS is conducted. Any information released to NANPA or to the industry would be released only on an aggregated or summary basis;
- h) Provide assistance to users of numbering resources and suggest alternatives, when possible, that will optimize numbering resource utilization;
- i) Request additional information regarding CO Code utilization from the Code Holders to assist in NPA Relief Planning as necessary.

- 5.9 Subsequent to the assignment of a CO Code, at the request of the Code Applicant, the CNA shall input into the Bellcore RDBS database via the Bellcore ACD screen all information required by Bellcore. The input of this information into RDBS will permit the Code Holder and/or its agent (such as the Canadian Numbering Administrator as per section 5.10 below) to enter the information contained in Part 2 Routing And Rating Information Forms 1 - 7 into RDBS in order to complete the CO Code activation process. In addition, at the request of the Code Holder, the CNA shall input into the Bellcore RDBS database via the Bellcore ACD screen any updated information due to transfer of a CO Code from one Code Holder to another that may be required by Bellcore.
- 5.10 At the request of the Code Applicant, input or revise, within 5 working days from the date of CO Code assignment and data input specified in section 5.9 above (see Appendix D, page 5 of 6), the Part 2 Routing And Rating Information Forms 1 - 7 provided by the Code Applicant into RDBS and BRIDS. Authorization and/or data input responsibilities are determined on an Operating Company Number level. If the CNA does not have the Administrative Operating Company Number (AOCN) responsibility for the data inputs, the Code Applicant will contact Bellcore-TRA to determine the correct AOCN company and make other arrangements for entering the data into RDBS and BRIDS. See Section 1.8 of the Canadian Central Office Code (NXX) Assignment Request Form.
- 5.11 Analyze and help resolve numbering problems related to misrouted calls and calls that cannot be completed. Such trouble investigations should be initiated in the NPA in which the incomplete call originated.
- 5.12 Track switch cutovers involving new CO Code assignments, CO Code reassignments, and perform other operational functions; e.g., CO Code reclamation.
- 5.13 Ensure that the Code Applicant places the CO Code In-Service within the time frame specified in Sections 6.3.3 and 4.4 of these Guidelines. If the assigned CO Code is not placed In-Service within this time frame, the CNA shall request the return of the CO Code for reassignment.
- 5.14 Perform the CNA responsibilities for CO Code reclamation functions as specified in Section 7 Reclamation Procedures.

- 5.15 Perform the roles and responsibilities of the CNA in the NPA Relief Planning Process as identified in Section 9 NPA Relief Planning Process.
- 5.16 Reserve specific CO Codes upon request of the appropriate regulatory authority, Industry, Canada or the CSCN. If a Code Applicant requests one of the reserved CO Codes, the CNA shall advise the Code Applicant in writing that the CO Code has been reserved and any associated reasons provided by the parties identified above. Should the Code Applicant be unwilling to accept any other available CO Code, the CNA shall respond to the request with a Part 4 Canadian CNA's Response/Confirmation Form marked "Assignment activity suspended by the administrator." The CNA shall complete the "Explanation" section of the Part 4 Canadian CNA's Response/Confirmation Form by noting that the CO Code has been reserved by the party that directed the CNA to reserve the CO Code. The Code Applicant may then request the party that reserved the CO Code to reconsider the reservation and advise the CNA on whether or not to assign the reserved CO Code to the Code Applicant.
- 5.17 Prepare information and reports, excluding confidential information of Code Holders and Code Applicants, with respect to Canadian NPA and CO Codes at the request of the appropriate regulatory authority or the CSCN.
- 5.18 Participate in audits of both the CNA, Code Applicants, and Code Holders as necessary to ensure: (a) uniform and consistent application of these Guidelines by the CNA to all CO Code requests received; (b) compliance with these Guidelines by Code Applicants, Code Holders and the CNA; (c) the efficient and effective use of numbering resources by Code Applicants and Code Holders; and (d) efficient and effective management of numbering resources by the CNA.
- 5.19 Safeguard and keep confidential all information provided by Code Applicants and Code Holders on the Canadian Central Office Code (NXX) Assignment Request Form, with selected information made available publicly only for those fields that must be input to the appropriate telecommunications industry routing and rating database systems (e.g., Bellcore RDBS and BRIDS). Information may be provided to the appropriate regulatory authorities, upon request.

6.0 Responsibilities of Code Applicants and Code Holders

Code Applicants and Code Holders are responsible for obtaining a current copy of the Canadian Central Office Code Assignment Guidelines from the CNA's web site. Entities requesting new CO Code assignments as well as entities already assigned CO Codes shall comply with the following,

- 6.1 The Application Process
 - 6.1.1 Code Applicants for Initial Code and/or Additional Code assignments shall submit their requests to the CNA using the Canadian Central Office Code (NXX) Assignment Request Form. One application form is required per CO Code requested. The Code Applicant will complete all required entries on the Canadian Central Office Code (NXX) Assignment Request Form to the best of his/her knowledge as well as sign the Form. For electro-mechanical switches or other special needs, the Code Applicant must perform technical analysis as necessary to determine the appropriate CO Code to be requested. Code Applicants are required to retain a copy of all application forms, appendices and supporting data in the event of an audit.

The Code Applicant is not required to submit the Part 2 Routing and Rating information Forms 1-7 to the CNA when requesting the assignment of a CO Code. After a CO Code is assigned to the Code Applicant by the CNA, the Code Holder is responsible to enter the information required in the Part 2 Routing and Rating Information Forms 1-7 into the appropriate routing and rating databases (e.g., Bellcore RDBS and BRIDS) to notify the telecommunications industry. As per section 1.8 of Part 1 Canadian Central Office Code (NXX) Assignment Request Form the Code Applicant or Code Holder may request the CNA, for a fee, to enter the information required in the Part 2 Routing and Rating Information Forms 1- 7 into the appropriate routing and rating databases.

To ensure CO Code activation throughout the NANP area, it is the responsibility of the Code Applicant to notify the Administrative Operating Company (AOC).

- 6.1.2 Requests for CO Code Assignments shall be made at least 66 calendar days prior to, and not more than 6 months before, the requested "Effective Date".
- 6.1.3 When requesting Additional Codes, Code Applicants shall meet the requirements as described in Section 4.2 and conform to the conditions contained therein.
- 6.1.4 The Code Applicant shall certify on the Canadian Central Office Code (NXX) Assignment Request Form that to the best of his/her knowledge necessary governmental/regulatory authorization has been obtained to provide the service(s) for which the CO Code is being requested.

6.2 Information Required for Code Activation

- 6.2.1 Before a CO Code can become active, all Code Holders are responsible for providing routing information for entry into the RDBS and rating information for entry into BRIDS. In addition, any changes to the requested effective date for CO Code activation and/or Operating Company Number (OCN) need to be provided to the CNA as soon as the changes occur.
- 6.2.2 Code Applicants should request the Effective Date of CO Code activation to be at least 66 calendar days after the date of receipt of the Part 1 Canadian Central Office Code (NXX Assignment Request Form by the CNA (see Appendix D, page 5, II. Code Activation Time Line). This minimum 66 calendar day interval is necessary because of the current industry standard of 21 calendar days for CO Code Request Processing by the CNA and 45 calendar days Activation Interval³ for CO Code activation by the NANP telecommunications industry. Requests for an "Effective Date" of less than 66 calendar days after the date of receipt of the Part 1 Canadian Central Office Code (NXX) Assignment Request Form by the CNA are not permitted as they would increase the potential for call blocking and/or billing errors. Interconnection arrangements and facilities need to be in place prior to the effective date of CO Code activation. Such arrangements are beyond the scope of these Guidelines.
- 6.2.3 A Code Holder is responsible to ensure that the CO Code information is input into an appropriate Canadian LIDB Access Support System (LASS).
- 6.2.4 Upon assignment of a CO Code to a Code Applicant, the Code Applicant becomes the Code Holder.

³ For more information, refer to ICCF document 92-0726-004, "Recommended Notification Procedures to Industry Changes in Access Network Architecture."

6.3 Ongoing Administration

7.0 Reclamation Procedures

7.1 Code Holder Responsibility

The Code Holder shall return the CO Code to the CNA if:

- a) the CO Code is no longer required by the Code Holder for the purpose originally assigned;
- b) the service for which the CO Code was assigned is discontinued;
- c) the CO Code was assigned, but not used in conformance with these Guidelines; or
- d) the CO Code was not placed In-Service within the time frame specified in these Guidelines.

7.2 CNA Responsibilities

7.2.1 The CNA shall contact in writing any Code Holder identified as not having returned to the CNA for reassignment any CO Code:

- a) assigned but no longer in use by the Code Holder,
- b) assigned to a service that is no longer offered by the Code Holder,
- c) assigned but not placed In-Service within the time frame specified in these Guidelines, or
- d) assigned, but not used in conformance with these Guidelines.

The CNA shall send a registered letter to the Code Holder seeking written clarification from the Code Holder regarding the alleged non-use or misuse. If the Code Holder provides a written explanation to the CNA which demonstrates, to the CNA's satisfaction, that the assignment is in conformance with these Guidelines, the CO Code(s) will remain assigned. If the Code Holder does not provide, within 30 days of the date of the CNA's letter, a written explanation which demonstrates, to the CNA's satisfaction, that the assignment is in conformance with these Guidelines, the CNA shall advise in writing the Canadian Steering Committee on Numbering (CSCN). If the CNA's letter to the Code Holder is returned as non-delivered, the CNA shall advise the CSCN that the CO Code will be made available for reassignment following an idle period of 60 calendar days unless the CSCN advises otherwise within 30 days of the date of the CNA's letter to the CSCN.

7.2.2 The CNA shall refer to the CSCN, for resolution, any instance where a CO Code has not been returned for reassignment by the Code Holder if:

- a) the CO Code has not been placed In-Service within the time frame specified in these

Guidelines;

- b) a CO Code previously placed In-Service is no longer In-Service, or
- c) a CO Code placed In-Service is not being used in accordance with these Guidelines.

7.2.3 If the Code Holder does not provide the CNA with a Part 4 Canadian Code Holder's Confirmation of Code In-Service Date form providing the In-Service date of the CO Code by the Code Holder, the CNA shall commence reclamation of the CO Code. In the event that the Code Holder will not put the CO Code In-Service by the effective date of CO Code activation, the Code Holder may submit a written request to the CNA to extend the effective date of CO Code activation by up to 90 days. This written request must provide evidence that the reason for not putting the CO Code In-Service is not within the control of the Code Holder. The CNA shall determine, via review of the Code Holder's written request, whether an extension of up to 90 days is warranted and, accordingly, may extend the In-Service date by up to 90 days.

7.2.4 The CNA shall receive, process and refer to the CSCN for resolution any application from Code Holder for an extension of the CO Code In-Service date when the:

- a) CO Code has not been put In-Service within the 90 day extension; or
- b) the CNA believes that the CO Code has not been put In-Service due to reasons within the Code Holder's control; or
- c) the Code Holder requests an extension of the In-Service date beyond the original 90 days.

Referral to the CSCN will include the Code Holder's reason why the extension is requested, a new proposed in-service date, and the CNA's recommended action,

7.2.5 The CNA shall make available for assignment all returned CO Codes in accordance with these Guidelines, including any industry notification required to return the CO Code to unassigned status.

7.3 CSCN Responsibilities

The CSCN shall:

- a) accept all referrals of alleged non-use or misuse of CO Code(s) from the CNA or any other entity;
- b) hold a conference call or meeting within 10 working days of the receipt of the allegation where (1) the CNA or entity making the allegation shall provide, in writing, all pertinent information regarding the allegation, (2) the Code Holder shall provide, in writing, all pertinent information addressing the allegation, (3) the CSCN shall review the allegation in the context of these Guidelines, and (4) the CSCN shall attempt to reach consensus to resolve the issue;
- c) if the CSCN achieves consensus during the conference call or meeting, the CSCN shall direct the CNA regarding the action to be taken, if any,
- d) if the CSCN cannot achieve consensus during the conference call or meeting, the CSCN shall refer the matter, attaching the information provided by the entity making the allegation and the Code Holder, to the appropriate regulatory authority within 5 working days of the CSCN conference call or meeting;

- e) in the event of non-compliance to the CSCN resolution by the CO Code Holder, the issue shall be referred by the CSCN to the appropriate regulatory authority for resolution.

The CSCN anticipates that the appropriate regulatory authority would respond within a reasonable time period, preferably not more than 30 working days after receipt of the referral form the CSCN.

8.0 Central Office Code Conservation

Assignment of Country Code 1 numbering resources is undertaken with the following objectives: to efficiently and effectively administer/manage a limited NANP resource through CO Code conservation, to delay NPA exhaust and the need for NPA relief (e.g., splits/overlays) for as long as possible and to delay the eventual exhaust of the NANP (see Section 3.2). The timelines included in Appendix E are provided for illustrative purposes only. However, the "NPA Relief and the "RDBS Update" dates are the only dates currently recognized as industry standards. In meeting these objectives the following are conservation measures to be taken by CNA:

- 8.1 COCUS studies will be conducted for all NPAs utilizing actuals and projected demand forecasts, provided by Code Holders (see Section 6.4), to identify NPAs nearing exhaust. The schedule for projected NPA exhaust will be forwarded by NANPA to the CNA and published in summary format for industry use.⁴

All actual and forecasted information shall be treated on a proprietary basis.

- 8.2 Ongoing CO Code administration practices which foster conservation shall include the following: (See Section 8.3 for jeopardy NPA situations and Section 7 for CO Code reclamation procedure)
 - a) Assignment of CO Codes for testing purposes should be minimized (i.e., Plant Test Codes).
 - b) CO Codes that may result in dialing confusion (e.g., Home NPAs (HNPAs), adjacent NPAs used as CO Codes) should be avoided where possible and may be preferable for assignments other than to end users (e.g., Plant Test Codes). Nonetheless, a Code Applicant requesting one of these CO Codes is not precluded from receiving the CO Code, if it is available. The CNA shall not assign a CO Code that will result in a change to the dial plan (e.g., a change from 7 digit to 10 digit local dialing) without direction from the industry and applicable regulatory authority.
 - c) Code Protection arrangements should be avoided unless such arrangements are directed by the INC, CSCN or appropriate regulatory authority, or are required to maintain existing dial plan arrangements. The status of protected CO Codes should be examined coincident with the COCUS. The CNA shall maintain and make available a record of protected CO Codes and the rationale for such protection.

- 8.3 When it is determined by the CNA that an NPA is in jeopardy,⁵ based on COCUS results

⁴ NANPA will be responsible for disseminating COCUS results to the affected parties.

⁵ A jeopardy NPA condition exists when the forecasted and/or actual demand for Co Codes will exceed the known supply during the planning / implementation interval for relief. Accordingly, pending exhaust of CO Codes within an NPA does not represent a jeopardy condition if NPA relief has been or can be planned and the additional CO Codes associated with the new NPA will satisfy the need for new CO Codes.

and projected demand forecasts, the following actions will be taken to provide relief in the jeopardy NPA.

- a) The CNA will notify the appropriate regulatory authority that the NPA is in jeopardy and that Special Conservation Procedures will be invoked. If appropriate, the CNA will obtain the approval of the regulatory authority for the implementation of the Special Conservation Procedures.
- b) The CNA will notify the NANPA, Affected Parties within the NPA, and parties in adjacent NPAs who may be affected, of the established NPA Code relief date and immediately invoke the Special Conservation Procedures documented in Section 8.4. The CNA will invite the above parties to a meeting for an explanation of the Special Conservation Procedures that will be in effect until NPA Code relief is implemented and a discussion of Extraordinary NPA-Specific Conservation Procedures. If and when Extraordinary NPA-Specific Conservation Procedures are required in addition to Section 8.4, the CNA will notify the above parties (See Section 8.5).
- c) NANPA will notify the industry of the NPA in jeopardy via an Planning Letter (PL) which will include the NPA Code relief date.

8.4 The following are Special Conservation Procedures that will be invoked in the situation of a jeopardy NPA:

- a) During the period when Special Conservation Procedures are in effect (special conservation period), the CNA will continue to treat all CO Code requests in a fair and impartial manner, consistent with the Special Conservation Procedures.
 - b) Upon receipt of the notice of the jeopardy situation from the CNA, each Code Holder shall review their forecast and demand data and provide the information requested on the Jeopardy Central Office Code Utilization Survey Worksheet form (Appendix E) to the CNA within 30 days. Any changes to information re: projected CO Code use requirements during the special conservation period shall be submitted by the Code Holders to the CNA as they occur.
 - c) For Additional Codes for Growth, each Code Holder shall certify that existing CO Codes for the switching entity/POI, per service provided by that switching entity or POI, are projected to exhaust within 6 months and shall document and provide supporting data (i.e., complete Appendix B Months To Exhaust Certification Worksheet).
 - d) When an NPA is declared to be in jeopardy, the CNA shall reclaim all reserved CO Codes (See Section 4.4) for which the planned effective date for CO Code activation is 6 months or more after the date on which the jeopardy is declared (See Section 7 Reclamation Procedures).
 - e) Requests for assignment of CO Codes for purposes other than growth should be minimized (i.e., application for Additional Codes for a Unique Purpose as described in Sections 4.2.2 and 4.2.3).
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- f) In a jeopardy NPA situation, increased CO Code sharing should be considered, in accordance with Section 4.3.
- g) During the jeopardy period, a contingency plan for Extraordinary NPA-Specific Conservation Procedures shall be developed in accordance with section 8.5.

8.5 Unique circumstances within a given jeopardy NPA may require Extraordinary NPA-Specific Conservation Procedures. In this event, the following activities shall apply:

- a) The CNA, in the role of NPA Relief Coordinator, and Affected Parties in the jeopardy NPA, shall jointly develop Extraordinary NPA-Specific Conservation Procedures (See Appendix F). The CNA will work with Affected Parties to revise the Extraordinary NPA-Specific Conservation Procedures, as necessary, until NPA relief is provided. The CNA will notify the applicable regulatory authority of the Extraordinary NPA-Specific Conservation Procedures and, if appropriate, obtain approval for the procedures.
- b) If good faith efforts to reach agreements have failed, the CNA shall draft and submit a proposed recommendation to the appropriate regulatory authority for approval. This does not preclude any other interested party from submitting an alternate recommendation.
- c) The CNA will monitor changes in the jeopardy NPA situation using Jeopardy Central Office Code Utilization Survey Worksheet form (Appendix E). Based upon the results of items (a) or (b) above and using the Jeopardy Central Office Code Utilization Survey Worksheet form Information, the CNA will implement the Extraordinary NPA-Specific Conservation Procedures as required.
- d) The CNA will notify the Affected Parties and the appropriate regulatory authority of the implementation of the Extraordinary NPA-Specific Conservation Procedures as they are implemented.
- e) The CNA will notify NANPA of the Extraordinary NPA-Specific Conservation Procedures to be implemented. The NANPA will document any new conservation procedures developed along with their results in an Planning Letter (PL) for future reference.

8.6 The Special Conservation Procedures and/or Extraordinary NPA-Specific Conservation Procedures shall remain in effect, if required, until NPA relief has been implemented.

9.0 NPA Relief Planning Process

The NPA Relief Planning Process is described in detail in the Industry Numbering Committee NPA Code Relief Planning and Notification Guidelines. This process requires participation by Affected Parties and other interested parties at NPA Relief Planning meetings (i.e., the NPA Relief Planning Committee). The major objective of the NPA Relief Planning Process is to ensure an adequate supply of CO Codes is available at all times to the Canadian telecommunications industry (e.g., ensure that NPA relief occurs in advance of NPA exhaust). Another objective of the NPA Relief Planning Committee is to develop, in accordance with the NPA Relief Planning Process and associated time frames, a consensus position on an NPA Relief Plan to be submitted for appropriate regulatory authority approval.

It is the responsibility of all industry participants (e.g., carriers, service providers, manufacturers, equipment suppliers, and users) to implement the NPA Relief Plan. This section describes the role of the CNA in the NPA Relief Planning Process. The roles and responsibilities of the CNA in the NPA Relief Planning Process include, but are not limited to:

9.1 Monitor CO Code Assignment & Availability

Continuously monitor the assignment and availability of CO Codes within each Canadian geographic NPA, concurrently with its role as CO Code Administrator, to identify the time when CO Codes are projected to exhaust within each NPA (i.e., NPA exhaust).

9.2 Conduct Special COCUS On Request

Conduct any special Central Office Code Utilization Surveys requested by the appropriate regulatory authority or NPA Relief Planning Committee which may be required for relief planning. (see Section 5.8, 6.4 and 8.0 for information on COCUS)

9.3 Notify Affected Parties and the Appropriate Regulatory Authority

When a Canadian geographic NPA is projected to exhaust within a 5 year time period, the CNA shall immediately notify the Affected Parties and the appropriate regulatory authority that NPA Relief Planning activity is required.

9.4 Appoint a Meeting Moderator, an NPA Relief Coordinator and a Meeting Secretary

The CNA shall appoint sufficient staff from within its organization to perform the roles of NPA Relief Meeting Moderator, NPA Relief Coordinator and NPA Relief Meeting Secretary. In addition, the CNA shall make its staff member(s) responsible for CO Code Administration for the NPA projected to exhaust available to attend NPA Relief Planning Meetings as required.

9.5 Prepare Initial Planning Document (IPD)

The NPA Relief Coordinator, with assistance from the CO Code Administrator, shall prepare an Initial Planning Document (IPD) identifying NPA-specific Relief Options for consideration by the industry. Each NPA Relief Option may include one or more Alternative Relief Methods (e.g., NPA Split, Boundary Realignment, Overlay, Distributed Overlay, Concentrated Growth Overlay, Boundary Extension Overlay, Multiple Overlay). The NPA Relief Coordinator shall develop the IPD in accordance with the Industry Numbering Committee NPA Code Relief Planning and Notification Guidelines.

9.6 Issue Notice of Initial Meeting and Distribute IPD to Affected Parties and the Appropriate Regulatory Authority

The NPA Relief Coordinator shall announce the date and location of the Initial NPA Relief Planning Meeting and send the Initial Planning Document (IPD) to Affected Parties and the appropriate regulatory authority. The date of the Initial NPA Relief Planning Meeting shall be set to allow sufficient time (i.e., 2 to 3 months) for Affected Parties and the appropriate regulatory authority to analyze the Relief Options identified in the IPD from the perspectives of the affects on their customers, economics, and technological and operational impacts. In the announcement, the NPA Relief Coordinator shall solicit proposals for Relief Options from Affected Parties at the Initial NPA Relief Planning

Meeting.

9.7 Conduct Initial NPA Relief Planning Meeting

The NPA Relief Moderator shall facilitate the Initial NPA Relief Planning Meeting. The NPA Relief Secretary shall record and distribute the minutes of the Initial NPA Relief Planning Meeting. The NPA Relief Coordinator shall review the IPD at the meeting, answer questions regarding the Relief Options, solicit inputs from Affected Parties, and subsequently revise the IPD to reflect those inputs and any other Relief Options proposed for consideration. At this Initial NPA Relief Planning Meeting, Affected Parties may provide contributions proposing Relief Options. The NPA Relief Planning Committee shall establish a schedule for Subsequent Relief Planning Meetings (or conference calls) to discuss the Relief Options contained in the IPD and select a Relief Plan via a consensus process.

9.8 Conduct Subsequent NPA Relief Planning Meetings

The NPA Relief Moderator shall facilitate the Subsequent NPA Relief Planning Meetings. The NPA Relief Secretary shall record and distribute the minutes of the Subsequent NPA Relief Planning Meetings. The NPA Relief Coordinator shall perform analysis of the Relief Options, as required, and maintain the IPD, as modified by the NPA Relief Planning Committee.

- a. The NPA Relief Planning Committee shall be required to attempt to reach a consensus on a Relief Plan as soon as possible, but no less than 24 months prior to the most recent forecast NPA exhaust date.
- b. At any time during the Relief Planning Process, the NPA Relief Coordinator may seek appropriate regulatory authority assistance on any unresolved issues which, in the sole opinion of the NPA Relief Coordinator, could delay the Relief Planning Process or cause a jeopardy NPA condition within the NPA.
- c. Upon consensus being achieved, the NPA Relief Coordinator shall document the consensus Relief Plan and submit it to the appropriate regulatory authority for approval. Upon appropriate regulatory authority approval of the Relief Plan, the NPA Relief Coordinator shall, at least 18 months prior to the NPA Relief Date, formally notify NANPA of the pending NPA exhaust, request formal assignment of the appropriate relief NPA Code, and submit sufficient background information to justify the assignment of an NPA Code, including a description of the Relief Methods to be utilized and the relief schedule (i.e., the NPA Relief Announcement Date, NPA Relief Date, and the date for Mandatory Dialing of the New NPA).
- d. When the NPA Relief Planning Committee determines that additional NPA Relief Planning Meetings would not achieve consensus, or when consensus cannot be achieved no less than 24 months prior to the most recent forecast NPA exhaust date, the NPA Relief Coordinator shall prepare a recommended "Relief Plan", submit this "Relief Plan" to the NPA Relief Planning Committee participants for written comments within 15 work days, and subsequently submit the recommended "Relief Plan" plus written comments provided by industry participants, if any, to the appropriate regulatory authority with a request for resolution of the issue. The NPA Relief Coordinator shall provide any information requested by the appropriate regulatory authority to aid in the resolution of the issue.(e.g., meeting minutes, studies, etc.).
- e. When a consensus and approved "Relief Plan" has not been developed at least 18

months prior to the NPA Relief Date, the NPA Relief Coordinator shall forward to NANPA the latest version of the IPD, with a statement that the final “Relief Plan” has not yet been developed, and shall formally request the assignment of an appropriate relief NPA Code.

9.9 Notify the North American Number Plan Administration

The NPA Relief Coordinator shall provide information regarding the NPA Relief Plan to the NANPA at least 18 months prior to the NPA Relief Date. This information should include a full disclosure of the associated testing period, permissive dialing time, ANI and records conversion dates, the beginning date for mandatory dialing of the new NPA, etc. The NANPA shall subsequently provide advance notice to the industry at least 12 months prior to the NPA Relief Date.

9.10 Make A Public Announcement

After the NPA Relief Plan is approved by the appropriate regulatory authority, the NPA Relief Coordinator shall develop and make a public announcement, approved by the NPA Relief Planning Committee, to the media located in the NPA undergoing relief, no less than 12 months in advance of the NPA Relief Date. This notice should include the NPA undergoing relief, the new and old NPAs including maps suitable for publishing, the rationale for the relief the NPA Relief Date, the date for mandatory dialing of the new NPA, and any other pertinent information.

10.0 Maintenance of these Guidelines

It may be necessary to modify these Guidelines periodically to meet changing and unforeseen circumstances. Questions regarding these Guidelines should be directed to the Canadian Numbering Administrator. Requests for changes to these Guidelines should be made to the Canadian Steering Committee on Numbering (CSCN).

11.0 Appeals Process

Disagreements may arise between the CNA, Code Applicants and Code Holders in the context of the administration of these Guidelines. In all cases, the CNA, Code Applicants and Code Holders shall make reasonable, good faith efforts to resolve such disagreements among themselves consistent with these Guidelines prior to pursuing any appeal. Appeals may include but are not limited to one or more of the following options:

reconsideration with or without additional input.

agreed to by the parties, these questions will be submitted in a generic manner protecting the identity of the appellant.

authority.

Reports on any resolution resulting from the above options, the content of which will be mutually agreed upon by the involved parties, will be forwarded to the CSCN. At a minimum the report will contain the final disposition of the appeal (e.g., whether or not a CO Code was assigned). Requests for modification of these Guidelines can be pursued as described in Section 10 of these Guidelines.

12.0 Glossary

Active Code	A CO Code implemented in the PSTN for specific routing or rating requirements.
Additional CO Code Assignment for Growth	A CO Code assigned to a switching entity or point of interconnection subsequent to the assignment of the first CO Code (See Initial Code), for the same purpose as a CO Code that was previously assigned to the same switching entity or point of interconnection. An Additional Code for Growth is requested when the line numbers available for assignment in a previously assigned CO Code will not meet expected demand. See section 4.2.1.
Additional CO Code For A Unique Purpose	ACO Code assigned to a switching entity or point of interconnection subsequent to the assignment of the first CO Code (See Initial Code), due to a distinct routing, rating, billing or other requirement that is different from the use of any CO Code(s) that were previously assigned to the same switching entity or point of interconnection. See sections 4.2.2 and 4.2.3.
Affected Parties	Affected Parties are those entities that have applied for and/or received CO Code assignments or reservations within the NPA per Section 4.0 of these Guidelines (i.e., Code Holders in the NPA).
AOC	Administrative Operating Company - is the organization which enters information on the Part 2 Routing and Rating Information Forms 1 - 7 into the Bellcore Traffic Routing Administration (TRA) databases at the request of a Code Holder. Inquiries regarding AOC designation and access to Bellcore TRA databases should be directed to the Bellcore Traffic Routing Administration (TRA) at 732-699-6700.
AOCN	Administrative Operating Company Number - is Operating Company Number (OCN) assignments must uniquely identify the Code Applicant. Relative to CO Code assignments, NECA-assigned Company Codes may be used as OCNs. Companies with no prior CO Code or Company Code assignments may contact NECA (201 884-8355) to be assigned a company Code(s). Since multiple OCNs and/or Company Codes may be associated with a given company, companies with prior assignments should direct questions regarding appropriate OCN usage to the Traffic Routing Administration (TRA) at 732-699 6700.

Authorized Representative of Code Applicant	The person from the Code Applicant's organization or its agent that has the legal authority to take action on behalf of that Code Applicant.
BRIDS	The Bellcore Rating Input Data Base System (BRIDS) contains data for the rating of calls. Data supports all CO Codes assigned through these Guidelines, as well as all CO Codes in place prior to the existence of these Guidelines, and covers all Numbering Plan Areas (NPAs) administered under the North American Numbering Plan (NANP). BRIDS is a database system that contains North American Numbering Plan (NANP) rating data including Canada and the Caribbean and, while not part of the NANP, also includes Mexico due to its proximity. This System generates the Terminating Point Master for billin2 purposes.
Central Office Code	The D-E-F digits of the 10 digit NANP number in a telephone number, i.e., digits D-E-F of a 10-digit NANP Area number. Central Office Codes (CO Codes) are in the form "NXX", where N is a number from 2 to 9 and X is a number from 0 to 9.
CLLI I	Common Language Location Identifier is an eleven character descriptor of a switch or network element (e.g., switch, P.O. I.).
CO Code Exhaust	A point in time at which the quantity of TN's within existing CO Codes which are "Available for Assignment" equals zero within a switching entity/POI or, conversely, when the quantities of "Working Telephone Numbers" plus "TN's Unavailable for Assignment" equal 10,000 times the quantity of existing CO Codes assigned to a switching entity/POI. Where CO Code sharing occurs or partial CO Codes are assigned to a switching entity/POI, the latter number should be adjusted accordingly.
Canadian Numbering Administrator (CNA)	The entity responsible for the administration of Canadian numbering resources including CO Codes within Canadian geographic NPAs.
CLEC	Competitive Local Exchange Carrier
Code Holder	The entity to whom a CO Code has been assigned for use at a Switching Entity or Point of Interconnection it owns or controls.
Code Protection	Code protection is an arrangement whereby a Central Office Code is designated as not available for assignment in an adjacent exchange in an adjacent NPA. This is done to allow 7-digit

	dialing across the boundary between the adjacent exchanges in the adjacent NPAs.
Conservation	Consideration <u>given</u> to the efficient and effective management of a finite numbering resource in order to minimize the cost and need to expand its availability, while at the same time allowing the maximum flexibility in the introduction of new services, capabilities and features.
CSCN	The Canadian Steering Committee on Numbering is a Canadian telecommunications industry committee which was established under the auspices of Industry Canada and which has the responsibility for number planning in Canada.
Effective Date	The date that a CO Code or supporting data changes (e.g., routing and rating) is/are to become effective within the NANP area PSTN network. The effective date may be (1) the date the CO Code is to become active (i.e., can first be routed to), or (2) subsequent dates when pertinent supporting data will be modified (e.g., an active CO Code is associated with a switching entity/POI replacement) or, (3) the date a CO Code will be disconnected (most often CO Codes associated with the "old" NPA side of an NPA "split").
Extraordinary NPA-Specific Conservation Procedures	Procedures that will be invoked by the CNA when unique circumstances in an NPA jeopardy situation occur (see Section 8.5 and Appendix F of these Guidelines).
ILEC	Incumbent Local Exchange Carriers
INC	Industry Numbering Committee, a forum of the Carrier Liaison Committee sponsored by the Alliance for Telecommunications Industry Solutions (ATIS) that provides an open forum to address and resolve industry-wide issues associated with the planning, administration, allocation, assignment and use of numbering resources and related dialing considerations for public telecommunications within the North American Numbering Plan (NANP) area.
Initial Code	The first geographic Central Office Code assigned to a Code Holder based on identification of a new switching entity, physical point of interconnection (POI), or a unique rate center.
In-Service	An active CO Code in which specific subscribers or services are utilizing assigned telephone numbers.
Jeopardy NPA	A jeopardy NPA exists within the NPA when the forecasted

and/or actual demand for CO Codes will exceed the known supply during the planning/implementation interval for relief before the relief plan can be implemented.

LEC	Local Exchange Carrier (includes Competitive Local Exchange Carriers and Incumbent Local Exchange Carriers)
LERG	Local Exchange Routing Guide: contains information about the local routing data obtained from the Routing Database System (RDBS). This information reflects the current network configuration and scheduled network changes for all entities originating or terminating PSTN calls within the NANP excluding Canada.
Major Vertical Coordinate	A four-digit number used with the Vertical Coordinates and Horizontal Coordinates to pinpoint the location of a rate center. The Vertical and Horizontal Coordinates can be used to calculate mileage measurements between two rate centers that are used to determine the appropriate mileage rates in determining the charge for message telephone service calls.
Major Horizontal Coordinate	A four-digit number used with the Vertical Coordinates and Horizontal Coordinates to pinpoint the location of a rate center, The Vertical and Horizontal Coordinates can be used to calculate mileage measurements between two rate centers that are used to determine the appropriate mileage rates in determining the charge for message telephone service calls.
NANP	The North American Numbering Plan is a numbering architecture in which every station in the NANP Area is identified by a unique ten-digit address consisting of a three-digit NPA Code, a three digit Central Office Code of the form NXX, and a four-digit line number of the form XXXX. The NANP Administration (NANPA) is responsible for administration of the North American Numbering Plan and associated addressing resources.
NPA	<p>Numbering Plan Area, also called Area Code. An NPA is the 3-digit code that occupies the A, B, and C positions in the 10-digit NANP format that applies throughout the NANP serving area. NPAs are of the form NXX, where N represents the digits 2-9 and X represents any digit 0-9. In the NANP, NPAs are classified as either geographic or non-geographic.</p> <p>a) Geographic NPAs are NPAs which correspond to discrete geographic areas within the NANP serving area.</p>

b) Non-geographic NPAs are NPAs that do not correspond to discrete geographic areas, but which are instead assigned for services with attributes, functionalities, or requirements that transcend specific geographic boundaries. The common examples are NPAs in the N00 format, e.g., 800.

NPA Code Relief	NPA Code Relief refers to an activity that must be performed when an NPA nears exhaust of its 792 CO Code capacity. Relief is typically provided to an NPA about a year before its capacity is reached.
NPA Exhaust	A point in time at which the quantity of CO Codes within the NPA which are available for assignment equals zero. Each geographic NPA has a maximum capacity of 792 CO Codes.
NPA Relief Coordinator	The NPA Relief Coordinator is a staff member of the CNA who performs NPA relief planning functions in accordance with section 9 of these Guidelines.
NPA Relief Date	The date by which new CO Codes can be assigned in the new NPA and the permissive dialing period has ended.
OCN	See Operating Company Number
Operating Company Number	Operating Company Number - is a code used to associate a company with certain records in Bellcore's RDBS and BRIDS databases, and in related output (e.g. LERG, V&H coordinates data). Specific to these Guidelines, OCN is intended to identify the company holding a CO Code. OCN assignments must uniquely identify the Code Applicant. Relative to CO Code assignments, NECA-assigned Company Codes may be used as OCNs. Companies with no prior CO Code or Company Code assignments may contact NECA (201 884-8355) to be assigned a Company Code(s). Since multiple OCNs and/or Company Codes may be associated with a given company, companies with prior assignments should direct questions regarding appropriate OCN usage to the Traffic Routing Administration (TRA) on 732 699-6700.
Plant Test Codes	CO Codes which are assigned by the CNA on a temporary basis for a maximum period of six months to Code Applicants or Code Holders for testing purposes. Plant Test Codes are not published in the Bellcore RDBS and BRIDS databases.
Point of Interconnection (POI)	The physical location where two carriers' facilities interconnect for the purpose of interchanging traffic on the PSTN.

PSTN	Public Switched Telephone Network. The PSTN is composed of all transmission and switching facilities and <u>signal</u> processors supplied and operated by a telecommunications common carriers for use by the public. Every station on the PSTN is capable of being accessed from every other station on the PSTN via the use of NANP numbers.
RAO Code	Revenue Accounting Office Code
Rate Center	A specific geographic point used for determining distance dependent rates for PSTN calls.
Reassignment	Refers to the transfer of a working_or assigned_CO Code from one switching entity/POI to another.
Reserved CO Codes	A CO Code that has been identified and set aside by the Canadian Numbering Administrator (CNA) for some specific use or purpose for a Code Applicant.
Service Providers	Any entity that is authorized, as appropriate, by the appropriate regulatory authority to provide telecommunications services to the public.
Special Conservation Procedures	Procedures that will be invoked by the CNA when an NPA enters a jeopardy situation (see Section 8.4 of these Guidelines).
Switching Entity	An network element system used to connect lines to lines, lines to trunks, or trunks to trunks for the purpose of originating/terminating PSTN calls. A single switching system entity may be assigned several CO Codes.
Terminating Point Master	The TPM contains all the active NPA and CO Code combinations in the NANP and for each of these points the following is provided: Major Vertical and Horizontal coordinates, Local Access Transport Area (LATA)/LATA-like code, LATA subzone code, RAO code, place and state, province or country name abbreviation, and time zone indicator.
TN's (Telephone Numbers) Available for Assignment	The quantity of telephone numbers within existing CO Codes which are immediately available for assignment to subscriber access lines or their equivalents within a switching entity/POI.
TN's (Telephone Numbers) Unavailable for Assignment	The quantity of telephone numbers within existing CO Codes which are not immediately available for assignment to subscriber access lines or their equivalents within a switching entity/POI. Examples include numbers required for maintenance testing, numbers reserved for specific customers or specific services, disconnected numbers on intercept, pending connects or disconnects.

Working Telephone Numbers (TN's)	The quantity of telephone numbers within existing CO Codes which are assigned to working subscriber access lines or their equivalents, e.g., direct inward dialing trunks, paging numbers, special services, temporary local directory numbers (TLDNs), etc., within a switching entity/POI.
WSP	Wireless Service Provider

Appendices:

A - Audits

B - Months To Exhaust Certification Worksheet

C - Central Office Code Utilization Survey (COCUS) Questionnaire

D - Time Lines

E - Jeopardy NPA Central Office Code Utilization Survey Worksheet

F - Extraordinary NPA-Specific Conservation Procedures

G - Canadian Plant Test Code Application And CNA Response/Confirmation Form

Central Office Code (NXX) Assignment Request and Confirmation Forms:

Part 1 - Canadian Central Office Code (NXX) Assignment Request Form

Part 2 - Routing and Rating Information Forms 1 - 7

Part 3 - Canadian CNA's Response/Confirmation Form

Part 4 - Canadian Code Holder's Confirmation of Code In-Service Date Form