

**September 27, 2005**  
**Pooling Administration System & Website Refresher**  
**Q&A Document**



**Thousands-Block Number (NXX-X) Pooling Administration Guidelines (TBPAG)**

1. **Q:** Where can I locate the Thousands-Block Number (NXX-X) Pooling Administration Guidelines (TBPAG)?

**A:** The Thousands-Block Number (NXX-X) Pooling Administration Guidelines (TBPAG) are located on the ATIS website at <http://www.atis.org/inc/docs.asp> along with other Final INC Guidelines and forms.

2. **Q:** Will there be a training session on how to review the "Thousands-Block Number (NXX-X) Pooling Administration Guidelines (TBPAG)"?

**A:** No, there will not be a generic training session of the Guidelines at this time. If you have any questions regarding any part of the TBPAG or a general pooling question, you can call the Number Pooling Customer Support desk at 1-866-638-7665 or [poolingsupport@neustar.biz](mailto:poolingsupport@neustar.biz).

**Donations**

3. **Q:** When should we donate blocks to the pool?

**A:** The FCC permits service providers to maintain up to a six-month inventory. Any blocks (*less than ten percent contaminated*) in your inventory that you do not anticipate using in the next six months should be donated to the pool.

See also section 7.2.7 of the Thousands-Block Number (NXX-X) Pooling Administration Guidelines (TBPAG) for additional information regarding donations.

**Effective Dates**

4. **Q:** What is the standard block effective date?

**A:** According to section 8.2.4 of the Thousands-Block Number (NXX-X) Pooling Administration Guidelines (TBPAG), the standard block effective date is 31 calendar days from date of application plus the 2-day NPAC update period in order to allow for NPAC processing and downloads to occur.

5. **Q:** What is an expedited effective date and how do I indicate this on my Part 1A form?

**A:** An expedited effective date is a date earlier than the standard block effective date (31 calendar days). To request an expedited effective date, select "Yes" for "Request Expedited Treatment" in section 1.3 of the Part 1A and modify the date in the "Requested Block Effective Date" field.

Section 8.6 c) of the Thousands-Block Number (NXX-X) Pooling Administration Guidelines (TBPAG) outlines the expedited effective date process and timeframe:

- c) The PA will process the application if the request meets the criteria for the allocation of the thousands-block(s) and will make every effort to process the application in fewer than the current maximum 7-calendar days. The PA will expedite such requests when it can do so without failing to meet its 7-calendar day allocation interval for other SPs. The PA

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will determine the minimum Effective Date for an expedited request based upon the following considerations:

- 1) If the thousands-block applicant is the LERG Assignee, and no NPAC notification is required, the Effective Date must be at least nine **calendar** days after the Part 3 Allocation Date. This allows for the PA and AOCN to update BIRRDs for LERG Routing Guide daily updates. The AOCN must agree to perform the BIRRDs update in two **calendar** days rather than the standard five **calendar** days.
- 2) If the thousands-block allocated requires NPAC notification, the Effective Date will be no earlier than eight **business** days after allocation: three **business** days to build the thousand block ownership table and five **business** days for a potential first 'port' notification.

**Months-to-Exhaust Worksheet**

6. **Q:** When do I need to complete the Months -to-Exhaust Worksheet?

**A:** When you request additional thousands-blocks for growth within a NPA and rate center where you currently have resources assigned. You will need to meet the 6.0 month-to-exhaust requirement and the minimum 75% utilization requirement in order to obtain additional thousands-blocks for growth within a NPA and rate center.

**Part 1B**

7. **Q:** On the Part 1B form, when should I check 'For Information Only'?

**A:** You would check 'For Information Only' when there is no NPAC action required (NPAC Activate Block Range = No).

**Part 4**

8. **Q:** Can I reply to the 'Confirmation of Block Activation (Part 4) Reminder' email with my Part 4 form?

**A:** No, you must submit your Part 4 directly into PAS, which updates your Part 4 record immediately. You can contact the Number Pooling Customer Support desk at 1-866-638-7665 or [poolingsupport@neustar.biz](mailto:poolingsupport@neustar.biz) if you experience any issues with your Part 4 submission.

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**PAS Work Item Summary List**

9. **Q:** What happens if I accidentally delete a work item in my PAS Work Item Summary List? Does this change anything relative to the actual work I'm doing in PAS? Or do I just lose the "tracking" ability provided by PAS?

**A:** If you accidentally delete a work item in PAS it will not negatively impact the particular transaction tied to that work item in PAS. You will, however, lose the tracking ability provided by the PAS Work Item Summary List. You will still be able to find forms associated to the deleted work item by going to *Search Forms* located in the tools frame and selecting *View Form* or *List Form* to review the status of the requests. You can go to *Reports* located in the tools frame and select *Part 1A Report* and *Donation Reports* to review the status of requests as well.

10. **Q:** Are the PAS work items in my Work Item Summary List automatically removed after a period of time or am I the only one who can remove them?

**A:** No, your PAS work items are not automatically removed after a period of time. You are the only one who can modify or delete your PAS work items.

11. **Q:** Why are there both PAS-generated emails and PAS work items for the same items?

**A:** PAS is simply providing you with two different ways to locate responses from the Pooling Administrator for processed requests. You have the option of deleting any or all of these emails and work items at any time.

**Rate Center Designations**

12. **Q:** How do I determine if a rate center is in pooling or not?

**A:** Go to [www.nationalpooling.com](http://www.nationalpooling.com). From the home page, select *Reports* located in the tools frame, then select *NPA/Rate Center Reports*, choose a *State* and *NPA* from the drop-down boxes in the center of the page. This will bring up a Rate Center Reports page with a description of the various pooling statuses found on the report (M, M\*, red M, O and X). From the reports page, select *Rate Center Files* and open the Adobe file (found at the bottom of the page). This will bring up a list of rate centers with their pooling status.

13. **Q:** How do I opt into pooling?

**A:** Contact the Number Pooling Customer Support desk at 1-866-638-7665 or [poolingsupport@neustar.biz](mailto:poolingsupport@neustar.biz).

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**State Waivers**

14. **Q:** While my request for a state waiver was pending with the state commission, I met the months to exhaust and utilization requirements, so I went ahead and requested the block. After receiving the block, I was granted the state waiver. Am I still obligated to request another block or do I ignore the granted state waiver?

**A:** No, you are not obligated to request another block, and you cannot use the original state waiver to obtain an additional block, since your situation has changed.

**Thousands-Block Forecasts**

15. **Q:** Is there a way to track forecast submissions or modifications to an existing forecast in PAS?

**A:** No, PAS does not report historical information on forecasts.

16. **Q:** Once you submit a new forecast or modify an existing forecast in PAS, how soon is PAS updated?

**A:** Your forecast is updated immediately. You will receive the following confirmation message; "Your forecast has been successfully submitted" upon successful submission. You can also go to *Reports* located in the PAS tools frame and select *Forecast Reports* to verify that your forecast was submitted or updated successfully.

17. **Q:** Is there an easier way to submit a zero forecast for multiple rate centers?

**A:** Forecasts can be submitted for multiple rate centers in the same NPA within one submission. From the tools frame to the left of PAS select *Submit Forecast*, then *Create/Modify Forecast*. This will bring up the "Thousands Block Forecast" selection box. Enter the NPA, First Month, and OCN and click "Continue". From the Thousands Block Forecast Report page, you can select a rate center from the drop-down list. PAS enters zero as the default forecast amount for 12 months. Click "Populate" to add a forecast for 12 months, and then repeat for as many rate centers as needed. Once all desired rate centers have been added to your forecast click on "Submit Forecast" at the bottom of the Forecast screen.

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**Website**

18. **Q:** On the [www.nationapooling.com](http://www.nationapooling.com) website, under 'Law Enforcement' is the '911/Law IVR Registration' for law enforcement agencies only?

**A:** The '911/Law IVR Registration' is only for law enforcement agencies only, however, service providers can request an IVR PIN. Prior to requesting an IVR PIN, you must have a User Agreement in place with NeuStar. To request a PIN, send an email to [ivr@neustar.biz](mailto:ivr@neustar.biz) with the following information within the body of your email request:

- Company Name
- SPID
- Name of Contact Person
- Contact Phone Number
- Email Address
- Fax Number, if available

**Miscellaneous**

19. **Q:** What should I do if I notice an error on a request that I just submitted?

**A:** If you made an error on a request that was just submitted, send an email (include the PAS tracking number) to your Pooling Administrator requesting to withdraw the application, and then go through the process of resubmitting the application to avoid any potential delays. An application can be withdrawn up until the time it has been processed by the PA.

20. **Q:** What was the telephone number that Gary Zahn provided while on Slide 31 and what should it be used for?

**A:** The number that was provided was for the NPAC Help Desk, which is 1-888-672-2435. You can contact the NPAC help desk on any NPAC related questions or issues. You must be an NPAC customer and have a PIN to utilize the NPAC help desk. Also, a charge may be associated with contacting the NPAC help desk based on the type of request.

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21. **Q:** Can you define the acronyms that were used during the presentation?

**A:** Refer to the table below:

| <b>Acronyms</b> |  | <b>Definitions</b>  |
|-----------------|--|---|
| <b>BIRRDS</b>   | Business Integrated Routing and Rating Database System | The Telcordia™ Business Integrated Routing and Rating Database System contains data in the routing and rating of calls. Contains a complete description of all Local Exchange Companies' networks in the NANP Area and pertinent information relating to the networks of other code holders. This provides information for, (1) message routing, (2) common channel signaling call setup routing, and (3) operator service access routing. 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). |
| <b>FTP</b>      | File Transfer Protocol                                 | File Transfer Protocol (FTP), a standard Internet protocol, is the simplest way to exchange files between computers on the Internet.  |
| <b>LRN</b>      | Location Routing Number                                | A LRN is the ten-digit (NPA-NXX-XXXX) number assigned to a switch/POI used for routing in a permanent local number portability environment.   |
| <b>NPAC</b>     | Number Portability Administration Center               | The Number Portability Administration Center (NPAC) supports the implementation of Local Number Portability (LNP). LNP is the ability to change service or service providers, and eventually locations, while maintaining the same phone number and access to advanced calling features. LNP will help to ensure successful local telephone competition, since without LNP; subscribers might be unwilling to switch service providers.   |
| <b>PA</b>       | Pooling Administrator                                  | The term Pooling Administrator refers to the entity or entities responsible for administering a thousands-block number pool.  |
| <b>PAS</b>      | Pooling Administration System                          | The Pooling Administration System (PAS) refers to the web-based application that is used to automate the national pooling administration functions.   |

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| <b>TBPAG</b> | Thousands-Block Number (NXX-X) Pooling Administration Guidelines | <p>The Industry Numbering Committee (INC) provides a forum for customers and providers in the telecommunications industry to identify, discuss, and resolve national issues that affect numbering. The INC is responsible for identifying and incorporating the necessary changes into this document. All changes to this document shall be made through the INC issue resolution process and adopted by the INC as set forth in the <i>ATIS Operating Procedures</i>.</p> <p>This document is maintained under the direction of ATIS and the INC. It is distributed exclusively by ATIS.</p> |
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