

## Local Service Request (LSR) Specific Entries for IMA Interim Exception Handling

*The following information must be used to submit an LSR through IMA for a Shared Loop request.<sup>1</sup>*

- The LSR must be completed by following established requirements for an Unbundled Loop. All the required fields must be filled out.

The following fields have been identified as "exceptions" for the Shared Loop request.

- **LSR FORM**

- PON field must contain the PON number with the last digits must be **SL** (e.g. **U12345601SL**, where **SL** indicates a **Shared Line**).
- DDD field must contain the standard interval for Shared Loop of 5 days
- NC/NCI/SEC NCI field must contain information for a Two (2) wire Non-Loaded Unbundled Loop that is valid per the CO-PROVIDER interconnection agreement.

Example of NC/NCI Code Table

TYPE OF LOOP:	NC CODE:	NCI CODE AT CKL1:	NCI CODE AT CKL2:
2-W NL	LX-N	02QC5.OOS	02IS5
2-W NL	LX-N	02QB9.00H	02DU9.00H

- BAN1 must contain the summary bill number for Shared Loop. The CO-PROVIDER is responsible to load the summary bill number into IMA "Pull-Down" menu tool for Shared Loop.
- REMARKS field must contain:
  - Begin with the text "**SHARED LOOP REQUEST /** "
  - Followed by the text "**SPLITTER INFORMATION:** "

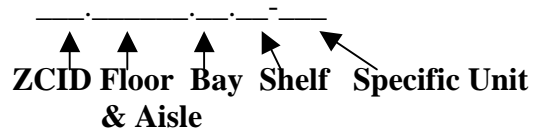
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<sup>1</sup> The exception handling entries would also be used for LSR (LFOG version 3) submitted via existing Fax Process.

Followed by the POTS Splitter information as provided on APOT with specific unit number. The format of the new POTS Splitter information is different than previous received CFA format.

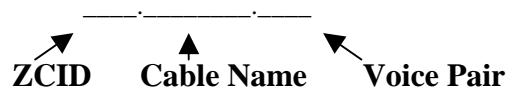
The format for “**common splitter**” is as follows:

C20.0010122.33.02-001



The format for “**inside the cage splitter**” is as follows:

C20.ALTO1.301



- Followed by the text “/ **END USER TN OF LOOP TO BE SHARED:** “

Followed by the actual End User telephone number to be shared.

Example of REMARKS Field

**SHARED LOOP REQUEST / SPLITTER INFORMATION:**

**C20.0010122.33.02-005 / END USER TN OF LOOP TO BE SHARED: 612 344-0000**

- **Manual Indicator** field **must** be set to Y – Remarks must be processed manually.

**NOTE:** It is extremely important that the remarks field is filled out as above **and** that the manual indicator is set to yes. **If the remarks field is blank OR the manual indicator is not set to yes, the order will likely flow through and result in an Unbundled Loop.** Some of the potential ramifications of an input error resulting in an unbundled loop may include:

1. The customer losing all existing service on a loop.
2. The customer losing the TN and the TN would be placed in aging. The TN may not be able to be restored to the customer.
3. The customer losing central office facilities and the facilities are available for reuse. The facilities may not be available to restore service.
4. The Co-Provider being charged for provisioning an Unbundled Loop.
5. The Co-Provider being charged for restoring service to the customer.
6. The Co-Provider being liable to the customer for the loss of service, including the loss of 911 service.

- **END USER FORM**

- No exceptions

- **LOOP SERVICE FORM**

- CFA field must contain valid CFA information (This must be the associated frame termination information which are available and not dedicated to the POTS Splitter)

An example of the CFA data is:

**ALT01 VF-2WIRE 34 MPLSMNDT MPLSMNDTHJ1**

Below is a screen shot of a correctly filled out REMARKS section of the LSR form: (note in splitter info- .010122. should be .0010122. "7digits")

The screenshot shows a web-based form titled "Local Service Request". The "Administrative Section" contains fields for CCNA, PON, VER, LSR NO, LOCQTY, HTQTY, and AN. The "Remarks" section is active, showing a text area with the following content: "SHARED LOOP REQUEST / SPLITTER INFORMATION: C20.010122.33-02-005 / END USER TN OF LOOP TO BE SHARED: 303-451-7474". Below the text area are dropdown menus for "Manual Ind" and "Pending Order". The "Manual Ind" dropdown is set to "Y - Remarks must be processed manually". At the bottom of the form are buttons for "OK", "Print Preview", "E-mail", "Clear", and "Reset". A warning message "Warning: Applet Window" is visible at the bottom of the browser window.

CCNA	PON	VER	LSR NO	LOCQTY	HTQTY	AN
U99	U12348L				0	303-451-7474-001

**Admin** | **Billing** | **Contact** | **Hunting** | **Remarks**

Remarks

SHARED LOOP REQUEST / SPLITTER INFORMATION: C20.010122.33-02-005  
/ END USER TN OF LOOP TO BE SHARED: 303-451-7474

Manual Ind: Y - Remarks must be processed manually  
Pending Order: [ ]

OK | Print Preview | E-mail | Clear | Reset

Warning: Applet Window