STATE OF CALIFORNIA

EDMUND G. BROWN JR., *Governor*

PUBLIC UTILITIES COMMISSION
505 VAN NESS AVENUE
SAN FRANCISCO, CA 94102-3298

January 10, 2018

TO: ALL TELECOMMUNICATIONS CARRIERS REQUIRED TO FILE TARIFFS

SUBJECT: Annual Tariff Filing due February 13, 2018

Pursuant to Section 489 (a) of the Public Utilities Code, telecommunications carriers that are required to file tariffs are requested to submit them by February 13, 2018. Such tariffs are to be submitted on a CD-ROM to reflect tariffs in effect as of January 2018 to:

CD-ROM Tariff Administrator
Communications Division
California Public Utilities Commission
505 Van Ness Avenue
San Francisco, CA 94102

In addition, we request that an electronic copy be emailed to **cdcompliance@cpuc.ca.gov**.

Attached you will find specifications for file name conventions, content and format requirements for your CD-ROM tariff submission. This material and a sample CD-ROM tariff disk may be found at the Commission's website, www.cpuc.ca.gov. Please navigate to the following page:

http://www.cpuc.ca.gov/General.aspx?id=1012

You may label your CD-ROM in any fashion you wish (indelible marker, printed label, etc.), but the label must include your company name, company ID number and the date of your tariff submission. Please also include a letter (hardcopy) with a contact name, mailing address, telephone number and e-mail address of your staff who may be able to respond to inquiries about your company's CD-ROM tariff filing.

If your carrier is de-tariffed completely, please simply submit a letter by February 13, 2018 to both the mailing address and email address listed above stating so for our records. If you have any questions concerning this notice, please email Ms. Penney Legakis at penney.legakis@cpuc.ca.gov.

Sincerely,

Michael C. Amato, Deputy Director
Communications Division

Attachment

Specifications for CD-ROM Tariff Submissions

Telecommunication utilities submitting tariff CDs to the California Public Utilities Commission are required to submit CDs that conform to the rules included in this document.

Please review this document carefully. The information contained in this document has been provided to ensure that all tariff CDs, independent of the submitting utility, are processed uniformly and efficiently by the CPUC. A sample content file is provided at the end of this document.

1) CD Format
   a) Tariffs should be submitted on CD-R or CR-RW media.
   b) The CD must be Windows PC compatible.

2) The Content File
   a) The information contained in the content file lists and describes each file and directory appearing on the CD. This information allows CPUC staff to efficiently locate applicable tariffs. It is also used to link files on the tariff CD to the CPUC document management system.
   b) Every CD must have exactly one content file.
   c) The content file must be named: content.txt
   d) The content file must appear in the root directory of the CD.
   e) The content file must be a text file and must be readable using Microsoft Notepad.

3) Lines in a Content File
   a) The content file should contain the following types of lines:
      i) File Entries – Every file appearing on the tariff CD must have a line in the content file. If the first non-blank character of the line is a letter (a-z, A-Z), digit (0-9), hyphen (-) or underscore (_), then the line is treated as a file entry.
      ii) Directory Entries – Every directory and subdirectory appearing on the tariff CD must have a line in the content file. If the first non-blank character of the line is a back slash (\) or forward slash (/), then the line is treated as a directory entry.
      iii) Comment lines – Comment lines improve the readability of the content file. These lines are ignored when linking the files on the tariff CD to the CPUC document management system. If the first non-blank character in the line is an equal sign (=), semicolon (:), double quote (") or single quote ('), then the line is treated as a comment line.
      iv) Blank lines – Blank lines improve the readability on the content file. These lines are ignored when linking the files on the tariff CD to the CPUC document management system.

4) File Entries in the Content File
   a) Every file that appears on the tariff CD must have a file entry
   b) File entries appearing in the content file must have the following format:
      FILE_NAME *DESCRIPTION*
   c) All file entries are identified according to rule 3.a.i.
   d) *FILE_NAME* must conform to the following rules:
      i) *FILE_NAME* is required

ii) *FILE_NAME* is the actual name of the file as it appears on the tariff CD.
iii) Each *FILE_NAME* must have one of the following file extensions:

iv) File extensions must be one of the following:

.doc	Word document
.txt	Text file
.xls	Excel Spreadsheet
.csv	Comma separated values file
.pdf	Adobe acrobat file
.jpg	JPEG image file
.gif	GIF image file

v) File extensions are not case sensitive.
vi) From 1 to 12 characters must precede the file extension. Only letters (a-z, A-Z), digits (0-9) the hyphen (-) and the underscore (_) are allowed.
vii) Embedded spaces are not allowed in *FILE_NAME*.

e) *DESCRIPTION* must conform to the following rules:
i) *DESCRIPTION* is required.
ii) *DESCRIPTION* is the description of the content of the file.
iii) *DESCRIPTION* may not exceed 100 characters.
iv) *DESCRIPTION* may not be continued onto the next line.

5) Directory Entries in the Content File
a) Every directory and subdirectory that contains a file must appear on the tariff CD.
b) Directory entries appearing in the content file must have the following format:
DIRECTORY_NAME *DESCRIPTION*
c) All directory entries are identified according to rule 3.a.ii.
d) *DIRECTORY_NAME* must conform to the following rules:
i) *DIRECTORY_NAME* is required.
ii) *DIRECTORY_NAME* is the complete path name of the directory that contains tariff files.
iii) *DIRECTORY_NAME* may not exceed 50 characters.
iv) A back slash (\) appearing in the *DIRECTORY_NAME* is used to indicate a subdirectory.
v) All other characters appearing in *DIRECTORY_NAME* must be letters (a-z, A-Z), digits (0-9), the hyphen (-) or the underscore (_).
vi) Embedded spaces are not allowed in *DIRECTORY_NAME*.

e) *DESCRIPTION* must conform to the following rules:
i) *DESCRIPTION* is required.
ii) *DESCRIPTION* is the description of the content of the directory (or subdirectory).
iii) *DESCRIPTION* may not exceed 100 characters.
iv) *DESCRIPTION* may not be continued onto the next line.

6) Relationship Between File Entries and Directory Entries
a) Files appearing at the root level of the tariff CD should appear first in the content file.
b) Files belonging to a specific directory or subdirectory should be listed immediately after the entry for that directory or subdirectory.
i) The file should be listed immediately after the directory entry of the "lowest" directory that the file belongs to. For example, if a file belongs to directory B and B is a subdirectory of A, then the file should be listed immediately after B's directory entry. It should not be listed immediately after A's directory entry.

Specifications for CD-ROM Tariff Submissions

A Sample Content File

In the following example, please note that the line number is not part of the content file. It appears as reference only.

```
Line
01  content.txt        Content file
02
03  \comp\access       Access tariff folder
04  ============
05  ca-ac-00tc.pdf     General Table of Contents - Access Service
06  ca-ac-01.pdf       Section 1 - Application of Tariff
07  ca-ac-02.pdf       Section 2 - General Regulations
08  ca-ac-03.pdf       Section 3 - Carrier Common Line Access Service
09  ca-ac-04.pdf       Section 4 - End User Access Service
10  ca-ac-05.pdf       Section 5 - Order Option
11  ca-ac-06.pdf       Section 6 - Switched Access Service
12  ca-ac-07.pdf       Section 7 - Special Access Service
13  ca-ac-08.pdf       Section 8 - Billing and Collection Service
14  ca-ac-09.pdf       Section 9 - Directory Services
15  ca-ac-10.pdf       Section 10 - Special Federal Gov Access Services
16
17
18  \comp\catiii       Category III tariff folder
19  ============
20  ca-c3-00tc.pdf     General Table of Contents - Category III Services
21  ca-c3-01.pdf       Section D1 - Preliminary Statement
22  ca-c3-02.pdf       Section D2 - General Regulations
23  ca-c3-03.pdf       Section D3 - Voice-Base Information Services
24  ca-c3-04.pdf       Section D4 - Electronic Information Services
25  ca-c3-05.pdf       Section D5 - Operator and Directory Services
26  ca-c3-06.pdf       Section D6 - Integrated Pathway Service
27  ca-c3-07.pdf       Section D7 - Inside Wire Repair Services
28  ca-c3-08.pdf       Section D8 - Toll-Free Services
29  ca-c3-09.pdf       Section D9 - Comp1/Comp2 Calling Services
30  ca-c3-10.pdf       Section D10 - Centrex
31  ca-c3-11.pdf       Section D11 - Message Telecommunications Service
32  ca-c3-12.pdf       Section D12 - Special Access Service
33  ca-c3-13.pdf       Section D13 - Advanced Services
```

1. The tariff CD contains 26 files (lines 1, 5-15, 20-33).
2. The tariff CD contains 2 directories (lines 3 and 18).
3. Only one file (line 1, content.txt) appears at the root level of the tariff CD.
4. The files listed in lines 5 – 15 belong to the subdirectory, \comp\access.
5. The files listed in lines 20 – 33 belong to the subdirectory, \comp\catiii.
6. Lines 2, 4, 16, 17 and 19 are blank or comment entries. They appear only to improve readability.