

## PUBLIC UTILITIES COMMISSION

505 VAN NESS AVENUE  
SAN FRANCISCO CA 94102-3296



January 17, 2019

TO: ALL TELECOMMUNICATIONS CARRIERS REQUIRED TO FILE TARIFFS

SUBJECT: Annual Tariff Filing due February 13, 2019

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, 2019. Such tariffs are to be submitted on a CD-ROM or flash drive to reflect tariffs in effect as of January 2019 to:

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](mailto:cdcompliance@cpuc.ca.gov).

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

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

When submitting your CD-ROM or flash drive, please attach a label to it with 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 or flash drive tariff filing.

If your carrier is de-tariffed completely, please simply submit a letter by February 13, 2019 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](mailto:penney.legakis@cpuc.ca.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael G. Amato".

Michael G. Amato, Deputy Director  
Communications Division

Attachment

## Specifications for CD-ROM or Flash Drive Tariff Submissions

Telecommunication utilities submitting tariff CDs or flash drives to the California Public Utilities Commission are required to submit CDs or flash drives 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 or flash drives, 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 or Flash Drive Format
  - a) Tariffs should be submitted on CD-R or CR-RW media or flash drive.
  - b) The CD or flash drive 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 or flash drive. This information allows CPUC staff to efficiently locate applicable tariffs. It is also used to link files on the tariff CD or flash drive to the CPUC document management system.
  - b) Every CD or flash drive 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 or flash drive.
  - 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 or flash drive 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 or flash drive 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 or flash drive 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 or flash drive to the CPUC document management system.
- 4) File Entries in the Content File
  - a) Every file that appears on the tariff CD or flash drive 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:

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- i) *FILE\_NAME* is required
- ii) *FILE\_NAME* is the actual name of the file as it appears on the tariff CD or flash drive.
- 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 or flash drive.

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 or flash drive 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.

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- 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.

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### 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 - Compl/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 or flash drive contains 26 files (lines 1, 5-15, 20-33).
2. The tariff CD or flash drive contains 2 directories (lines 3 and 18).
3. Only one file (line 1, content.txt) appears at the root level of the tariff CD or flash drive.
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.