

## INSTRUCTIONS FOR ANNUAL REPORTS (FORM C AND FORM L)

### **Form C. Annual Report for Competitive Providers**

1. A LEC should submit Annual Report for Local Exchange Carriers (Form L) instead of Annual Report for Competitive Providers (Form C).<sup>1</sup> Other competitive providers must submit Form C. Separately incorporated affiliates must submit individual reports.
2. The completed form must be delivered to the Commission by 5:00 p.m. Pacific Time on April 1, 2009 (OAR 860-032-0060). If you have questions, see *Definitions* or Staff Contacts.
3. You may use a copy of the Commission's Excel file to complete your annual report. However, the Commission does not accept electronic filings without a signed hardcopy. See *Excel Version of the Annual Reports* for more information.
4. Failure to submit a completed copy of this report may result in loss of certificate of authority (OAR 860-032-0008(2)). "Not available" and substitutions are not acceptable.
5. Parts A-E will be treated as public record.<sup>2</sup> The Commission will publish the remaining data only on an aggregated basis and treat information about individual respondents as exempt from public disclosure (confidential). Access to confidential information is limited under ORS Chapter 192.
6. In Part A:
  - a. Identify yourself by providing the exact legal name. Use the word "The," "Company," "Co.," or "Inc." only when it is part of the legal corporate name. Include mailing addresses, assumed business names, former business names and affiliated Oregon operations.
  - b. Identify the docket in which the Commission granted you a certificate of authority To obtain your docket number, go to the Commission's website and select eDockets or:

<sup>1</sup> Form L includes Form C as its first three pages.

<sup>2</sup> Any information you mark as confidential in Parts A-E will be treated as public record, unless you have first written to the Commission with a request for an exemption to release specific documents as provided by the Public Records Law, provided any and all support for your request, and the Commission has approved your request for an exemption for the specific documents.

### Telecommunications Telecommunications Providers Utility Company Search Page

- c. Provide your PUC/OUS identification number. The Commission has assigned each telecommunications provider a unique identification number. To obtain your identification number, go to the Commission's website and select:  
Telecommunications  
Telecommunications Providers  
Utility Company Search Page
  - d. Provide the names of company contact people for the Commission and the public. Include their titles, mailing addresses, telephone numbers, and electronic mail addresses.
  - e. Provide the names of any telecommunications providers or operations doing business in Oregon that are affiliated with you. See *Definitions*.
7. In Part B, check the appropriate boxes and provide additional information, as requested on the form.
  8. In Part C, date and sign the form after you complete the report, and include your typed or printed name and title.
  9. In Part D, provide emergency and safety contact information.  
***Please type or print this information clearly:***
    - a. Your Oregon Utility Notification Center (OUNC) District Code Numbers should end with two digits (e.g., QWEST99).
    - b. If you have more than one OUNC code, provide the primary contact's identification.
    - c. For information about your OUNC codes, call OUNC's One-Call Center Administrative Information Number in Portland, Oregon, at 503-232-1987.
  10. In Part E, check the appropriate boxes and provide additional information, as requested on the form.
  11. In Part F, data are not required if you checked Box 11 in Part E. All other competitive providers must:
    - a. Provide the total number of customers in Oregon at December 31. "Not available" is not acceptable. Note that customers can have multiple lines.
    - b. Provide the number of access lines at December 31. See

*Definitions.*

- c. Provide the gross Oregon revenues during the year. Include international, interstate, and intrastate revenues from calls that originate and/or terminate in Oregon. See *Definitions*.
- d. If you checked Box 3 in Part E, provide the toll conversation minutes originating in Oregon during the year. Include international, interstate, and intrastate revenues from calls that originate and/or terminate in Oregon.

**Form L. Annual Report for Local Exchange Carriers**

1. If you have a certificate of authority to provide telecommunications services in Oregon **including local exchange services**, you must complete and submit an Annual Report for Local Exchange Carriers. You are not required to file a Form C.<sup>3</sup>
2. Separately incorporated affiliates must complete individual reports.
3. The completed form must be delivered to the Commission by 5:00 p.m. Pacific Time on April 1, 2009 (OAR 860-032-0060). - See *Definitions* and *Regions*.
4. You may use a copy of the Commission's Excel file to complete your annual report. However, the Commission does not accept electronic filings without a signed hardcopy. See *Excel Version of the Annual Reports* for more information.
5. Failure to submit a completed copy of this report may result in loss of certificate of authority (OAR 860-032-0008(2)). "Not available" and substitutions are not acceptable.
6. Parts A-E will be treated as public record. The Commission will publish the remaining data only on an aggregated basis and treat information about individual respondents as exempt from public disclosure (confidential).<sup>4</sup> Access to confidential information is limited (ORS Chapter 192).
7. In Part A:
  - e. Identify yourself by providing the exact legal name. Use the

<sup>3</sup> Form L includes the Form C as its first three pages.

<sup>4</sup> Any information you mark as confidential in Parts A-E will be treated as public record, unless you have first written to the Commission with a request for an exemption to release specific documents as provided by the Public Records Law, provided any and all support for your request, and the Commission has approved your request for an exemption for the specific documents.

word "The," "Company," "Co.," or "Inc." only when it is part of the legal corporate name. Include mailing addresses, assumed business names, former business names and affiliated Oregon operations.

- f. Identify the docket in which the Commission granted you a certificate of authority. To obtain your docket number, go to the Commission's website and select eDockets or:
  - Telecommunications
  - Telecommunications Providers
  - Utility Company Search Page
- g. Provide your PUC/OUS identification number. The Commission has assigned each telecommunications provider a unique identification number. To obtain your identification number, go to the Commission's website and select:
  - Telecommunications
  - Telecommunications Providers
  - Utility Company Search Page
- h. Provide the names of company contact people for the Commission and the public. Include their titles, mailing addresses, telephone numbers, and electronic mail addresses.
- i. Provide the names of any telecommunications providers or operations doing business in Oregon that are affiliated with you. See *Definitions*.
8. In Part B, check the appropriate boxes and provide additional information, as requested on the form.
9. In Part C, date and sign the form after you complete the report, and include your typed or printed name and title.
10. In Part D, provide emergency and safety contact information.

**Please type or print this information clearly:**

  - a. Your Oregon Utility Notification Center (OUNC) District Code Numbers should end with two digits (e.g., QWEST99).
  - b. If you have more than one OUNC code, provide the primary contact's identification.
  - c. For information about your OUNC codes, call OUNC's One-Call Center Administrative Information Number in Portland, Oregon, at 503-232-1987.
11. In Part E, check the appropriate boxes and provide additional information, as requested on the form.

12. In Part F, data are not required if you checked Box 11 in Part E, **but you still must complete section K (Business Plans and Competition)**. All other local exchange carriers must:
  - a. Provide the total number of customers in Oregon at December 31. "Not available" is not acceptable. Note that customers can have multiple lines.
  - b. Provide the number of access lines at December 31. See *Definitions*.
  - c. Provide the gross Oregon revenues during the year. Include international, interstate, and intrastate revenues from calls that originate and/or terminate in Oregon. See *Definitions*.
  - d. If you checked Box 3 in Part E, provide the toll conversation minutes originating in Oregon during the year.
13. For Parts G-J, provide the information requested about your services during the year. See *Definitions*.
14. For Part K, provide the information requested about your business during the year.
15. If you want a copy of the staff report that summarizes this year's responses to Parts G-K, check the box labeled *Send Summary Report to Respondent* in Part B.

### **Commission Contacts**

**Commission website:** <http://www.oregon.gov/PUC>

**Excel files:** John Tatom at 503-373-7133 or [john.tatom@state.or.us](mailto:john.tatom@state.or.us)

**Form C:** Lois Meerdink at 503-378-8959 or [lois.meerdink@state.or.us](mailto:lois.meerdink@state.or.us)

**Form L:** Ming Peng at 503-373-1123 or [ming.peng@state.or.us](mailto:ming.peng@state.or.us)

### **Excel Version of Annual Reports**

1. The Excel file is available at the Commission's website under:  
Telecommunications  
Annual Report Forms
2. The worksheets contain formulas when sums are required. Do not change these formulas.
3. Some Excel worksheets contain formulas to transfer duplicate information such as your business name, mailing address, Commission contact, and phone numbers. You may change these formulas as needed.

4. Overwrite each appropriate box ( . ) with a small "x."
5. The Excel file is formatted to print each worksheet from an HP laser printer. If you have trouble printing, change the print setup.

## **DEFINITIONS**

**Access service** – see non-switched, special, and switched.

**Access line** – a telecommunications channel or facility (i.e., loop) extending from a customer's premises to a serving central office. It excludes inside wiring, wiring on the customer side of the network interface device or protector, and station wiring associated with customer premises equipment. Access lines also exclude idle non-working lines or channels that are spare capacity, or used for maintenance purposes.

Access lines are categorized into residential, business, and other. Residential and business lines include 4 KHz analog or 64 Kbps digital (or equivalent) lines that access the public switched network. Other access lines include access lines to mobile or RCC base stations, Feature Group A FX/ONAL switched access, pay-phone lines (both public and semipublic), unbundled network element (UNE) network access channels (NACs) leased to other carriers for customer access, dedicated (non-switched) special access and private lines, and wideband access (including DSL). A wideband channel is one having a bandwidth equivalent to twelve or more voice grade channels (47 CFR Part 36 Appendix Glossary).

Also, see local exchange line.

**Affiliated** – directly or indirectly under common ownership or control with you (ORS 759.010).

**Annual revenues** – see *revenues*.

**Billed revenues** – see *revenues*.

**Business customer** – see *customer*.

**Capacity** – is determined by the highest data transmission rate in either direction. **Lower capacity** includes IDSL and some RADSL. **Higher capacity** includes ADSL, HDSL, HDSL2, SDSL, VDSL, and some RADSL. The following chart provides capacity rates:

CAPACITY				
Tech-nology	Data Rate	Mode	Distance Limit From Central Office	Number of Copper Pairs
IDSL	144 Kbps	Duplex	18,000 ft	1
HDSL	1.54 Mbps	Duplex	12,000 ft	2
HDSL2	1.54 Mbps	Duplex	12,000 ft	1
SDSL	1.54 Mbps	Duplex	10,000 ft	1
ADSL	up to 6.1 Mbps 16 to 640 Kbps	Downstream	12,000 to	1
		Upstream	18,000 ft	
VDSL	13 to 53 Mbps 1.54 to 2.3 Mbps	Downstream	4,500 ft	1
		Upstream		
RADSL	600 kbps to 7 Mbps 128 kbps to 1 Mbps	Downstream	12,000 to	1
		Upstream	18,000 ft	

Source: ADC Telecommunication, *Telephony*, November 9, 1998

**Carrier** – as used in this report, a carrier may be a competitive provider, competitive local exchange carrier (CLEC), incumbent local exchange carrier (ILEC), interexchange carrier (IXC), shared service provider, reseller, telecommunications utility, telecommunications cooperative, or telecommunications association.

**Circuit** – a termination you provide and bill to your customers for private line service. If you provide a circuit that connects two customer locations, and bills the customer for both ends of the circuit, count two terminations. The capacity of a circuit should be determined by the capacity you deliver to the customer at the point of termination, even though the customer may further subdivide that capacity using its own multiplexing or other equipment.

**Competitive local exchange carrier (CLEC)** – one type of competitive provider (OAR 860-032-0001).

**Competitive provider** – any "competitive telecommunications provider as defined in ORS 759.005(2)(a), who provides services authorized pursuant to ORS 759.020" (OAR 860-032-0001). A competitive provider is not a telecommunications utility (ORS 759.005(1)(a)(C)). Carriers may be certified to provide multiple services under one or more certificates of authority.

**Cooperative** – a cooperative corporation or association, which provides telecommunications service within its own exchanges and is certified under ORS 759.025(2). See *incumbent local exchange carriers*.

**Customer** – a person or entity that had applied for, been accepted, and was receiving service for a price during the period covered by this report. A customer can have multiple lines; for example, if you send only one bill to a business, governmental agency, or residence, count the bill a one customer.

*Business customer* means a retail customer whose actual or obvious use of a service is for conducting a business, trade, or profession, or whose use of the service is obviously not primarily for domestic use, including a payphone provider or Internet service provider. The telephone number for a business customer is displayed in telephone directories under a business name and in sections of the directory reserved for business listings (yellow pages).

*Oregon customer* means a person or entity that has a physical location within Oregon.

*Residential customer* means a retail customer whose actual or obvious use of a service is primarily for domestic purposes at a residence or dwelling. The telephone number for a residential customer is displayed in telephone directories under an individual or personal name and is not located in sections of the directory reserved for business listings (yellow pages).

*Retail customer* means any customer other than a wholesale customer, including an Internet service provider or payphone owner.

*Wholesale customer* means a telecommunications provider, other than you, that has a certificate of authority from the Oregon Commission or is a radio common carrier (commercial mobile radio licensee). Wholesale customers may provide service to their customers through resale, special access, and other interconnections.

**December revenues** – see *revenues*.

**Directory assistance service** – the provision of information about telephone numbers upon request.

**End user** – a retail customer.

**Gross revenues** – see *revenues*.

**Incumbent local exchange carrier (ILEC)** – a telecommunications utility or cooperative with a certificate of authority issued under ORS 759.025: *Asotin Telephone Company*; *Beaver Creek Cooperative Telephone Company*; *Canby Telephone Association*; *Cascade Utilities, Inc.*; *CenturyTel of Eastern Oregon, Inc.*; *CenturyTel of Oregon, Inc.*; *Citizens Telecommunications Company of Oregon*; *Clear*

*Creek Mutual Telephone Company; Colton Telephone Company; Eagle Telephone System, Inc.; Gervais Telephone Company; Helix Telephone Company; Home Telephone Company; Malheur Home Telephone Company; Midvale Telephone Exchange, Inc.; Molalla Telephone Company; Monitor Cooperative Telephone Company; Monroe Telephone Company; Mt. Angel Telephone Company; Nehalem Telephone & Telegraph Company; North-State Telephone Company; Oregon Telephone Corporation; Oregon-Idaho Utilities, Inc.; Qwest Corporation; Peoples Telephone Company; Pine Telephone System, Inc.; Pioneer Telephone Cooperative; Roome Telecommunications, Inc.; Scio Mutual Telephone Company; St. Paul Cooperative Telephone Association; Stayton Cooperative Telephone Company, Inc.; Trans-Cascades Telephone Company; United Telephone Company of the Northwest (dba Embarq); and Verizon Northwest Inc.*

**Interexchange carrier (IXC)** – a telecommunications provider that is authorized to provide switched services between exchanges.

**Interexchange private line service** – the provision of dedicated circuits, which a customer uses to connect two or more pre-selected locations in different local exchanges. See *private line service*.

**Interoffice transport facility** – connects switching centers.

**Interstate call** – originates or terminates in Oregon; for example, an *interstate long distance toll call* originates in Idaho and terminates in Oregon.

**Intrastate call** – originates and terminates within Oregon.

**Intrastate interexchange private line service** – circuits that originate and terminate within Oregon, considering the entire circuit that you bill to and provide for the customer, including those segments that you obtain from other telecommunications providers on the customer's behalf. See *private line service*.

**Intrastate long distance toll service** – the provision of dial-up connections, and associated features-functions, between locations that are in different local calling areas within Oregon, and for which charges are typically on a per-unit basis.

**Lines** – see access line and local exchange line.

**Local exchange carrier (LEC)** – a telecommunications provider that is authorized to provide local exchange private line service or local

exchange switched service. The provider may be an incumbent telecommunications utility, an incumbent telecommunications cooperative, a competitive local exchange carrier, or a shared service provider.

**Local exchange line** – a voice level transmission path (64 kbps digital or less than 4 kHz analog) that links an end user (retail customer) location with the switching center that provides dial tone. Also, see access line.

**Local exchange private line service** – the provision of dedicated circuits, which a customer uses to connect two or more pre-selected locations within a local exchange. See *private line service*.

**Local exchange switched service** – the provision of dial-up connections, and associated features-functions, between locations that are within a local calling area. A local calling area consists of the local exchange of an ILEC as defined on maps filed with and approved by the Oregon Commission plus additional local exchanges accessible by extended area service, as approved by the Oregon Commission. For example, basic local service, extended area service, and central office features.

**Long distance toll service** – the provision of dial-up connections and associated features-functions between locations that are in different local calling areas, and for which charges are typically on a per-unit basis.

**Loop** – a facility or equipment that connects end users (retail customers) with a switching center.

**NESC** – National Electrical Safety Code.

**Non-switched access** – carried by dedicated special access and private lines.

**Oregon revenues** – see *revenues*.

**Operator service** – the provision of special billing, dialing assistance, and information regarding the use of and charges for telecommunications services upon request. Operator service may be manual or automatic.

**Oregon Administrative Rule (OAR)** – Copies of the administrative rules are available at the Commission's website under Links.

**Oregon customer** – see *customer*.

**Oregon Revised Statute (ORS)** – Copies of Oregon's laws are available at the Commission's website under Links.

**OUNC** – Oregon Utility Notification Center. The Oregon Utility Notification Center is the Oregon state agency that administers Oregon's excavation laws and the statewide toll free "One-Call" number: 1-800-332-2344 (2DIG). More information about OUNC is available at their website: <http://www.digsafelyoregon.com>.

**Private line circuit** – see *circuit*.

**Private line service** – the provision of dedicated circuits, whether physical or virtual, which a customer uses to connect two or more pre-selected locations. Circuits may be hard-wired or use frame-packet-cells or other switching-routing technologies to establish connections. Service may be local exchange or interexchange and includes xDSL. For the definitions of lower capacity and higher capacity xDSL, see *capacity*.

**Provide** – to supply or make available a service by means of resale, leased facilities, owned facilities, unbundled network elements, or a combination of methods.

**Retail customer** – see *customer*.

**Retail service** – a service provided to a retail customer.

**Revenues** – the cash inflows or equivalents from your operations during the year.

*Exclude* loan proceeds, shareholder contributions, and taxes that you billed to customers.

*Include* regulated and nonregulated charges; federal and state charges; federal and Oregon universal service end-user surcharges and distributions; charges for switched lines, local usage, extended area service, repair and maintenance services, directory listing services, and add-on features such as call waiting, voice messaging, and caller identification; and charges for private line circuits and add-on capabilities such as multiplexing, conditioning, and bridging.

*Annual revenues* mean the gross amount you billed for services for the calendar year included in this report.

*Billed revenues* mean the gross amount you billed for services, whether billed in advance or arrears.

*December revenues* mean the gross amount you billed for services for December of the calendar year included in this report.

*Gross revenues* mean the total cash inflows or equivalents from

your operations as accrued or billed before uncollectibles (bad debts), agent's commissions, access charges paid, and other billing and collection costs.

*Intrastate Oregon revenues* mean gross revenues from calls that originate and terminate in Oregon. Intrastate includes state and federal surcharges from and distributions for end users in Oregon.

*Total Oregon revenues* mean the gross revenues from Oregon customers, including international, interstate, and intrastate revenues from calls that originate and/or terminate in Oregon.

**Special access** – carried by dedicated facilities, such as private lines.

**Switched access** – switched to and carried by available facilities (owned, leased, or resold).

**Telecommunications provider** – go to the Commission's website and select:

Telecommunications

Fact Sheets

Definitions and Types of Telecommunications Providers

**Unbundled network element (UNE)** – a facility or equipment used in the provision of telecommunications service, including but not limited to features, functions, and capabilities that are provided by means of such facility or equipment, such as a local loop (Code of Federal Regulations §51.5). UNEs are measured by lines.

**Unbundled network element platform (UNE-P)** – a combination of UNEs such as unbundled loop, local switching, shared transport, and tandem switching. UNE-Ps are measured by lines.

**Utility** – an incumbent telecommunications provider other than a cooperative. See ORS 759.005(1) for the definition of a telecommunications utility.

**Wholesale customer** – see *customer*.

**Wholesale service** – a sale to another telecommunications provider (carrier), whether at discounted or full retail rates, so the other provider can provide service to its customers. Wholesale may include, but is not limited to, sales for resale to a competitive provider, interexchange carrier, telecommunications cooperative, or telecommunications utility; special access; and other interconnections. Wholesale does not include sales to Internet service providers.

**xDSL** – see *capacity*.

**You, yourself** – the respondent.

## REGIONS AND EXCHANGES

Oregon's exchanges are divided into six geographic areas, as identified below. A list of exchanges by ILECs is available at the Commission's website under:

### Telecommunications Exchanges of Local Exchange Carriers

**Central** – Antelope, Arlington, Bend, Bonanza, Bly, Camp Sherman, Cascade Locks, Chemult, Chiloquin, Condon, Culver, Dufur, Fort Klamath, Fossil, Gilchrist, Grass Valley, Hood River, Klamath Falls, Lakeview, La Pine, Madras, Malin, Maupin, Merrill, Mitchell, Moro, Mosier, Odell, Paisley, Parkdale, Paulina, Pine Grove, Prineville, Redmond, Rocky Point, Rufus, Silver Lake, Sprague River, Sisters, The Dalles, Tygh Valley, Wamic, and Wasco.

**Coast** – Ash Valley, Astoria, Bandon, Bay City, Beaver, Brookings, Cannon Beach, Chitwood, Cloverdale, Coos Bay-North Bend, Coquille, Depoe Bay, Florence, Garibaldi, Gleneden Beach, Gold Beach, Jewell, Knappa, Lakeside, Langlois, Lincoln City, Mapleton, Myrtle Point, Nehalem, Newport, Pacific City, Port Orford, Powers, Reedsport, Rockaway, Scottsburg, Seaside, Siletz, South Beach, Tidewater, Tillamook, Toledo, Waldport, Warrenton, Westport, and Yachats.

**East** – Adrian, Athena-Weston, Baker, Bates, Boardman, Burns, Cove, Dayville, Durkee, Echo, Elgin, Enterprise, Flora-Troy, Granite, Haines, Halfway, Harney, Harper, Helix, Heppner, Hereford-Unity, Hermiston, Huntington, Imbler, Ione, John Day, Jordan Valley, Joseph, Juntura, La Grande, Lexington, Long Creek, Lostine, Meacham, Medical Springs, Milton-Freewater, Monument, Mt. Vernon, North Powder, Nyssa, Ontario, Oregon Slope, Pendleton, Pilot Rock, Prairie City, Richland, Ridgeview, Seneca, Spray, Stanfield, Starkey, Sumpter, Ukiah, Umatilla, Union, Vale, Walla Walla (Stateline), and Wallowa.

**Portland Metropolitan** – Aurora, Beavercreek, Beaverton, Burlington, Canby, Carlton, Charbonneau, Colton, Corbett, Estacada, Forest Grove, Gresham, Hillsboro, Hoodland, Lake Oswego, Molalla, Newberg, North Plains, Oak Grove-Milwaukie, Oregon City,

Portland, Redland, Sandy, Scappoose, Scholls, Sherwood, Stafford, Sunnyside, Tigard, Vernonia, Woodburn-Hubbard, and Yamhill.

**Southwest Interior** – Ashland, Azalea, Butte Falls, Camas Valley, Canyonville, Cave Junction, Central Point, Crater Lake, Days Creek, Diamond Lake, Elkton, Fish Lake, Glendale, Glide, Gold Hill, Grants Pass, Jacksonville, Medford, Myrtle Creek, North Umpqua, Oakland-Sutherlin, O'Brien, Phoenix-Talent, Prospect, Riddle, Rogue River, Roseburg, Selma, Shady Cove, White City, Wolf Creek, and Yoncalla.

**Willamette Valley** – Albany, Alsea, Amity, Aumsville-Turner, Bell-fountain, Blodgett, Blue River, Brownsville, Clatskanie, Corvallis, Cottage Grove, Creswell, Dallas, Dayton, Deadwood, Detroit, Drain, Eugene-Springfield, Falls City, Gervais, Government Camp, Grand Island, Grand Ronde, Halsey, Harlan, Harrisburg, Horton, Independence-Monmouth, Jefferson, Junction City, Leaburg, Lebanon, Lobster Valley, Lowell, Lyons, Marcola, McMinnville, Mill City, Monitor, Monroe, Mt. Angel, Murphy-Provolt, Oakridge, Philomath, Rainier, Salem, Scio, Shedd, Sheridan, Silverton, St. Helens, St. Paul, Stayton, Summit, Sweet Home, Triangle Lake, Veneta, and Willamina.