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**Task Title: Update CSCN-Administered Guidelines for Thousands-Block Pooling**

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**Subject: Thousands Block Pooling - Block Return Checklist**

**Block Return Checklist for Carriers Prior to Submitting a Part 1A for a Thousands-Block Return**

**Note: Carriers may retain a Thousands-Block if they can demonstrate that:**

**a) the Thousands-Block is required to meet the Carrier’s 6-month projected forecast beyond the Implementation and Pool Start/Allocation Date, or**

**b) there are Technical Reasons which justify retaining the Thousands-Block such as TNs that are Assigned to non-portable services (e.g., packet switched service), or**

**c) the Thousands-Block is an Initial Thousands-Block, or footprint Thousands-Block**

**Key Definitions**

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| --- | --- |
| Administrative Numbers | Numbers used by Telecommunications Carriers to perform internal administrative or operational functions necessary to maintain reasonable quality of service standards. Examples of Administrative Numbers are: Test Numbers, Employee/Official Numbers, Location Routing Numbers (LRNs), Temporary Local Directory Numbers (TLDNs), Soft Dial Tone Numbers and  Pseudo-Automatic Number Identification (p-ANI) numbers. |
| Aging Numbers | Disconnected numbers that are not Available for Assignment to another end user or customer for a specified period of time. Numbers previously Assigned to residential customers may be aged for no less than 45 days and no more than 90 days. |
| Assigned Numbers | Numbers working in the Public Switched Telephone Network (PSTN) under an agreement such as a contract or tariff at the request of specific end users or customers for their use, or numbers not yet working but having a customer service order pending. Numbers that are not yet working and have a service order pending for more than five calendar days shall not be classified as Assigned Numbers. Ported-out numbers should be included as a subcategory of Assigned Numbers. |
| Available Numbers | Numbers thatare available for assignment to subscriber access lines, or their equivalents, within a Exchange Area and are not classified as Assigned, Intermediate, Administrative, Aging, or Reserved. Available Numbers is a residual category that can be calculated by subtracting a sum of numbers in the Assigned, Intermediate, Administrative, Aging, and Reserved primary categories from the total of numbers in the Carrier’s inventory of a CO Code or Thousands-Block. |
| Contamination | Contamination occurs when at least one Telephone Number (TN) within a Thousands-Block (NPA-NXX-X) of TNs is not Available for  Assignment to end users or customers. Thousands-Blocks  Contaminated up to and including 10 percent are eligible for  Donation/return. For purposes of this provision, a TN is not Available for Assignment if it is classified as Administrative, Aging,  Assigned, Intermediate, or reserved. |
| Effective Date | The date by which routing and rating within the Public Switching Telephone Network (PSTN) shall be working for the Assigned Thousands-Block (NPA-NXX-X) or the Assigned Central Office (CO) Code (NPA-NXX). Also, the date by which the Thousands-Block becomes an active Thousands-Block or the CO Code becomes an  Active CO Code. Also referred to as the LERG™ Routing Guide Effective Date in these guidelines. |
| Exchange Area Number Pool | Used in Thousands-Block number pooling to describe a reservoir of un-allocated Thousands-Blocks (NPA-NXX-X) in an Exchange Area administered by the Pooling Administrator (PA) for the purposes of assignment to Carriers participating in Thousands-Block number pooling. |
| Intermediate Numbers | Numbers that are made Available for use by another Telecommunications Carrier or non-Carrier entity for the purpose of providing telecommunications service to an end user or customer. Numbers ported for the purpose of transferring an established customer’s service to another Carrier shall not be classified as Intermediate Numbers. An Intermediate Number is one that is made Available to a Carrier or non-Carrier entity from another Carrier but has not necessarily been Assigned to an end-user or customer by the receiving Carrier or non-Carrier entity. Numbers provided to Carriers, or other non-Carrier entities by numbering partners should be reported as Intermediate, and do not qualify as end users or customers. |
| Intra-Service Provider  (ISP) Port | A process which allows a Carrier to retain unavailable Telephone Numbers (TN) in contaminated Thousands-Blocks (NPA-NXX-X) that are being Returned to an Exchange Area Number Pool. Specifically, numbers assigned to customers from Returned Thousands-Blocks that are contaminated shall be ported back to the returning Carrier to enable it to continue to provide service to those customers. An ISP Port can also be used to move a TN(s) from one Switching Entity/Point of Interconnection (POI) serving an Exchange Area to another Switching Entity/POI serving the same Exchange Area where Location Routing Number (LRN)-Local Number Portability (LNP) is in use. |
| Return/Returning | The process by which Carriers contribute Telephone Numbers (TN) to an Exchange Area Number Pool. In the context of these guidelines, Carriers shall use the Thousands-Block (NPA-NXX-X) return process to return Thousands-Blocks to appropriate Exchange Area Number Pool. |
| Unavailable Numbers | Numbers that are not Available numbers. |

1. Run reports to verify that there are not more than 100 Unavailable TNs in any Thousands-Block which the carrier is considering Returning.
2. Verify Available TNs in Thousands-Blocks which they intend to Return to assure they are not assigned in Switching Entities/POIs, billing systems, etc.
3. Protect the Thousands-Block from further assignments.
4. Carriers shall complete ISP Ports on Unavailable TNs in contaminated Thousands-Blocks which they are Returning, including (i) TNs assigned to other Carriers and non-Carriers (i.e., Intermediate Numbers), (ii) TNs used for administrative purposes (i.e., Administrative Numbers), and (iii) TNs assigned to customers (i.e., Assigned Numbers). (Not Numbers in Aging Pool). If ISP Ports in the NPAC are not completed and a Returned contaminated Thousands-Block is Assigned, there may be service disruptions including double assignments, for those Contaminated TNs.
5. If a pending Local Number Portability (LNP) Port exists for an Unavailable TN(s), with no underlying active port or TN, within a contaminated Thousands-Block that is being Returned, the two Carriers involved in the LNP Port shall work cooperatively to resolve the pending LNP Port. This process could be accomplished by having the recipient Carrier of the LNP Port cancel the pending LNP Port so that the Returning Carrier can perform the ISP(s) for Thousands-Block return purposes. Afterwards, the recipient Carrier of the LNP Port would then re-establish the pending LNP Port. Another alternative would be to have the Carriers involved attempt to advance the pending LNP Port through contact with the NPAC (utilizing automated clean-up). [More work need to further clarify]
6. A Carrier Returning a Thousands-Block containing a test line number shall disconnect the test line number prior to submitting the Part 1A to Return of the Thousands-Block. The test line shall be re-Assigned to a number in a Thousands-Block retained by, or Assigned to, the Carrier.
7. A Carrier Returning a Thousands-Block that contains an LRN shall migrate any ported numbers or pooled Thousands-Blocks utilizing the LRN to another LRN within a Thousands-Block retained by or Assigned to the Carrier and delete the LRN in the NPAC and BIRRDS.
8. Ensure that all Returned Thousands-Blocks are within CO Codes that have been identified as LNP capable in the iconectiv BIRRDS and the NPAC and that the associated (donor) Switching Entities/POIs are LNP-capable and ready to process terminating traffic.
9. When the CO Code is already a Pooled Central Office (CO) Code (NPA-NXX), Carriers shall create a ‘D’ view on the NXD screen for the each of the Thousands-Blocks in BIRRDS prior to submitting the Thousands-Block Part 1A Return to the PA. (Note: This will impact all AOCs).
10. Converting an assigned CO Code from non-pooled to pooled as part of the process for Returning one or more Thousands-Blocks: At the time the PA approves a Thousands-Block Return application, the PA shall update the Block Control Record (BCR) record in BIRRDS with the Effective Date indicated on the Part 3A Pooling Administrator’s Response/Confirmation. The Carrier shall build the records for any Thousands-Blocks being retained on the NXD screen for after the PA has processed the Return request. (Note: By default, the Carrier does not need to update the NPAC for the retained Thousands-Block(s).
11. The donated/returned Thousands-Blocks shall be ready for allocation and use on the date indicated by the Carrier on the Part 1A or on the Implementation and Pool Start/Allocation Date, as applicable.

On the Part 1A there will be a field for Carriers to confirm that ISP Ports have been completed and a field for Carriers to confirm that the Thousands-Block has been protected from further TN assignments.

**Implementation Notes**

1. Prior to the Thousands-Block Return Effective Date, a carrier may need to retrieve a Thousands-Block it had previously returned to the Exchange Area Number Pool. As long as the Return Effective Date has not yet passed, the Carrier may cancel the Thousands-Block Part 1A Return in the Pooling Administration System.
2. Subsequent to the Thousands-Block Return Effective Date but before the Thousands-Block has been Assigned to another Carrier, the Carrier may need to retrieve a Thousands-Block it had previously returned to the pool by submitting a Part 1A to the PA. For example, the Carrier may have made an error in reporting the Thousands-Block’s Contamination level or failed to protect the Thousands-Block from further number assignments.
3. If the block has already been assigned to a new carrier and needs a number back, they should work with the new carrier to get the number back.

For reference:

7.1.16 TBCOCAG: In instances where a pooled Unavailable TN is Assigned to more than one customer served by different SPs (i.e., the Thousands-Block Holder and the CO Code Holder of the Pooled CO Code) due to an error made by the CO Code Holder, the conflict shall be resolved as follows:

1. If the TN was Assigned before the Thousands-Block was donated/returned and the CO Code Holder made an error in the population of Unavailable TNs in the LNP database (NPAC) at the time of Donation/return, the customer of the original SP (i.e., the customer to whom the TN was originally Assigned) shall retain assignment of the TN and the Thousands-Block Holder shall assign its customer a new TN.
2. If the TN was not Assigned at the time of the Donation/return and the CO Code Holder failed to protect the Thousands-Block from further assignment in their databases and Assigned the TN after the Thousands-Block was donated/returned, the customer of the Thousands-Block Holder shall retain assignment of the TN, and the CO Code Holder that Assigned the TN to its customer in error shall assign its customer a new TN.