

DICKEY RURAL TELEPHONE COOPERATIVE

LOCAL NUMBER PORTABILITY (LNP) BUSINESS RULES

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INTRODUCTION

This document has been developed in an effort to provide operational guidance between Dickey Rural Telephone Cooperative (Dickey Rural) and the New Service Provider (NSP). The business rules will provide operational references for both parties to use to manage the business relationship. As changes are made in staffing, process improvement, and updates to each network, the business rules will serve as the medium to effectively communicate between Dickey Rural and the NSP.

Dickey Rural reserves the right to make changes to the business rules. In the event that Dickey Rural makes changes, the modified version of the business rules will be forwarded to the NSP's Primary Contact specified in the NSP's Profile/TPP. The modified version will supersede and replace all previous versions.

If an Interconnection Agreement exists between Dickey Rural and the NSP, the interconnection agreement terms supersede this document and the NSP's LNP Inter Carrier Procedures and/or Trading Partner Profile.

SECTION I - IMPLEMENTATION

Planning

The business rules include Dickey Rural's contact information, guidelines, standards and additional terms and conditions necessary to support Local Number Portability (LNP). Dickey Rural requests each party designate a single point of contact to discuss implementation of Local Number Portability (LNP).

Implementation Meeting

The Implementation Meeting/conference call shall address the following items and any other matters agreed upon by the Planning Team:

- Pre-Order & Ordering Procedures
- Points of contact for ordering, provisioning, billing, and maintenance
- Billing Processes and Procedures (if applicable)
- Database Updates (i.e. 911, LIDB, CNAM, CLASS, Directory Services)

Service Provider Contact Information Form

Dickey Rural's Contact Information is provided for general information, billing and contact information and Ordering. Dickey Rural requests the NSP provide the ordering and provisioning contact information before implementation of Interconnection/LNP. Dickey Rural's contact information is located within this document.

SECTION II - LOCAL NUMBER PORTABILITY

Wireless Service Providers

Wireless Service Providers (WSP) porting with Dickey Rural must adhere to the following **in addition to** the remaining Dickey Rural LNP Processes and Procedures outlined in the document:

A.) Absent an agreement between the WSP and Dickey Rural to address the exchange of traffic to or from ported numbers, Dickey Rural requests the WSP discuss how traffic will be routed to and from ported numbers in the context of a Planning and Implementation Team.

B.) The WSP shall only request to port numbers where the WSP has numbering resources assigned or where its coverage area overlaps the geographic location of the numbers it requests to port.

C.) Reserved numbers, as defined in 47 C.F.R. Section 52.15(f)(1)(vi) or a successor provision, may be ported only if there is at least one working telephone number in the group, as required by the FCC's rules and orders.

D.) If a Type 1 arrangement exists between the WSP and Dickey Rural, Dickey Rural requests the WSP and Dickey Rural work together to migrate the WSP Type 1 telephone numbers to the WSP's switch prior to the start of porting between the WSP and Dickey Rural.

Types of Ports

Simple Port

As defined by the FCC, simple ports: (1) do not involve unbundled network elements (2) involve an account only for a single line (3) do not include complex switch translations (*e.g.*, Centrex, ISDN, AIN services, remote call forwarding, or multiple services on the loop/line) (4) do not include a reseller.

Non-Simple Port

A non-simple port is any port that does not qualify as a simple port.

Local Service Requests: (LSR) to port multi-line accounts qualify as non-simple ports and may require project management. Contact Dickey Rural's Primary Contact for details before submitting the LSR**

SECTION II - LOCAL NUMBER PORTABILITY cont.

Customer Service Record Request

CSR records are only provided to Service Providers in which Dickey Rural has an effective interconnection agreement

Ordering

Local Service Request

The NSP must submit all port requests on Dickey Rural's preferred Local Service Request Form (LSR). Dickey Rural's preferred LSR will be provided (by Dickey Rural) upon request by the NSP.

- The LSR must be complete, legible and accurate.
- Dickey Rural **does not** support handwritten Local Service Requests.
- All Local Service Requests must be emailed to Dickey Rural's dedicated LNP email address: tradermacher@drtel.com
- Dickey Rural **does not** support Faxed Local Service Requests.

Simple Port Validation

The following fields will be used for validation of simple port Local Service Requests. Account Number, Telephone Number and Zip Code.

Completion of the FCC-mandated 14 simple port fields is required on ALL port requests.

Non -Simple Port Validation

Non – Simple Local Service Requests **require** the Account Holder's Name and the Account Holder's Physical Address. **The entire LSR must be completed for non-simple ports.**

Coordinated Requests

If the customer requests the telephone number to port at a specific time on the day of the port, it is considered a Coordinated Request (Coordinated Hot Cut). A Coordinated Hot Cut (CHC) is NOT a Simple Port. The NSP must request a CHC in the Remarks section of the Local Service Request Form.

Rejected Orders

Dickey Rural will reject any Local Service Request that cannot be processed due to inaccurate data on the Local Service Request.

Simple Ports: Dickey Rural will provide the 'reject' notice within 4 business hours.

Non-Simple Ports: Dickey Rural will provide the 'reject' notice within 24 hours.

Local Response (LR)

The port date posted on the Local Response is "FIRM". The NSP should not port the end user's telephone number before the LR date unless Dickey Rural agrees to the early port

SECTION II - LOCAL NUMBER PORTABILITY cont.

date. The Local Response will be emailed to the NSP contact as specified on the Local Service Request.

Simple Port: Dickey Rural will provide the LR within 4 business hours.

Non-Simple Ports: Dickey Rural will provide the LR within 24 hours.

Supplemental Orders (Cancellations, Reschedules, Changes)

It is the NSP's responsibility to notify Dickey Rural of port cancellations, reschedules, and/or changes to the port request. If the NSP does not notify Dickey Rural of the port cancellation, reschedule and/or change, Dickey Rural will proceed with the port out per the Firm Local Response date.

Cancellations

Dickey Rural requests receipt of cancellation requests by **4pm local time** the day before the scheduled port date.

Cancel must be posted in the Remarks section of the LSR.

If a port request is canceled **on the due date**, the NSP must call Dickey Rural's Customer Service Department to verbally cancel the port **AND** the NSP must submit a supplemental (SUP) Local Service Request to Dickey Rural's Customer Service Center.

Reschedules

Dickey Rural requests receipt of rescheduled requests by **4pm local time** the day before the scheduled port date. To ensure the port is rescheduled, the NSP must call Dickey Rural's Customer Service Department to verbally reschedule the port **AND** submit a port supplemental (SUP) local service request to the Customer Service Center.

Reschedule must be posted in the Remarks section of the LSR and the new due date must be posted in the **Due Date** field.

If a port request is rescheduled **on the due date**, the new Service Provider must adhere to the above notification protocol.

Changes

Dickey Rural requests submission of Change Orders by **4pm local time** the day before the scheduled port date. If an order is changed **on the due date**, the NSP should call Dickey Rural's CSC first to notify Dickey Rural of the change **AND** submit a supplemental Local Service Request for the change.

A detailed description of the Change must be present in the Remarks section of the LSR.

*All Local Service Request order cancellations, reschedules and changes must be submitted via a supplemental (SUP) Local Service Request. To ensure the change is processed with expediency, the reason for the supplemental order should be clearly stated in the 'Remarks' section of the Local Service Request. *

SECTION II - LOCAL NUMBER PORTABILITY cont.

Emergency Port Change Notification

In cases where NSP is unable to notify Dickey Rural of a due date and/or coordination time change within the guidelines listed above, NSP should call Dickey Rural's Customer Service Center. NSP should identify that they are requesting an Emergency Notification Port Change. Dickey Rural will make every attempt possible to assist NSP with the port change.

Local Service Order Due Dates

Dickey Rural will port via FCC rules.

Simple Ports - Port out within one business day.

Non-Simple Ports - Port out within 3 business days.

NOTE: Multi-line accounts may require project management and a longer port out interval. Contact Dickey Rural's CSC for additional details.

Ported Number Treatment

Ten-Digit Trigger (TDT)

Unless otherwise requested by the NSP, and if applicable, Dickey Rural will apply the Ten-Digit Trigger (TDT) to all LNP orders.

Translations Removal

Translations removal will be scheduled for 11:59pm on the due date, but can be changed by an LSR supplement received no later than 9pm local time on the due date.

Interoperability Testing

Testing is requested prior to porting 'live' customers. Typically, one week is required for testing.

SECTION III – TROUBLE REPORTING & REPAIR

Trouble Reporting

Dickey Rural's Trouble Reporting & Repair Center will receive trouble reports from the NSP, generate internal trouble tickets and forward for processing.

Trouble Reporting Process

- The NSP must report troubles to Dickey Rural's Trouble Reporting & Repair Contact listed in Dickey Rural's Contact Information section of this document. Upon receipt of trouble reports for specific problems related to LNP, Dickey Rural will generate internal trouble ticket(s) and forward for processing. A trouble ticket number for tracking purposes **may** be provided to the NSP.

SECTION III – TROUBLE REPORTING & REPAIR

- If Dickey Rural receives a trouble report from an end user customer that has ported its telephone number to the NSP, Dickey Rural will advise end user customer to contact the NSP directly. Dickey Rural will only accept and act on trouble reports directly received from the NSP for ported telephone numbers.

Trouble Reporting Information

The following information is required for trouble reports:

- Contact Information
 - Carrier Name, Initiator's name, phone number, fax number, and email address
- Service Provider ID and OCN
- Location Routing Number
- Time and Date of Port
- Description of Problem

Repair Completion

Notification of repair completion will be emailed to the initiator of the trouble report. Dickey Rural will not be held responsible for notifications not received by the NSP resulting from non-responsive or non-operational electronic mail.

Information included in the notice:

- Telephone Number
- Customer Name
- Resolution of the Trouble Ticket (if a problem is found)
- Date and Time the trouble was reported to Dickey Rural
- Date and Time the trouble was cleared by Dickey Rural (if applicable)

SECTION IV – DIRECTORY SERVICES

Directory Listing & Assistance

Upon completion of the port out, the NSP is responsible for the customer's directory listing and directory assistance information.

SECTION V – DATABASE UPDATES

NPAC and SOA Databases

Dickey Rural and the NSP both shall be certified by the regional Number Portability Administration Center (NPAC). Dickey Rural and the NSP are individually responsible for establishing appropriate arrangements and interfaces with third party entities and/or service bureaus to ensure that ported telephone number data is properly transmitted to NPAC and Service Order Administration (SOA) and any other party necessary to ensure accurate porting between the parties.

SS7, 9-1-1- E9-1-1 & Other Databases

Dickey Rural and the NSP are individually responsible for its own independent connections to the SS7 and 9-1-1/E9-1-1 networks. Dickey Rural supports E911 service and will complete the necessary 911 functions required for a successful port.

SECTION VI – DICKEY RURAL CONTACT INFORMATION

GENERAL COMPANY INFORMATION:

Telephone Co. Name:	Dickey Rural Telephone Cooperative
Address:	9628 HWY 281 N, PO Box 69
City, State, Zip Code:	Ellendale, ND 58436
OCN/SPID:	1611
Hours of Operation:	8am-5pm M-F local time
Observed Holidays:	New Year's Day, Memorial Day, Independence Day, Labor Day, Good Friday, Columbus Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve & Christmas Day. * A recognized Holiday that falls on a Saturday will be observed on Friday and if a recognized holiday falls on Sunday, it will be observed on the following Monday.

PRIMARY CONTACT INFORMATION:

Name:	Troy Radermacher
Phone Number:	701-344-6061
Email Address:	tradermacher@drtel.com

911 CONTACT INFORMATION:

Name:	Janell Hauck
Phone Number:	701-344-6012
Email Address:	jhauck@drtel.com

FRAUD CONTACT INFORMATION:

Name:	Kent Schimke
Phone Number:	701-344-6031
Email Address:	kschimke@drtel.com

MIS-DIRECTED CALL INFORMATION:

Department Name:	Kent Schimke
Phone Number:	701-344-6031
Email Address:	kschimke@drtel.com

ESCALATION CONTACT INFORMATION:

Name:	Kent Schimke
Phone Number:	701-344-6031
Email Address:	kschimke@drtel.com

TESTING CONTACT INFORMATION:

Name:	Kent Schimke
Phone Number:	701-344-6031
Email Address:	kschimke@drtel.com

CUSTOMER SERVICE CENTER CONTACT INFORMATION:

Name:	Troy Radermacher
Phone Number:	701-344-6016
Email Address:	tradermacher@drtel.com
Hours of Operation:	8am-5pm M-F local time
Order Cut-off Time:	Simple Ports: 1pm / Non Simple Ports: FCC Intervals

TROUBLE REPORTING & REPAIR CONTACT INFORMATION:

Name:	Customer Service Care
Phone Number:	701-344-5000
Email Address:	customerservice@drtel.com
Contact Outside Hours of Operation:	701-344-5005