



COMMUNICATION SITE

INVENTORY CERTIFICATION *EXTERNAL*

SOFTWARE USER GUIDE

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**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
LAND & RESOURCES PROJECT OFFICE
DENVER FEDERAL CENTER
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1 Scope

1.1 Project Identification

Project Name	Communication Site Rental Calculation
System Name	Communication Site Rental Calculation
System Abbreviation	CSRC
System Version Number	3.02.01
Project Office	National Operations Center, Project Management Branch, Division of Information Resources Management, (OC-350)
Project Manager	Amanda Hardesty, Project Manager, Project Management Branch, Division of Information Resources Management, (OC-350)
Project Sponsor	Assistant Director, Energy, Minerals & Realty Management, WO-300
System Users	BLM realty specialists, billing team members, external BLM customers that hold a Communications Use Lease
System Developer	National Operations Center, Division of Information Resources Management (OC-300)
Supporting Agencies	Non-Applicable

Overview

Federal regulations contained in 43 C.F.R. 2803.31(c) require holders of authorizations for communication use facilities located on public land to submit a certified statement to BLM each year listing the holders communications use, as well as, any tenants and customers occupying the holders facility (building and/or tower) and the category of use for each tenant and customer as of September 30 of each calendar year.

The automated inventory worksheet makes the process of submitting the inventory form faster and easier. Many of the fields are pre-populated based on the BLM serial number for your authorization. The information provided is used to calculate the facility's rent for the calendar year.

2 Accessing the Inventory Form

Users access the inventory form over the Internet using a web browser. The inventory form application can be accessed using the following web browsers: Microsoft Internet Explorer (IE), Chrome, Firefox, Safari and Opera. Internet Explorer is the BLM's standard web browser. Users must also allow pop ups from our site

To get to the Communication Inventory Form web page, open a web browser on your desktop, and type the web page address (also known as the URL). The URL for the Communication Site web page is:

<https://csrc.blm.gov>

The URL for the Communication Site Inventory Worksheet form is:

https://www.blm.gov/cs/src/inv_form_ws.cfm

To avoid typing in the web address each time the browser is entered, it is recommended to bookmark the address by clicking the “**Favorites**” button on the Internet Explorer toolbar and then selecting “**Add to Favorites**” as shown below. The next time Internet Explorer is accessed, simply select the bookmark.

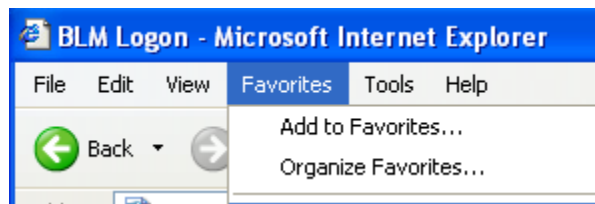


Figure 1: Bookmarking a Page

At the bottom of the webpage is a link to the Inventory form.

3 Overview of Support Services

The Communication Use Billing Team (CUBT) provides customer support for Inventory Form Submission

3.1 Inventory Form Problem Submission Information Requirements


Only **one** inventory form can be submitted for a communication authorization, for a bill year.

If you have a problem with your submission or have questions about submitting your inventory form, please contact the Communications Site payment center via email or phone.

Email Address: BLM_WO_Commsite_Paymentcenter@blm.gov

Phone Number: (877) 947-3705

Home Page:



U.S. DEPARTMENT OF THE INTERIOR
**BUREAU OF LAND
MANAGEMENT**

COMMUNICATION SITES

HOME INVENTORY WORKSHEET FORM USER'S GUIDE

You can submit your Inventory Certification through the BLM website. Submitting your form online saves time and also many of the data fields are pre-populated for you based on your lease/grant authorization number. The information provided is used to calculate your communication use rent for calendar year 2019.

If you wish to submit your certification online please click on the following link (please allow pop-ups for this site):

[Inventory Worksheet](#)

Federal regulations contained in 43 C.F.R. 2803.31(c) require holder of authorizations for communication use facilities located on public land to submit a certified statement to the BLM each year listing the holders communication use, as well as, any tenants and customers occupying the holders facility (building and/or tower) and the category of use for each tenant and customer as of **September 30, 2018 and must be received by the Communication Use Billing Team by October 15, 2018.**

For information on Communication Site Rent Schedules, Description of Uses, Inventory Certification Forms, etc. please see the National BLM ROW web site at: <https://www.blm.gov/programs/lands-and-realty/right-of-way/communication-sites>

BLM Home Privacy Policy FOIA Disclaimer Accessibility Terms & Conditions

4 Serial Number Entry Screen

In order to submit your inventory form online you must have the BLM serial number assigned to your communication site. After you have navigated to the Inventory Worksheet Form, via the 'Inventory Worksheet Form' tab or the 'Inventory Worksheet' button on the Home Screen—the Bill Group/Authorization Number entry screen will be displayed. The Bill Group/Authorization Number entry screen allows you to enter the Authorization number for your communication site or to select from the Bill Group list. Once you enter your number, click **“Find Inventory Form”** button and you will go directly to the inventory worksheet for your communication site. Alternatively, you can select the Bill Group from the list, select the serial number from the displayed list and the inventory worksheet will open. See [Appendix A](#) for an explanation on Authorization Number Formatting.

Home » Inventory Worksheet Form

INVENTORY WORKSHEET FORM

Welcome to the online Communication Use Inventory Certification site. To get started you must have the BLM authorization number (aka serial number) for your communication site lease/grant.

The online communication use inventory certification site requires the use of Microsoft Internet Explorer (IE) web browser, version 8.0 or later. IE is the BLM's standard web browser.

NOTE: Users must also allow pop ups from our site.

To submit an electronic version of your communication use inventory certification form for 2019, please:

- Select the Geo State from the pick list - 2 Digit State Identifier
- Select the Land Office from the pick list - 1-5 Digit BLM Land Office Identifier
- Enter Prefix (if applicable) - 1 Digit Land Office Identifier of 0 (only used for grant authorizations originally issued before 1966)
- Enter Serial Number - 6 Digit Unique Identifier for each Lease/Grant (if there are less than 6 digits, the system '0' fills the spaces from the left)
- Enter Suffix (if applicable) - Typically a 1-3 Digit Identifier (numeric and/or alpha) that ties a subsequent authorization to an original authorization

Examples:

Typical Authorization Number	CO C	012184
	CA CA	002953
Authorization Number w/Prefix	AZ AR 0	013914
Authorization Number w/Suffix	AZ AR 0	013914 A

Select a Bill Group or enter an Authorization Number



The serial number you enter will be displayed in entry box at the right as you tab to the next field or select the find inventory form button.

If you did not enter the number correctly, have a correct number or the lease/grant has expired or been relinquished, a pop-up will direct you to call the BLM Communication Use Rent Team's toll free number (877 947-3705) for assistance.

When you have entered your serial number, click **Find Inventory Form**. You will then be taken to the online Communications Site Inventory Certification to complete your submittal.

Once you have completed the inventory form click the **Submit Certification Worksheet** button and the form will be saved and sent to BLM.

You can print or save a copy of the submitted certification for your records.

Figure 2: Inventory Worksheet Form Serial Number Entry Screen

5 Communication Site Inventory Form


5.1 Load Previous Years Inventory Data

When submitting your Communication Site Tenant/Customer Inventory Certification online, the online form will be populated with the inventory certification data that was used to create the bill the previous year, when you input your Authorization number. You can then make any necessary changes or additions then certify and submit your inventory worksheet for the current bill year. This eliminates the need to re-enter inventory information each year, saving time and eliminating entry errors.

The process for entry of information into the worksheet is the same as described in section 5.2.

5.2 Enter New Communication Site Inventory Information

Once you have entered your serial number and selected “**Find Inventory Form**” button, the Inventory Form screen will appear as shown below.



Worksheets for 2019	
NW: 12345	Create
NW: 54321	Create
NW: 00000	Create
NW:	Create

Figure 2.5: Inventory Form Search Page

Revised Form

COMMUNICATIONS SITE TENANT/CUSTOMER INVENTORY CERTIFICATION OF FACILITY OWNER OR MANAGER

(as required by 43 CFR 2806.31(c) and clause III.A, Form 2800-18)

Name of Communications Site:

Lease Authorization Number:

Name of Facility Owner or Manager:

Customer Reference Number:

Billee Name:

Case File Jurisdiction Text:

Current Billing Address

Address 1:

Preferred Billing Address

Address 1:

Address 2:

Address 2:

City:

State:

Zip:

City:

State:

Zip:

Do you, as the owner of this communications facility, operate any communications equipment in the facility?

If yes, select your type of use(s) (category)?

Facility Owner ⓘ

Type Uses ⓘ

List all occupants (users with a formal or informal agreement to lease space) of your facility on **September 30** of this year. Include occupants in your facility that may have an agreement with someone other than you.

Common carrier microwave must be shown as a tenant use when the facility is utilized as a relay point for cellular or PCS.

Occupant ⓘ
Type Uses ⓘ ✕

Occupant ⓘ
Type Uses ⓘ ✕

* See category descriptions.

** "Customers" are individuals, businesses, organizations, or an agency that operates telecommunications equipment within your facility (building and/or tower) but does not resell communication service to others. "Tenants" are individuals, businesses, organizations, or an agency that operates telecommunications equipment within your facility (building and/or tower) for the purpose of reselling communication service to others.

NOTICE: The undersigned understands that it is a crime for any person to knowingly and willfully make false, fictitious, or fraudulent statements to matters under the jurisdiction of the United States Government (18 U.S.C. 1001).

Name:

Date:

Phone Number (xxx-xxx-xxxx):

Validation Code

Please enter the validation code you see in the box below the image:

M K D W Y X 7

 I certify that to the best of my knowledge the information provided above is true, correct, and complete. I acknowledge that inaccurate reporting of use may lead to the termination of my lease.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082.

This information is needed by the BLM to evaluate requests to use public lands and manage those lands to protect natural resources, administer the use, and ensure public health and safety. This information is required to obtain or retain a benefit. The authority for that requirement is provided by the Federal Land Policy and Management Act of 1976, which authorizes the Secretary of Interior to promulgate rules and regulations for authorizing and managing public lands. This statute authorizes the Secretary of Interior to issue authorizations for the use and occupancy of public lands administered by BLM. The Secretary of Interior's regulations at 43 CFR 2800 establish procedures for issuing those authorizations.

The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided by the BLM. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for review instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Figure 3: Communication Site Inventory Form

The following fields on the screen are non-entry (system generated):

- Name of Communication Site
- Lease Authorization Number
- Name of Facility Owner or Manager
- Billee Name
- Current Billing Address
- Case File Jurisdiction Text
- Date
- Validation Code picture

5.2.1 General Information

The following fields in the General Information Section are explained below.

**COMMUNICATIONS SITE TENANT/CUSTOMER INVENTORY
CERTIFICATION OF FACILITY OWNER OR MANAGER**
(as required by 43 CFR 2806.31(c) and clause III A., Form 2800-1B)

Name of Communications Site: <input type="text"/>	Lease Authorization Number: <input type="text"/>
Name of Facility Owner or Manager: <input type="text"/>	Customer Reference Number: <input type="text"/>
Billee Name: <input type="text"/>	Case File Jurisdiction Text: <input type="text"/>
Current Billing Address Address 1: <input type="text"/>	Preferred Billing Address Address 1: <input type="text"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>

Do you, as the owner of this communications facility, operate any communications equipment in the facility?
If yes, select your type of use(s) (category)*?

Figure 4: General Information Section of the Inventory Form

Site Name:

- Mandatory entry
- Name of site where facility is located

Customer Reference Number:

- Optional entry
- 30 character text field

Preferred Billing Address, City, State, Zip:

- Optional entry
- Use if address is different from Current Billing Address

Do You Operate Communications Equipment in this facility:

- Drop down pick list. Values are ‘Y’, ‘N’.
 - Yes (Y) I operate equipment in facility
 - No (N) I do not operate equipment in facility

Type of Use (Category):

- Mandatory entry if ‘Y’ is selected from ‘Communications Equipment in this facility’
- Select from Drop down pick list. Values for ‘Type use and Definition’ are given below in Appendix C.

5.2.2 Occupant Information

You may enter multiple occurrences of customer/tenant information. If ‘Type of Use’ selected is ‘CEL’ or ‘CEL-ANA, or ‘CEL-DIG’, an additional row will be created with the same Occupant name, ‘Type of Use’ value as ‘ISP’ and ‘Customer/Tenant’ value as ‘Tenant’.

List all occupants (users with a formal or informal agreement to lease space) of your facility on **September 30** of this year. Include occupants in your facility that may have an agreement with someone other than you.

Common carrier microwave must be shown as a tenant use when the facility is utilized as a relay point for cellular or PCS.

Occupant	Type Uses	
<input type="text"/>	CEL, ISP ▾	
Occupant	Type Uses	
<input type="text"/>	PMRS ▾	
Occupant	Type Uses	
<input type="text"/>	None selected ▾	

* See category descriptions.

Figure 5: Facility and Occupant Section of the Communication Site Inventory Form

Occupant Name:

- Mandatory entry
- Enter the name of the customer/tenant

Type Use:

- Mandatory entry
- Drop down pick list. Values for ‘Type Use and Definition’ are in [Appendix C](#)
- Hover mouse over type of use abbreviation in pick list, the name of use will be displayed.
- Users can also click link at bottom of screen “**See category descriptions**” to view definitions. (Type Use **INT-MIC** updated to **MIC**).

Customer/Tenant:

- System Generated based on Type of Use
- Internal Microwave, Private Mobile Radio Service and Other uses are Customer uses. All other uses are considered Tenant uses.

Remove:

- Delete the row.

See Category Descriptions:

- Descriptions of all communication site uses. See [Section 7](#)

Provide me with an extra occupant:

- Additional occupants may be added (a maximum of 50 additional rows)

5.3 Submit Communication Site Inventory Form

In order to submit the Inventory Form, the following fields must be filled out.

NOTICE: The undersigned understands that it is a crime for any person to knowingly and willfully make false, fictitious, or fraudulent statements to matters under the jurisdiction of the United States Government (18 U.S.C. 1001).

<input type="text"/> Name:	<input type="text" value="01/02/2019"/> Date:
<input type="text"/> Phone Number (xxx-xxx-xxxx):	<div style="border: 1px solid gray; padding: 5px;"><p>Validation Code</p><p>Please enter the validation code you see in the box below the image:</p><div style="border: 1px solid orange; padding: 5px; text-align: center; font-family: monospace; font-size: 1.2em;">M K D W Y X 7</div><input type="text"/> <input type="button" value="reload"/></div>
<input type="text"/> Email Address (john.doe@acme.com):	<p><input type="checkbox"/> I certify that to the best of my knowledge the information provided above is true, correct, and complete. I acknowledge that inaccurate reporting of use may lead to the termination of my lease.</p> <input type="button" value="Submit Certification Worksheet"/>

Figure 6: CAPTCHA image for validation purposes

Certification Name:

- Mandatory entry
- Name of the person filling out the form
- 30 character limit

Certification Date:

- Mandatory entry
- Generated by the system, current date.

Phone Number:

- Mandatory entry
- 10 digit number with area code first.

Email Address:

- Mandatory entry
- Valid email address.

Form Certification:

- Mandatory entry
- Certify the information is valid and correct.

Spam Check:

- Mandatory entry
- It is used to enter text from a CAPTCHA image for validation purpose (Figure 6).

Once you enter the required information, click “**Submit Certification Worksheet**”, a message indicating that “Your worksheet was successfully submitted and saved!” will appear. You have the option to print/save a copy of the submitted form.

If you click “**Cancel**” you opt out of printing the worksheet or saving it as a pdf (to your computer).

Click “**OK**” if you want to print/save a copy of the submitted form. Once clicked, it will give you an option to “**OPEN**”, “**SAVE**”, or “**CANCEL**”

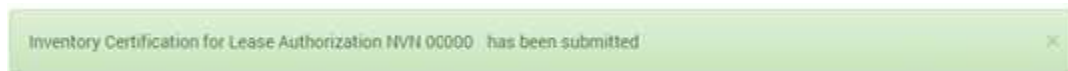


Figure 7: “Data has been saved successfully” message

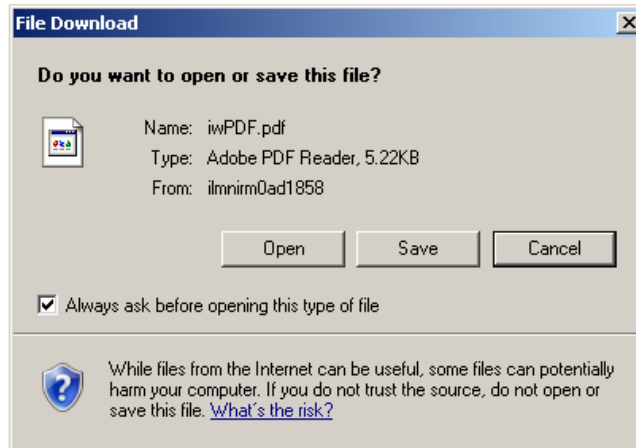


Figure 8: Submitted Inventory Form to SAVE or DISPLAY in a .pdf format

Select “**OPEN**” if you want to open/print the Submitted Inventory Form. Select “**SAVE**” if you want to save the Submitted Inventory Form as a pdf (to your computer). Select “**CANCEL**” if you want to exit this option.

5.4 Query, Print or Save Submitted Inventory Certification

You can now query, print or save a communication use inventory certification that has been submitted online. The list of inventory certifications for the serial number entered will be displayed by bill year. The list will only be displayed if an inventory certification has been submitted online.

Select the “**View or Print Previously Submitted Communication Use Inventory Certification**” from the header menu when you hover over the ‘Inventory Worksheet Form’ label.



Figure 9: View or Print Previously Submitted Inventory Certification

Enter your serial number as shown below and select “**Find Inventory Form**”.

Bill Group

OR

Geo State

Land Office

Prefix

Serial Num

Suffix

UTU 000000

[Find Inventory Form](#)

The serial number you enter will be displayed in entry box at the right as you tab to the next field or select the find inventory form button.

If you did not enter the number correctly, have a correct number or the lease/grant has expired or been relinquished, a pop-up will direct you to call the BLM Communication Use Rent Team's toll free number (877 947-3705) for assistance.

When you have entered your serial number, click **Find Inventory Form**. You will then be taken to the online Communications Site Inventory Certification to complete your submittal.

Once you have completed the inventory form click the **Submit Certification Worksheet** button and the form will be saved and sent to BLM.

You can print or save a copy of the submitted certification for your records.

Figure 10: Serial Number Entry

A screen will be displayed with a list of Communication Use Inventory Certifications that have been submitted online. You can then click on the link for the worksheet that you would like to view, print or save.

Home > Search >

Inventory Form Search

Current Past

Worksheets for 2014 - 2018

COC 00000	2014	2015	2016	2017	2018
COC 00000	2014	2015	2016	2017	2018

Figure 11: Previously Submitted Inventory Certifications

6 Help

6.1 Communication Site Payment Center

Only ONE Inventory Form can be entered per 'Serial Number', per bill year. If you have a problem with your submission, please contact the Communications Site payment center at

Phone: **(877) 947-3705**

Send an email to [BLM Commsite Paymentcenter@blm.gov](mailto:BLM_Commsite_Paymentcenter@blm.gov).

7 Communication Uses

7.1 Description of Communication Uses

The BLM's Communication Use Rent Schedule covers the following types of communication uses, including related technologies, which are located in a facility authorized by a BLM right-of-way grant or lease. All use categories include ancillary communications equipment, such as microwave or internal one-or two-way radio, that are directly related to operating, maintaining, and monitoring the primary uses listed below. The Federal Communications Commission (FCC) may or may not license the primary uses. The type of use and community served, identified on an FCC license, if one has been issued, do not supersede either the definitions below or the procedures for calculating rent pursuant to 43 CFR 2803.1-2(d) and subsequent interim directives for communication facilities and uses located on public land.

7.1.1 Broadcast Uses

AM and FM Radio Broadcast (AM or FM) means a use that broadcasts amplitude modulation (AM) or frequency modulation (FM) audio signals for general public reception. Users include radio stations that generate revenues from commercial advertising and public radio stations whose revenues are supported by subscriptions, grants, and donations. Broadcast areas often overlap State boundaries. This category of use relates only to primary transmitters and not to any rebroadcast systems such as translators, microwave relays serving broadcast translators, or holders licensed by the FCC as low power FM radio.

Broadcast Translator, Low Power Television, and Low Power FM Radio (BT) means a use of translators, low power television (LPTV), or low power FM radio (LPFM). Broadcast translators receive a television or FM radio broadcast signal and rebroadcast it on a different channel or frequency for local reception. In some cases the translator relays the signal to another amplifier or translator. LPTV and LPFM radio stations are broadcast translators that originate programming. This category of use includes translators associated with public telecommunication services.

Cable Television (CT) means a use that transmits video programming to multiple subscribers in a community over a wired or wireless network. These systems normally operate as a commercial entity within an authorized franchise area. This category does not include rebroadcast devices or personal or internal antenna systems, such as private systems serving hotels or residences.

Television Broadcast (TV) means a use that broadcasts UHF and VHF audio and video signals for general public reception. Users include television stations (major and independent networks) that generate income through commercial advertisement and public television stations whose operations are supported by subscriptions, grants, and donations. Broadcast areas may overlap State boundaries. This category does not include LPTV or rebroadcast devices, such as translators, or transmitting devices, such as microwave relays serving broadcast translators.

7.1.2 Non-Broadcast Uses

Cellular Telephone (CEL) means a system of mobile or fixed communication devices that use a combination of radio and telephone switching technology and provide public switched network services to fixed or mobile users, or both within a defined geographic area. The system consists of one or more cell sites containing transmitting and receiving antennas, cellular base station radio, telephone equipment, or microwave communications link equipment utilized as back haul for that site. The following uses may be categorized as Commercial Mobile Radio Service (CMRS) on an FCC license, however, for rent determination purposes these are all considered Cellular uses: (1) Enhanced Specialized Mobile Radio (ESMR), (2) Improved Mobile Telephone Service (IMTS), (3) Air-to-Ground, (4) Offshore Radio Telephone Service, (5) Cell Site Extender, (6) Local Multipoint Distribution Service and (7) Personal Communication Service (PCS). When both analog and digital equipment are operated at a site, two cellular (CEL) uses are inventoried to determine the appropriate fee.

Commercial Mobile Radio Service (CMRS) means commercial mobile radio uses that provide mobile radio communications service to individual customers. Examples of CMRS include: Community repeaters, trunked radio (specialized mobile radio), two-way radio voice dispatch, public switched network (telephone/data) interconnect service, microwave communications link equipment, and other two-way voice and paging services.

Facility Manager (FAM). A facility manager does not directly provide communications services and does not hold an FCC license to operate communications equipment. “Facility Managers” are lease holders that lease building, tower, and related facility space to a variety of tenants and customers as part of the holder’s business enterprise, but do not own or operate communication equipment in the facility for their own uses.

Local Exchange Network (LEN) means a radio service that provides basic telephone service, primarily to rural communities.

Microwave (MIC) means communication uses that (1) provide long-line intrastate and interstate public telephone (including relay of cellular traffic from other cellular sites), television, and data transmissions (common carrier, code MIC), or (2) support the primary business of pipeline and power companies, railroads, and land resource management companies by providing the companies’ internal communication system.

Other Communications Uses (OT) means private communications uses, such as amateur radio, personal/private receive-only antennas, natural resource and environmental monitoring equipment, and other small, low-power devices used to monitor or control remote activities. These facilities are personally owned and not operated for profit.

Passive Reflector (PR) includes various types of non-powered reflector devices used to bend or ricochet electronic signals between active relay stations or between an active relay station and a terminal. A passive reflector commonly serves a microwave communications system. The reflector requires point-to-point line-of-sight with the connecting relay stations, but does not require electric power.

Private Mobile Radio Service (PMRS) means uses supporting private mobile radio systems primarily for a single entity for mobile internal communications. PMRS service is not sold and is exclusively limited to the user in support of business, community activities, or other organizational communication needs. Examples of PMRS include: Private local radio

dispatch, private paging services, and ancillary microwave communications equipment for controlling mobile facilities.

Wireless Internet Service Provider (MIC-ISP) utilizes wireless technology to connect subscription users to the internet. The ISP, as a facility owner or as a tenant, is a microwave use for rent determination purposes. A customer of an ISP who has a communications facility on public lands to receive and transmit an ISP signal would be considered a PMRS use for rental determination purposes. This category includes WiFi and WiMax uses (see also Microwave use) and Cellular provided internet services accessed directly by a PC and/or laptop computer card independent of a cellular telephone.

Wi-Fi is used for mobile devices and LANs, and often used for Internet. It enables a person with a wireless-enabled computer or personal digital assistant (PDA) to connect to the Internet when in proximity of an access point. The geographical region covered by one or several access points is called a hotspot. Wi-Fi range is very limited, normally measured in feet.

WiMAX is an acronym that stands for **Worldwide Interoperability for Microwave Access**, a certification mark for products that pass conformity and interoperability tests for the IEEE 802.16 standards. WiMAX is a standards-based wireless technology that provides high-throughput broadband connections over long distances. WiMAX can be used for a number of applications, including "last mile" broadband connections, hotspots and cellular backhaul, and high-speed enterprise connectivity for business. WiMAX range is normally limited to less than five miles.

8 Appendix A – Authorization Number Formatting

Authorization Number Format

To enter an authorization number, remember there are up to **five (5) fields to be addressed**:

Geo State Prefix: (alphabetic 2 character field) **State prefix** is entered in positions **1** and **2**.

Land Office-prefix: (alphabetic 4 character field) **State prefix** is entered with **spaces filling any unused positions**.

Numeric-prefix: (numeric 1 character field) position 7 of the Serial Number. Enter **zero** or a **space** if none.

Number: (numeric 6 character field) **left zero fill any unused positions**.

Suffix: (alphanumeric 2 character field) enter **alpha character** or **number** or **leave blank if none**. Mining Claim cases do not use this field.

EXAMPLE

NOTE: □ represents a space (spacebar).

Authorization Number

Entered into Communications Site

AZA 12345

AZA□□□□012345 (Serial Number without prefix)

COC 0 4

COC□□□0000004 (Serial Number with prefix)

UTSL 0 12345

UTSL□□0012345

UTSL 0 123456

UTSL□□0123456

MTM 12345 FD

MTM□□□□012345FD (Serial Number with alpha suffix)

CACA 12345 01

CACA□□□□01234501 (Serial Number with numeric suffix)

9 Appendix B - Definitions

FACILITY: A building tower, and/or other physical improvement that is built, installed, or established to house and support authorized communication uses.

FACILITY OWNER: Individual, commercial activities, organizations, or agencies that:

- 1) Owns a communication facility on Federal land;
- 2) Own and operate their own communications equipment; and
- 3) Hold a communication use authorization.

FACILITY MANAGER: The holder of a communications use authorization who:

- 1) Owns a communications facility on Federal land;
- 2) Leases space to other communications users; and
- 3) Does not own or operate their own communications equipment.

TENANT: A communications user who rents space in a communications facility and operates communications equipment for the purpose of re-selling or broadcasting communications services to others for profit.

RE-SELLING: Providing communications to others for profit, such as CMRS providers and cellular telephone, or being in the communications business, such as TV and Radio Broadcasters.

CUSTOMER: Individuals, commercial activities, organizations, or agencies that are:

- 1) Paying a facility owner, facility manager, or tenant for communication services and
- 2) Are not re-selling communications services to others

Note: "Customer" uses are not normally subject to rent. PMRS and Private (other use category) uses leasing space in a building and not re-selling communication services to others are considered customers for fee calculation purposes.

BASE RENT: The rental amount determined by the highest value use in a communication facility. Base rent is applicable only to a facility owner's rental.

10 Appendix C – Type Use and Definition

Type Use	Definition
AM	AM RADIO
AR	AMATEUR RADIO
ATG	AIR TO GROUND
BETRS	BASIC EXCHANGE TELEPHONE RADIO SERVICE
BT	BROADCAST TRANSLATOR
CEL	CELLULAR TELEPHONE
CEL-ANA	CELLULAR ANALOG
CEL-DIG	CELLULAR DIGITAL
CMRS	COMMERCIAL MOBILE RADIO SERVICE
CSE	CELL SITE EXTENDERS
CT	CABLE TELEVISION
ESMR	ENHANCED SPECIALIZED MOBILE RADIO
FAM	FACILITY MANAGER
FM	FM RADIO
IMTS	IMPROVED MOBILE TELEPHONE SERVICE
ISP	INTERNET SERVICE PROVIDER
LEN	LOCAL EXCHANGE NETWORKS
LMDS	LOCAL MULTIPOINT DISTRIBUTION SERVICE
LPFM	LOW POWER FM RADIO
LPTV	LOW POWER TELEVISION
ME	MONITORING EQUIPMENT
MIC	MICROWAVE - COMMON CARRIER
NON-SCD	NON-SCHEDULED
ORTS	OFFSHORE RADIO TELEPHONE SERVICE
OT	OTHER
PCS	PERSONAL COMMUNICATION SERVICE
PMRS	PRIVATE MOBILE RADIO SERVICE
PR	PASSIVE REFLECTORS
ROA	RECEIVE ONLY ANTENNAS
SMR	SPECIALIZED MOBILE RADIO
TV	TELEVISION