



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Communication Use Billing Team
BLDG. 50 Denver Federal Center
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Denver, CO 80225-0047



PO

Bureau of Land Management (BLM) Communication Use Inventory Certification Newsletter – August 2017

Annual Inventory Certifications

All lease/grant holders of authorizations for communications use facilities located on public lands, are required to submit a certified statement to the Bureau of Land Management (BLM) each year listing the holder's communication use(s), any occupants in the holder's facility (building and/or tower) and the type of communications use(s) for each occupant as of September 30 each year per 43 C.F.R. 2806.31(c).

All holders are required to submit this statement for each lease/grant authorization they hold, even when the holder and/or occupant(s) rent has been determined by the BLM to be exempt or waived. **Incorrectly reporting or not reporting may lead to suspension or termination of your BLM authorization in accordance with 43 CFR 2807.17.**

Your certified statement(s) must list all occupants and their uses, as well as your uses, in or on each authorized facility as of September 30, 2017, and must be received by the BLM Communication Use Billing Team in Denver, CO, no later than October 15, 2017. The information you provide will be used in calculating your rent for the next calendar year (CY).

For your convenience, we are attaching the excel spreadsheet listing your BLM Lease/Grant Authorization Number(s) you are required to submit inventory certifications for.

Submission of Inventory Certification

Online submission: For your convenience, you may submit your inventory certification through the BLM Website: <https://www.blm.gov/cs/src/index.cfm>.

We have attached a Quick Reference Guide to assist you with your online submission.

There are many benefits for using the on-line inventory submission process:

- You can select the bill group name listed on your attached spreadsheet, a list of billable authorizations will appear. Click on each authorization number to submit the required inventory certification.
- Previous years' data used to calculate rent is automatically populated into the online inventory certification form.

- No need to re-enter information for an authorization.
- Once the form is verified, the data is automatically transferred to the internal BLM database.
- Quick access to all inventory certifications submitted online from previous years.
- BLM provides customer support to assist with questions regarding use of online inventory submittal.
- You can print and/or save your submitted form and also any previous years' forms that were submitted online.

Entering your name and clicking the certifying statement box will fulfill the requirements for a signature and certification statement.

Email/Postal Service: If you choose to email or mail your Certification(s), you can access the manual BLM certification form at the following website:

https://www.blm.gov/sites/blm.gov/files/Communication_Sites_Annual_Inventory_Certification_Form.docx

The information submitted must include a signed and dated statement certifying that the information provided is correct and complete. Send completed forms via email to blm_commsite_paymentcenter@blm.gov. Completed forms may also be mailed to:

**Bureau of Land Management
Communication Use Billing Team OC-371
Bldg. 50 Denver Federal Center
PO BOX 25047
Denver, CO 80225-0047**

Please do not send the inventory certifications to your local BLM office.

Incorrectly reporting, or failure to submit the required inventory certification by October 15, 2017, may result in suspension or termination of your authorization (43 CFR 2807.17).

Lease/Grant Assignments

If you have sold or are in the process of selling your facility, the proposed assignee must file an application with the local BLM Field Office per 43 CFR 2807.21. BLM will not recognize an assignment until it is approved in writing by the BLM Authorized Officer, located at the local Field Office that administers your grant or lease. **The lease holder identified in the BLM's system of record will continue to be billed for the communication use(s) rental until the assignment is approved.** Please contact your local BLM Field Office for information regarding assignment of a lease/grant authorization or visit the BLM's Communication Site Management website at:

http://www.blm.gov/wo/st/en/prog/more/lands/communication_sites.html.

Description of Communication Site Uses

You can access the Description of Communication Site Uses at the BLM Website:

https://www.blm.gov/sites/blm.gov/files/Communication_Sites_Description_of_Uses.pdf

Special Note for Cellular Uses: The rent value for the cellular category does not incorporate integrated wireless technology to connect subscription users to the internet (see Wireless Internet Service Provider (ISP)). When a cellular carrier also provides wireless internet access to subscribers through a personal computer or laptop that is independent of a cellular telephone (e.g., an Air Card or USB modem), or any other device capable of streaming data (e.g., tablet, personal digital assistant (PDA), etc.), **ISP Type Use must also be reported** on the Inventory Certification in addition to the cellular (CEL) use. Most cellular providers have this additional ISP capability, and it must be reported accordingly.

Special Note for Microwave Uses: **All microwave uses are to be reported as MIC.**

Microwave is defined as follows: When the communications use provides long-line intrastate and interstate public telephone (including relay of cellular traffic from other cellular sites), television, and data transmissions (common carrier).

When the communications use supports a primary business use, such as a private mobile radio (PMRS) for pipelines, power companies, railroads, and land resource management entities, providing the company's internal communication system.

When a portion of the microwave bandwidth is used as a separate, commercial enterprise, an additional Type of Use microwave, MIC, shall be inventoried for fee calculation purposes.

Special Note for Broadcast Translator, Low Power TV and Low Power FM: If you or an occupant are operating more than one TV or radio station from your facility, each separate use must be reported on the Inventory Certification i.e., a broadcast company operates equipment for more than one radio station in a single facility, the equipment for each station must be reported separately on the inventory certification.

CY 2018 Rental

The rent on your facility is based on a schedule and the amount is determined by the Type of Use and population served. We must have your current certification of Uses by the due date of October 15, 2017 so we can process the rental bills timely. Your Calendar 2018 rental is due on January 1, 2018. Late fees on unpaid amounts will be assessed on January 17, 2018. If your billing address has changed, please email a change of address notification to the BLM at blm_commsite_paymentcenter@blm.gov.

The CY 2018 Rental Fee Schedule should be available by September 4, 2017 on the BLM website: <https://www.blm.gov/programs/lands-and-realty/right-of-way/communication-sites>

If you have any questions regarding the inventory certification(s), online submission of the certification form, required documents, or have questions about where to send the completed inventory certification(s), please send an e-mail to blm_commsite_paymentcenter@blm.gov or call our toll free number (877) 947-3705.

The BLM Communication Use Billing Team (CUBT) members are:

- Andrea Hauger, Project Manager