



# Virginia Association of Broadcasters Legal Review



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August 25, 2016

## Legal Memorandum

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### FINAL REMINDER: Form One Must Be Filed in ETRS By August 26

As we have previously advised (please see memoranda dated July 18 and August 17), the new electronic [EAS Test Reporting System](#) (“ETRS”) has been launched. ETRS is the filing system through which all broadcast stations (and other EAS Participants) will be required to file reports relating to nationwide EAS tests, including the one scheduled for September 28, 2016. **The first filing—called “Form One”—is due to be filed by all broadcast stations by August 26, 2016.** In connection with the launch of ETRS, the FCC has issued both a [Public Notice](#) and a [User Manual](#), and stations would be well-advised to review both of these resources. In addition, to help broadcasters (and other EAS Participants) use ETRS and complete Form One, the FCC held a webinar on Thursday, August 18, which has been archived on the FCC’s website.

Stations may find the following observations about accessing and completing Form One helpful:

- It takes two steps to access Form One in ETRS: Stations must first register in ETRS and, then, login to their account and begin completing Form One. Registration must be done on a station-by-station basis. If multiple stations share one FRN (FCC Registration Number), each station must visit the registration page to register for ETRS. (Each station will need to input its FRN and password.)
- To register, visit the ETRS page on the FCC website at [www.fcc.gov/general/eas-test-reporting-system](http://www.fcc.gov/general/eas-test-reporting-system); scroll down the page and click on the “ETRS Registration Page” link, shown with the arrow in the image below.

**Notice**

All EAS Participants should be aware of the following filing deadlines associated with the launch of the EAS Test Reporting System (ETRS).

- Form One must be filed on or before August 26, 2016.
- Form One filings may be edited until September 26, 2016.

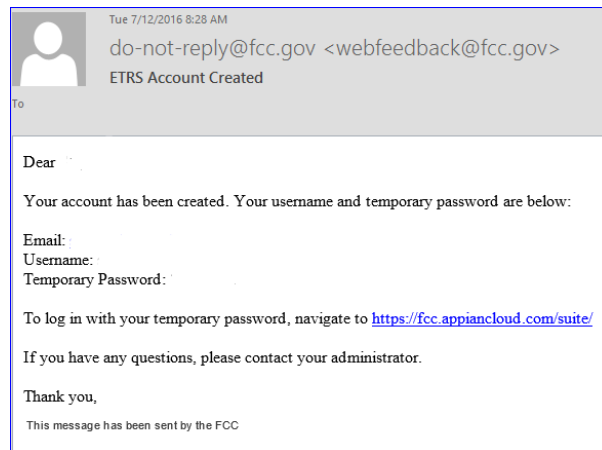
**ETRS – Description**

The ETRS is a system in which EAS Participants must file identifying information, day of test data, and post-test data related to a nationwide test. ETRS provides several new features that ease the data-entry burden on EAS Participants, encourage timely filings, and minimize input errors. The ETRS also offers new data fields that are responsive to stakeholder comments.

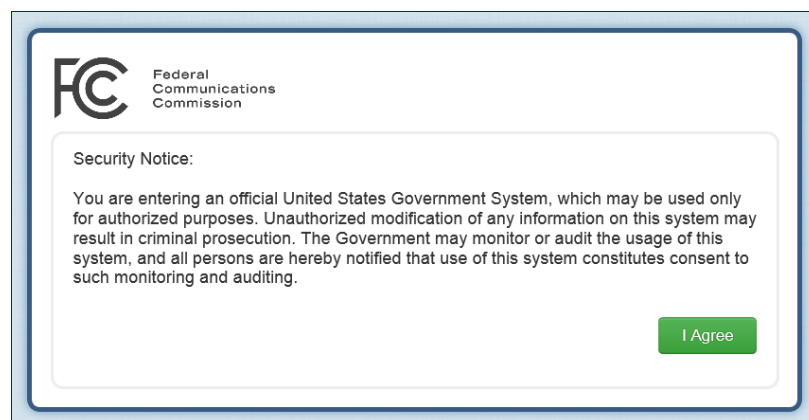
The EAS Test Reporting System (ETRS) is now live. It can be accessed from the links below.

- [ETRS Registration Page](#) – Registration is required to access ETRS.
- [ETRS Log-in Page](#)

- After successfully completing the ETRS Registration Page (be sure to use the official, legal name of the station’s licensee), filers will be e-mailed their ETRS account credentials and a link to the ETRS log-in page. The email message will resemble the one below.



- When EAS Participants click on the emailed link and log into ETRS, they will view the ETRS Homepage, which will provide instructions on how to access Form One. But, first, they will encounter an intermediary landing page with a Security Notice:



- After clicking on the green “I Agree” button, stations will input their Username and Password on the next screen:

- Once logged-in, the first screen you will see is as follows (to get back to this Homepage, always click “Tasks” in the menu bar and then “ETRS Homepage” in the left-side menu):

- To complete Form One, click on the “Click here” hyperlink and begin completing the required fields.
- When completing the “Transmitter Location” portion of Form One, pay close attention. For most stations, the latitude and longitude will auto-populate based on the station call sign entered. Stations must use their correct, official call sign (pay attention to “-TV” and “-FM”) and an incorrect call sign may result in incorrect location data. Note, too, that the latitude and longitude will appear in decimal format using NAD 83 data, which is different

from the non-decimal formatted NAD 27 data printed on station Media Bureau licenses. To assist with converting (or checking) your NAD 27 coordinates to decimalized NAD 83 format, you may find [www.ngs.noaa.gov/cgi-bin/nadcon.prl](http://www.ngs.noaa.gov/cgi-bin/nadcon.prl) and [www.fcc.gov/media/radio/dms-decimal](http://www.fcc.gov/media/radio/dms-decimal) to be helpful sites (the first converts NAD 27 to NAD 83; the second converts the degrees-minutes-seconds format to decimal format).

- Group owners may wish to use the FCC’s “batch filing” feature, which allows one person to file all of the group’s reports. In order to do so, the broadcaster must request that at least one of their filers serve as a “coordinator.”
  - ✓ EAS Participants may designate a coordinator by sending a request to [ETRS@fcc.gov](mailto:ETRS@fcc.gov).
  - ✓ Coordinators have the ability to “batch” file, as well as view records, update forms, and generate reports from all data associated with other filers that share the same FRN.

If you do not have all required information available when you begin Form One, you will be able to save your Form One without submitting it, and then you may return to it later. If you submit Form One and discover an error (or if information changes), you must update the Form One information and re-submit it. The accuracy of information in Form One is paramount—Form One is a report just like any other report or application stations file with the FCC, and it is important to file correct and complete information.

Form Two and Form Three are not yet available in ETRS but will be made available on the day of the nationwide test. Form Two must be filed the day of the test, and Form Three must be filed within 45 days after the nationwide test. If you have questions as you register in ETRS and complete Form One, it is highly recommended that you consult with your FCC counsel.

To reiterate, Form One must be filed by August 26, 2018. If you have questions as you register in ETRS and complete Form One, it is highly recommended that you consult with your FCC counsel and/or contact the FCC using the [ETRS@fcc.gov](mailto:ETRS@fcc.gov) email address.

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If you have any questions concerning the information discussed in this memorandum, please contact your communications counsel or any of the undersigned.

*Stephen Hartzell, Editor*

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