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**Business Practice: Processing Requests for Critical Energy Infrastructure Information (CEII)**

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**Revision No.:** 3

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**1. Purpose**

In order to provide transparency and avoid undue delays in providing Critical Energy Infrastructure Information to those with a legitimate need for it, these guidelines are established to ensure that requests for Critical Energy Infrastructure Information are processed by the Transmission Provider in a consistent and non-discriminatory manner while following Standards of Conduct and Critical Energy Infrastructure Information regulations. These guidelines also designate a single point of contact within the Transmission Provider's organization to ensure appropriate and non-discriminatory release of the Critical Energy Infrastructure Information to those with a legitimate need for it.

**2. Definitions**

- 2.1. **Critical Energy Infrastructure Information:** (CEII) as defined by FERC Order 683 means, "specific engineering, vulnerability, or detailed design information about proposed or existing critical infrastructure that: (i) Relates details about the production, generation, transportation, transmission, or distribution of energy; (ii) Could be useful to a person in planning an attack on critical infrastructure; (iii) Is exempt from mandatory disclosure under the Freedom of Information Act, 5 U.S.C. 552; and (iv) Does not simply give the general location of the critical infrastructure. (NOTE: Transmission studies are an example of the type of documents that contain Critical Energy Infrastructure Information and, as such, they will be handled in accordance with these guidelines.)
- 2.2. **Non-Disclosure Agreement:** (NDA) means an executed agreement by which requesters certify their understanding that access to PGE's Critical Energy Infrastructure Information is provided pursuant to the terms and restrictions of the Non-Disclosure Agreement that they have signed, and that they have read the provisions of the agreement and have agreed to be bound by them, and will maintain said information as confidential under all circumstances and not provide access to or disclose the information to any other person or entity, unless such access or disclosure has been authorized by PGE or by law.
- 2.3. **Standards of Conduct:** are designed to regulate the independent functioning of employees engaged in transmission operations and reliability functions as well as employees (or employees of an affiliate) engaged in wholesale merchant functions, in order to protect competitors and foster competition in the energy markets. Standards are achieved by limiting the ability of a transmission company to grant any undue preferences to its own marketing and sales operations, or those of its affiliates. PGE, as a Transmission Provider, is committed to treating all customers in a non-discriminatory

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manner and not advantaging its own marketing and sales division over other competing customers.

2.4. **Transmission Provider:** means the transmission function division within a public utility responsible for providing transmission products to move power in a reliable manner over its transmission system.

### 3. Requirements

3.1. C.F.R. § 388.113 governs access to critical energy infrastructure information as declared in FERC Order 630 to guide legitimate requests and needs for CEII.

### 4. Practice

4.1. All requests for Critical Energy Infrastructure Information should be submitted in writing to PGE, to the attention of PGE's designated Transmission Provider CEII Point of Contact, using the **CEII Request Form** found under the CEII Requests folder inside the Business Practices folder on OASIS.

4.1.1. The **CEII Request Form** provides for the following information: Requester's name, title, address, and telephone number; the name, address, and telephone number of the person or entity on whose behalf the information is being requested; a description of the information requested; a detailed statement explaining the particular need for and intended use of the information; and a statement as to the requester's willingness to adhere to limitations on the use and disclosure of the information requested. Each request should be signed and dated by the requester prior to submitting it to PGE's Transmission Provider CEII Point of Contact.

4.2. The PGE Transmission Provider CEII Point of Contact will process all written requests for CEII in accordance with the following procedure:

4.2.1. Verify and evaluate the requester's particular need for and intended use of the information.

4.2.2. Determine whether it is appropriate to provide the requested information to the requester<sup>1</sup>, taking into consideration Standards of Conduct where appropriate.

4.2.3. If the request is to be denied, timely notify the requester, in writing, of the basis for the denial. If additional information can be provided by the requester that would allow such a request to be fulfilled, the requester should be so informed.

4.2.4. If it is determined that the release of CEII to the requester may be appropriate, the requester should submit a **CEII Non-Disclosure Agreement** with his/her signature. The **CEII Non-Disclosure Agreement** is found under the CEII Requests folder inside the Business Practices folder on OASIS.

4.2.5. Ensure a **CEII Non-Disclosure Agreement** is executed by the requester and on file with PGE, prior to the release of any CEII.

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- 4.2.6. Find a contact person in the transmission department, or other appropriate functional area, who can provide the information requested.
- 4.2.7. Coordinate the appropriate disclosure of information to the requester.
- 4.2.8. Once the request is fulfilled, note the date that CEII was released to the requester, what was provided to the requester, and who provided the information.
- 4.2.9. File and retain all fulfilled and denied requests in accordance with PGE's Records Management Policies.

<sup>1</sup> PGE reserves the right to seek additional personal information from the requester, where PGE deems it necessary, in order to evaluate the appropriateness of releasing CEII to the requester.

## 5. References

### 5.1. Source Documents

- 5.1.1. **CEII Request Form** found under the CEII Requests folder inside the Business Practices folder on OASIS. (<http://www.oatioasis.com/pge/index.html>)
- 5.1.2. **CEII Non-Disclosure Agreement** found under the CEII Requests folder inside the Business Practices folder on OASIS. (<http://www.oatioasis.com/pge/index.html>)

## 6. Revision History

Revision	Date	Change Summary
0	July 13, 2007	<ul style="list-style-type: none"> <li>▪ Initial Posting</li> </ul>
1	Dec 30, 2008	<ul style="list-style-type: none"> <li>▪ Removed "Guidelines for" from title</li> <li>▪ Reformatted BP</li> <li>▪ Added Revision History</li> </ul>
2	March 17, 2009	<ul style="list-style-type: none"> <li>▪ Added notification about the requirement to complete CEII Request Form</li> <li>▪ Addition of separate <b>CEII Request Form</b> and <b>Non-Disclosure Agreement</b> located on PGE OASIS</li> </ul>
3	April 20, 2009	Add clarifying language that Business Practice applies to requests for CEII requests processed by the Transmission Provider

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