

**Western Area Power Administration (WAPA)  
Upper Great Plains Region (UGPR)  
Standards of Conduct  
Shared Facilities**

**(Last Update: 07/15/09)**

**Physical and Computer Separation at Shared Transmission and Marketing Facilities - Upper Great Plains Region**

Shared Facilities: The transmission and marketing functions for Western's Upper Great Plains Region share facilities at two locations. These locations are at the Upper Great Plains (UGP) Regional office and the UGP Operations Office. The physical addresses are as follows:

Western Area Power Administration  
Upper Great Plains Region  
2900 4<sup>th</sup> Avenue North; 6<sup>th</sup> Floor  
Billings, MT 59101-1266

Western Area Power Administration  
UGP Operations Office  
1330 41<sup>st</sup> Street SE  
Watertown, SD 57201

**Physical Separation**

**Regional Office:** The Transmission Operations and Transmission System Planning Division and the Power Marketing Manager are located at this facility. This office has a "secure room" with access controlled by a cyber lock. The access code is limited to only the Transmission Operations and Transmission System Planning staff. This room contains planning documents and other transmission sensitive information, and may contain equipment to display the real time MAPP transmission-related information.

The Operations and Transmission Advisor, with responsibility for administering our Transmission Service Request process has a closed office. The Transmission System Planning staff has been trained on how to keep files and paper documents in a secure environment. Each work space has locked file cabinets for storing sensitive files.

Dedicated printers are located in the secure area noted above and/or the closed offices of the transmission function employees for printing any sensitive transmission information. Any inadvertent access to these sensitive areas by the Power Marketing Manager will be logged and posted on our OASIS site.

**Operations Office:** The Power System Operations Manager, Operations Support Manager, Transmission Operations and Switching Division, Transmission Scheduling and Generation Control Division and Energy Management and Marketing Division are located at this facility. The Transmission employees, except for the Power System Operations Manager and Operations Support Manager are located in our dispatch

center, which contains our SCADA Systems. Access to the dispatch center and computer room is controlled through a card key entry system. Energy Management and Marketing staff is housed in a different area of the Operations Office and are not allowed card key access to the dispatch center or computer room. The Energy Management and Marketing staff is allowed access to these areas only when appropriate according to our Standard of Conduct procedures, they are escorted by transmission staff, and such access is logged and posted on our OASIS site.

The Power System Operations Manager and Operation Support Manager have individual offices with locked storage area for sensitive transmission data. Employees duty stationed at the Operations Office have been provided training on Standards of Conduct and on the how to maintain sensitive transmission data.

### Computer Separation

Regional Office: Access to the computers used by the Operations and Transmission System Planning staff is controlled via passwords. The planning models and study results are either stored on their local machine or on a network drive, on which access has been limited to Transmission System Planning and Information Technology staff.

Operations Office: The Energy Management and Marketing staff has no access to the SCADA system. They are allowed access to the energy management system, but a firewall limits their access to their generation and area control error information. They have no access to tie-line information. Software walls have been incorporated within the Interchange Scheduling and Accounting system to separate transmission schedules from marketing schedules.

All shared applications, e.g. the local area network, include separation between the marketing and transmission information. This includes private data directories and partitions. Separate login programs have been established for transmission and marketing staff wherever they share applications.