

Western Area Power Administration (WAPA)

Base Case Data Business Practice

Section 2.3 of the *pro forma* Large Generator Interconnection Procedures (LGIP) and Western Area Power Administration's (WAPA) LGIP requires the Transmission Provider to maintain base power flow, short circuit and stability databases, including all underlying assumptions, and contingency list (Base Case Data) on either its OASIS site or a password-protected website (Protected Website), subject to confidentiality provisions in LGIP Section 13.1. In addition, the Transmission Provider is required to maintain network models and underlying assumptions on either its OASIS site or a Protected Website. The Transmission Provider is permitted to require that Interconnection Customers, Open Access Same-time Information System (OASIS) users, and Protected Website users sign a confidentiality agreement before the release of commercially sensitive information or Critical Energy Infrastructure Information in the Base Case Data.

WAPA's release of Base Case Data is subject to the execution of a non-disclosure agreement (NDA) beforehand. WAPA's form of NDA is posted its OASIS at: <http://www.oasis.oati.com/woa/docs/WAPA/WAPAdocs/Western-Common-Business-Practices.html>. An individual seeking to obtain Base Case Data (Requester) must submit a request, execute an NDA, and be approved by WAPA for access in accordance with the process set forth below. Each individual seeking to obtain or have access to the Base Case Data must be included in this process, and if two or more employees from the same company, or the company's contractors, seek access, then each of these employees/contractors must be included in this process, and covered by the NDA. Additionally, Requesters will need to meet all applicable regional reliability entity (e.g., Western Electricity Coordinating Council or its successor) requirements for obtaining Base Case Data.

WAPA will post Base Case Data on a Protected Website and will provide each Requester approved for access with unique access credentials to that website. Requesters who have been provided access credentials are prohibited from sharing those credentials with any other person. Access to the Protected Website will be authorized for a limited period of time and can be renewed upon additional request.

Only WAPA's most recent study cases and underlying assumptions/data files will be provided and WAPA will update this information when needed. WAPA will not provide any software needed to view Base Case Data, nor will WAPA provide technical support regarding the installation, configuration, or use of such software.

The process for requesting access to WAPA's Protected Website is as follows:

- (1) A request for access to WAPA's Protected Website must be submitted by a Requester using the Protected Website Access Request Form (Access Request Form) that is set forth in the Attachment to this Business Practice.
- (2) The completed Access Request Form must be sent via email to the appropriate WAPA Regional point of contact (POC) indicated on this OASIS page: <http://www.oasis.oati.com/woa/docs/WAPA/WAPAdocs/Western-Common-Business-Practices.html>. The subject line for this email should be "Protected Website Access Request Form" (without the quotation marks).
- (3) WAPA will review the Access Request Form and identify any deficiencies in the application or additional documentation needed and communicate with requesting entity within ten (10) business days.
- (4) Upon WAPA's receipt of a completed application, WAPA will determine within ten (10) business days whether the Requester has a valid business need to access the Protected Website. Denial of the application due to inadequate demonstration of a valid business need will be communicated to the Requester.
- (5) If WAPA determines that the Requester has a valid business need to access the Protected Website, WAPA will create and distribute an NDA to the Requester. After WAPA receives the executed NDA, WAPA will conduct a process to obtain legal, management, and other necessary internal approvals within ten (10) business days. Such approvals are required before WAPA will grant the Requester access to the Protected Website.
- (6) If and when the access request is approved, WAPA will notify the Requester that the approval process has been completed and will also provide the Requester with website access instructions containing a link to the Protected Website and the aforementioned access credentials. These instructions will be sent to the Requester's email address as specified on the Access Request Form. WAPA may require the Requester to complete additional login security measures on the Protected Website, and if so those measures will be indicated in the access instructions email and/or on website login screen, if applicable.
- (7) If the Requester has trouble accessing WAPA's Protected Website after reviewing the contents of the access instructions email and the website's login screen, the Requester may contact the appropriate WAPA Regional POC via the phone number or email address indicated on the OASIS page linked above.

- (8) Access to WAPA's Protected Website will be valid for limited time period that will be applied equally to all Requesters, and that time period will be indicated in the access instructions email and/or on the website's login screen. When this time period expires, the Requester will need to repeat the request process if he or she wishes to continue accessing the Protected Website.

**Attachment to Western Area Power Administration
Base Case Data Business Practice –
Protected Website Access Request Form**

Requester's name and title:	
Requester's mailing address:	
Requester's email address:	
Requester's phone number:	
Description of information requested:	
Statement explaining need and intended use of the information:	
Are you willing to sign and abide by an agreement limiting your use and disclosure of the information requested? <div style="text-align: center; margin-top: 10px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	
Signature:	Date: