Procedure to Access CEII

To request access to password protected documents designated as Critical Energy Infrastructure Information ("CEII"), the Requestor must submit a request using the following procedure:

1) All requests start with the Requestor identifying the document on ColumbiaGrid's website to which he/she seeks access. A keyword search for documents is available on ColumbiaGrid's website at: https://www.columbiagrid.org/documents.cfm. The Requestor will follow the appropriate prompt shown under the document to "request access" or "login".

    a. An Existing User who logs-in, but has not previously been approved for access to the Security Group where the requested document is stored, will be re-routed to "request access".

    b. In order to keep its list of approved users up to date / current, ColumbiaGrid reserves the right to deactivate a previously approved user. If you receive an invalid login message, please follow the link to "contact us" to submit an email stating that you are unable to login. ColumbiaGrid will send you the form referenced in step #3 below to re-establish access.

2) The Requestor will be prompted to create a profile (name, email, phone number, and password) before a request can be successfully submitted. A submitted request will result in an email to the ColumbiaGrid "info" mailbox, as well as establish a date stamp and record of the request in ColumbiaGrid's website database.

3) ColumbiaGrid's CEII Coordinator will email the CEII Access Request Form to the Requestor to collect additional information from the Requestor. This will include asking the Requestor to provide a detailed statement of the need for and intended use of the information, as well as a statement as to the Requestor's willingness to adhere to limitations on the use and disclosure of the information requested.

4) After the CEII Access Request Form is returned to ColumbiaGrid, the CEII Coordinator will go through the necessary verifications with the Point(s) of Contact of the ColumbiaGrid PEFA Parties to determine whether the Requestor should be provided access to the document(s) requested.

5) If all Points of Contact approve the request, the CEII Coordinator will notify the Requestor of the approval, and also cause a system generated email to be sent to the Requestor that they are approved. *Note: If the Requestor is not an employee of a ColumbiaGrid PEFA Party, the CEII Coordinator will send the Requestor a Non-Disclosure Agreement (NDA) that the Requestor will be required to sign prior to receiving final approval.*

    a. The CEII Coordinator will also notify the Requestor if the request is denied.

ColumbiaGrid will use its best efforts to process all requests within 30 days of receipt of a completed CEII Access Request Form