

# **Appendix 1**



## Contractor / Vendor Information Form (CIF)

This form is required only if a contractor/vendor needs access to PacifiCorp systems or facilities. Submit the completed form to the PacifiCorp sponsoring manager.

New/Rehire Certification

Recertification

*Training and drug/alcohol screening are not required for recertification.*

Contractor / Vendor: \_\_\_\_\_

*(Last, First, Middle initial)*

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**(1) Successfully Passed Contractor's Background Check?**

**Date Completed:** MM/DD/YYYY

Yes  No

If any of the boxes below are checked the contractor/vendor company must check "No" above and email this form to [NERC\\_consent@pacificorp.com](mailto:NERC_consent@pacificorp.com). You will be notified whether your employee is approved to access company facilities.

- Has been convicted of a felony within the past seven years.
- Has residency gap of six consecutive months or more within the past seven years that cannot be explained by employee.
- Has been convicted of a misdemeanor involving fraud, theft or violence.
- Is under indictment for a felony.
- Is a fugitive of justice.
- Is an alien illegally or unlawfully in the United States.
- Identity not verified.

**(2) Successfully Passed Contractor's Drug/Alcohol Screen?**

**Date Completed:** MM/DD/YYYY

Yes  No

If no, email this form to [NERC\\_consent@pacificorp.com](mailto:NERC_consent@pacificorp.com). You will be notified whether your employee is approved to access company facilities.

**(3) Completed PacifiCorp's Compliance Training?**

1) *FERC Standards of Conduct*

**Date Completed:** MM/DD/YYYY

2) *PacifiCorp Security Training*

**Date Completed:** MM/DD/YYYY

3) *PacifiCorp CIPS Training*

**Date Completed:** MM/DD/YYYY

4) *Three-Part Communications Training (Contractor Only)*

**Date Completed:** MM/DD/YYYY

The link to the mandatory compliance training is [here](#)

*I hereby certify that the information provided regarding the Contractor / Vendor is accurate and documentation to support this information will be retained by Contractor / Vendor employer and provided upon Company's request*

**Required Signature**

_____ <i>Signature of Manager from Contractor / Vendor Company</i>	_____ <i>Date</i>
_____ <i>Printed Name</i>	

### **Guidelines**

- Contractor's Background Check include identity verification and seven year criminal history checks that are part of PacifiCorp's Personnel Risk Assessment Program.
- Contractors / Vendors will not be permitted PacifiCorp unescorted access privileges without the prior completion of a drug / alcohol screening, Personnel Risk Assessment, and required training.
- Contractors and Vendors are required to take mandatory pre-hire training. They have to complete pre-hire compliance training, which includes CIPS, PacifiCorp Security and FERC overview, prior to their first day on their job. The link to the mandatory pre-hire training is [http://idoc.pacificorp.us/hr\\_library/he/mpt.html](http://idoc.pacificorp.us/hr_library/he/mpt.html).
- Contractor / Vendor companies are required to submit this completed form to the PacifiCorp sponsoring manager.
- The sponsoring manager will use the information on this form to complete a Personnel Action Input Form (PAIF), and will submit this form with the PAIF to the HR Service Center.
- For recertification, this form is to be submitted directly to PacifiCorp's HR Service Center.

### **Overview of Personnel Risk Assessment and Drug / Alcohol Screen Requirements**

#### **Personnel Risk Assessment for Contractor's Background Check Requirements**

- Personnel Risk Assessments (PRA), which includes the Contractor's Background Check, shall be updated no less frequently than every seven (7) years and shall consist of at minimum: (i) a social security number and identity verification and (ii) seven-year criminal history records check for the personnel's current residence and past locations of residence during the seven year period. Any residency gap of six (6) consecutive months or more, Contractor / Vendor shall review, evaluate, and document any such residency gap to ensure that it does not pose a risk to PacifiCorp's Facilities or Cyber Assets, prior to making a determination that Personnel requesting access have passed the PRA. All resulting documentation of the PRA must be retained and made available upon request. PRA Criteria and Contractor's Background Check obligations are set forth by the contract.

#### **Drug Screening Requirements**

- Drug test shall, at a minimum, be a five (5) Panel Drug Test, which should be recognizable at testing labs as a "SamHSA5 panel at 50NG – THC cut-off".
- Alcohol screening will be conducted only where permitted by law.

### **Your contract with PacifiCorp requires compliance with the following:**

- Ensure that Unescorted Personnel and Sensitive Personnel have passed the Contractor's Background Check outlined above and consistent with the Company's PRA Criteria set forth in your contract prior to requesting either: (i) unescorted physical access to Company Facilities and/or (ii) local or remote cyber access to Company's Facilities and/or CIPS Covered Assets, as applicable.
- Ensure that Unescorted Personnel and Sensitive Personnel complete Company provided or approved initial CIPS compliance training prior to requesting either: (i) unescorted physical access to PacifiCorp Facilities and/or (ii) local or remote access to Company's Cyber Assets, as applicable.
- Ensure that Unescorted Personnel and Sensitive Personnel have passed Consultant's drug / alcohol screen and are in compliance with Consultant's substance abuse/drug and alcohol policy as outlined in your contract.
- Keep accurate and detailed documentation to confirm completion dates for the PRA, all CIPS compliance training (initial and annual training, to the extent applicable), and drug /alcohol screen records, and certify to Company such documentation by completing this Contractor/Vendor Information Form.
- Company has the right to audit Consultant's records supporting each Contractor/Vendor Information Form submitted to Company, including Contractor's Background Check results, and to verify that the requisite background check and drug / alcohol screen records were performed consistent with Company's PRA Criteria. Consultant shall provide Company with all requested records supporting Contractor/Vendor Information Forms within a reasonable time after receiving such request, and in the form requested by Company, but not longer than three (3) business days following the date of such request.