

August 4, 2003

VzCost Security Policy

System Security

- User ID and Password are required for access.
- Passwords are encrypted and cannot be unencrypted. As a result, after external users reset their initial passwords as instructed, no one at Verizon, including System Administrators, has the ability to see or retrieve those passwords.
- To guard further against unauthorized access, VzCost will time out after fifteen minutes without screen refresh.
- VzCost is encrypted using HTTPS standards, in the same manner as other secure internet transactions.
- Verizon's Information Technology - Security Architecture, Design & Implementation testing ensures that it conforms with all network and system security requirements and guidelines.

Accessibility of Studies and Runs

- Documents marked "Final and Filed" become owned by VzCost and cannot be edited or changed after the date of filing.
- All users can store, retrieve, and reproduce their prior studies and runs.
- Backward compatibility ensures that future enhancements to VzCost will not impair users' ability to retrieve, modify, or reproduce prior studies and runs.

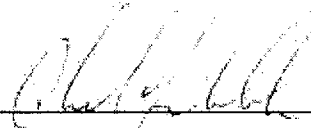
User Security

- System Administrators may access the work of external VzCost users only in the following circumstances:
 - Without prior external user consent, System Administrators will access external user information only in an emergency. An emergency is defined as any situation that (1) places the system in jeopardy of failure or threatens harm to the system applications or data bases, or (2) prevents access by other system users. The procedure in such emergency situations will be first to call the user to provide notice of the system problem, and work with the user to resolve it. If the user cannot be contacted, or the problem cannot be resolved, the System Administrator will notify the user of the need to terminate access until Verizon is able to resolve the problem.
 - In all other situations, System Administrators will access external user information only following a prior request in writing or e-mail by the user. (VzCost contains an "Authorize Support Access" feature, accessible from the User Interface, which permits users to authorize administrator access to their information for a period of time determined by the user.)

- System Administrators will not disclose any information about external use of VzCost learned in the course of discharge of the foregoing functions to any other person, except to Verizon employees whose primary responsibility involves the maintenance of VzCost or associated databases, or the enforcement of privacy and security with respect thereto.
- No other Verizon personnel will be able to access the work of any external user of VzCost for any purpose.
- System Administrators will not discriminate between Verizon and external VzCost users, or among external VzCost users, in setting priorities for access to VzCost, or resolving the foregoing emergencies associated with access to or use of VzCost.
- All System Administrators will be required to certify their understanding of and agreement to comply with this VzCost Security Policy.
- External users can only view information that is specifically associated with their user IDs.
- External users cannot access, view, or change work of other VzCost system users.

CERTIFICATION

I certify that I have been given a copy of the VzCost Security Policy, have read and understand said Policy, and agree to comply with and be bound by it.

SIGNATURE: 

TITLE: Mgr - Sys Analysis & Programming

DATE: 8/5/2003

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SIGNATURE:

Jayce E Powell

TITLE:

Senior Staff Consultant - Sys Analysis Proj (DBA)

DATE:

8-5-2003

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SIGNATURE: Ruby A Grosky

TITLE: Senior Staff Consultant - System Analysis Program

DATE: 7/5/2003