



Bonneville Power Administration's Other Utility Worker (OUW) Unescorted Access Process June 2024

This process must be followed for unescorted access into Bonneville Power Administration (BPA) facility electronic card readers (F-ECR) via an electronic cardkey OUW badge.

BPA will coordinate process with Other Utility (OU) Coordinator, which serves as a single point of contact.

BPA's OUW information can be found

1. [Reliability NERC Standards - Bonneville Power Administration \(bpa.gov\)](#)
 - Scroll down to Other Utility Worker Unescorted Access Process
 - Under OUW Project Document List
 - [BPA's OUW Unescorted Access Process](#)

Process for Other Utilities:

2. OU Coordinator works with OU worker to complete and provide:
 - A. [OUW Access Request form \(BPA F 1400.22a\)](#) to be returned via email to CSReliabilityProgram@bpa.gov.
 - i. Please attach a high-resolution JPEG picture file of the individual OUW.
 1. The picture of the OUW needs to be from shoulders up.
 2. The picture may not have any items interfering with the image of the face, such as: hats, headsets, sunglasses, etc.; and
 3. The picture must have a solid neutral background.
 - B. [OUW PIN & Challenge Question Worksheet](#), to be returned via mail USPS to CSRP at the following address using one of the options below. The information on the worksheet cannot be shared electronically and must be protected by OUW.

Mail to:
U.S. Postal correspondence/Letter Address:
Bonneville Power Administration PO Box 3621
Portland, OR 97208 Employee Badging NNP-B1

FedEx UPS Parcel Post Address:
Bonneville Power Administration 905 NE 11th Avenue
Portland, OR 97232
Employee Badging NNP-B1
3. Upon receipt of [OUW Access request form](#) and [OUW PIN and challenge form](#), BPA will begin processing the request. While processing the request the OU needs to review and complete the following:
 - A. [XROCH](#) Document and OUW Entry Escort Exit video as a ZIP file. The zip file will be password protected and BPA will supply the password in a separate email.
 - i. OUW will review the XROCH document and view the Entry Escort Exit Video
Once review is complete OU will reply via email to CSReliabilityProgram@bpa.gov
4. After BPA receives and validates the required documents, a badge will be created and sent to the address referenced on the request form (BPA F 1400.22a).
 - A. Badge must be activated by OUW calling the badging hotline **(503-230-4382)** to verify their PIN and challenge questions. Upon verification BPA will activate and grant OUW access to the requested facilities.

5. Personnel who are authorized access but have lost, misplaced, or forgotten their ID or proximity card must call AMS at 360-418-2470 when they enter and exit a NERC CIP site to have AMS manually log the person in and out. At NERC CIP sites, personnel must verify that the alarm panel is armed prior to exit. Detailed instructions are posted at each NERC CIP site.
 - Please report lost or stolen badges to csreliabilityprogram@bpa.gov and employeebadging@bpa.gov within 8 hours, or by the end of day. A replacement badge will be provided upon request to csreliabilityprogram@bpa.gov.

Additional Background Information:

BPA has implemented a new process for unescorted physical access into BPA F-ECRs. This document describes that process for how OUWs will request unescorted access to BPA F-ECRs and receive individualized OUW badges for unescorted access. This BPA Process follows the WECC guidelines and supports the compliance of the requirements for NERC Standard CIP-004 titled “Cyber Security – Personnel & Training”.

Note: If OUW applicant is a foreign national, please contact CSRP’s team inbox at CSReliabilityProgram@bpa.gov for additional instructions.

Questions:

Please contact BPA at CSReliabilityProgram@bpa.gov for any additional clarification or questions.

Additional Resources:

[Other Utility \(OU\) Coordinator Roles and Responsibilities](#)