

PSC Public Service Commission	Procedure for Distributing Maps and GIS Data that are Security Sensitive	Date: Nov. 12, 2008
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Security Sensitive Data: Information that shows the location, configuration or security of physical features of utilities, including their critical systems. This includes, without limitation, power plants, transmission lines, substations, pipelines, cell towers, water treatment plants, compressor stations, package treatment plants. Requests for security sensitive data are processed so as to provide information in the most appropriate format and scale for a stated use in a manner that is consistent with Kentucky law and confidentiality agreements that are binding on the Commission.

There are three categories of security sensitive data:

- (1) Maps at 1:800,000, the scale used on wall maps of Kentucky, portray features within 1,333 feet (.25 mile) of their true location, due to the effects of reduction and symbolization in the map making process. These maps are available on paper or as electronic PDF files. These maps are available by written request, which must include a signed or authenticated Use Constraint Agreement ("UCA"). The written request must include a signature, printed name, company/firm name if applicable, mailing address, phone number and e-mail address. For maps the signed UCA should read:

"I understand that since September 11, 2001, location data of critical utility structures is considered sensitive information for security reasons. I will not publish this map or any part of it on the World Wide Web. I will not redistribute this map to others, but shall refer requests by others for such information to the Kentucky Public Service Commission. I will give credit to the Kentucky Public Service Commission (PSC) and I will abide by the following data disclaimer: All information within the product is believed accurate but is not guaranteed without error. While attempts have been made to ensure the correctness of the information presented, neither the Kentucky Public Service Commission nor any party involved in the creation and compilation of the data guarantees their accuracy, completeness, or suitability for a particular use. All critical information should be independently verified."

Maps in this category of security sensitive data include the following statewide maps: 1984 gas transmission, power plants, electric transmission, and PSC regulated water, and PSC regulated sewer maps, cell towers.

- (2) The GIS data at the PSC is compiled at 1:24,000 scale, which means that utility features are, at best, within 40 feet of their true location, and generally within 100 feet of their true location. This type of data is only available to public agencies when the data will be used to serve a legitimate governmental need or is necessary in the performance of a legitimate government function. The request must be in writing and must also include a signature, printed name, name of the public agency, mailing address, phone number, e-mail address and signed or authenticated UCA, reading:

"I understand that since September 11, 2001, location data of critical utility structures is considered sensitive information for reasons of homeland security. I will only use the information for the legitimate government function for which the information was requested and provided. I acknowledge that provision of the data, or maps made with the data, does not in itself create any rights to operate, adjust, modify, or otherwise interfere with the operation of any utility facility. Any of this data which provides location of underground facilities will never be used as a substitute for contacting a one-call center, such as 811, prior to excavation activities.

I will not publish this data or maps made using this data on a World Wide Web site with public access. I agree to maintain a list of those persons that have been provided access to view detailed maps (scale of more than 1:500,000) of this information. I will include a statement on or with any map (digital or paper) made with the data to the effect that this data is considered sensitive information for reasons of homeland security and its distribution and use is restricted. I will include additional information on or with the map pertaining to restrictions and use as included in the Use Constraint Agreement.

I will not redistribute this data to others, but shall refer requests by others for such information to the Kentucky Public Service Commission. I will give credit to the Kentucky Public Service Commission (PSC).

I will abide by the following data disclaimer: All information within the product is believed accurate but is not guaranteed without error. While attempts have been made to ensure the correctness of the information presented, neither the Kentucky Public Service Commission nor any party involved in the creation and compilation of the data guarantees their accuracy, completeness, or suitability for a particular use. Any reliance on the information without independent verification from the applicable utility is entirely at the user's own risk.

Finally, I will take reasonable steps to safeguard the information against any use inconsistent with the Use Constraint Agreement and against any further disclosure or dissemination."

Data in this category include the following complete datasets: power plants, electric transmission lines, cell towers. Incomplete datasets are not distributed.

- (3) If the PSC is using data obtained from other sources (primarily government agencies) and has agreed to restrict disclosure of that data, then the maps and/or data will not be available for public distribution unless authorized by Kentucky law and any subject confidentiality agreement. This includes data and

maps derived from the National Pipeline Mapping System for natural gas and hazardous liquid transmission lines.

Availability of security sensitive GIS data and maps, along with instructions for making the written request, are posted on the Internet in two places:

- (1) From the PSC web site at <http://psc.ky.gov/pschome.htm>, click on "Maps". There is a list of security sensitive maps that are available by written request. If you click on "GIS Data", it describes the GIS data and how to obtain security sensitive GIS data by written request. The metadata for the GIS data also includes the use constraint that is in the signed agreement.
- (2) Kentucky Geography Network at <http://kygeonet.state.ky.us/> lists maps and data available from the PSC. This web site points back to the PSC's "GIS Data" web page.

Response to a request:

- All requests must be delivered by U.S. mail, except for requests from other public agencies. Those agencies may make requests by e-mail or fax, if the agency and person making the request are known to the GIS staff at the PSC, and a signed copy is delivered later to the PSC. All requests must be accompanied by a signed or authenticated UCA.
- Requests from the general public may be followed up with an initial phone call from Commission Staff to describe and verify the type of map or data requested, its format, and cost.
- Requests will be reviewed by the Commission's GIS staff, the Engineering Division, the Executive Director's Office, and the Division of General Counsel to determine whether Kentucky law permits the requested maps or data to be released. Certain frequently requested maps may be pre-approved.
- Maps may be produced on paper and sent via U.S. mail, or sent via e-mail as PDF files at the GIS staff's discretion. Requests for GIS data are sent via e-mail if the files are small enough, or by mail on a CD. The recipient of the maps or data is concurrently informed of its appropriate use by restating the signed UCA.
- A record, "GIS Data Requests", is kept of all correspondence (initial request, notes, responding letter). The papers for one transaction are stapled together and put in order of response in the file.