

SB350 Non-Disclosure Agreement and Access Request Submission Instructions

Eligible entities must enter into the SB350 Non-Disclosure Agreement (“NDA”) to gain access to pertinent confidential data and models used in the ISO’s Senate Bill 350 Study Process (“SB350”) for the Clean Energy and Pollution Reduction Act, under California Legislative requirement Section 359.5(a) (see ¶1 of NDA for eligibility requirements). This document contains instructions for: **(1)** entering into a *new* SB350 NDA, **(2)** obtaining access to Confidential Information, and **(3)** adding/removing users under an *existing* SB350 NDA.

(1) Entering into a new Non-Disclosure Agreement

SB350 NDA format and signature:

- The SB350 **NDA date space at the top of page 1 must be left blank**. The ISO will fill in the date upon ISO execution of the agreement. This will be the effective date of the agreement.
- The applicable eligibility paragraph must be checked on page 1, ¶1 (i.e., 1(a) - 1(f)).
- Contact information for the Requesting Entity’s contact for notices must be typed or written clearly on page 3 of the SB350 NDA.
- The SB350 NDA must be signed and dated by **an individual who is authorized to enter the entity into an agreement** (generally a Director or above).

Exhibit A:

An Exhibit A must be completed and signed by each individual employee of the Requesting Entity who is seeking access to the Confidential Information.

- The SB350 **NDA date space must be left blank**. The ISO will fill in the effective date of the agreement upon ISO execution.
- The employee’s name, employer, previous name(s), marketer/non-marketer status, contact information, and signature date must be typed or written clearly. Failure to provide all requested information will result in processing delays.

Exhibit B:

An Exhibit B must be completed in its entirety by the Requesting Entity to facilitate the ISO’s confirmation of the Requesting Entity’s identity and eligibility.

- The SB350 **NDA date space must be left blank**. The ISO will fill in the effective date of the agreement upon ISO execution.
- Exhibit B must be signed and dated by an individual who is authorized to enter the entity into an agreement.

Exhibit C:

An Exhibit C must be completed in its entirety by the Requesting Entity **if the entity is a Consulting Entity**.

- The SB350 **NDA date space must be left blank**. The ISO will fill in the effective date of the agreement upon ISO execution.

- Consulting Entities are eligible only to the extent that they provide consultancy services to an eligible entity. Exhibit C must disclose the **full name** of each eligible entity to which the Consulting Entity is providing consultancy services. **Each eligible entity must also enter into the SB350 NDA.**
- Exhibit C must be signed and dated by an individual who is authorized to enter the entity into an agreement.

(2) Obtaining Confidential Information Access

Once the SB350 NDA has been approved, each authorized user who has signed an Exhibit A will be sent a link to a secure file sharing site where they will be able to access the Confidential Information.

(3) Adding/Removing Users under an existing NDA

This section applies if a Requesting Entity has already entered into a SB350 NDA and simply needs to add or remove an employee. The Requesting Entity will designate a person who will be responsible for contacting the ISO and adding or removing an employee as described below (“User Access Administrator (UAA)”).

- **To add an employee:** New users must read the Requesting Entity’s existing SB350 NDA and execute an Exhibit A. The Exhibit A (first paragraph) **must reference the effective date of the existing SB350 NDA.** The UAA must then submit the Exhibit A to caisonda@caiso.com for processing and approval.
- **To remove an employee:** The UAA must notify caisonda@caiso.com of the change. This will revoke all access the employee has to the SB350 Confidential Information.