

**EL PASO ELECTRIC COMPANY
WRITTEN PROCEDURES IMPLEMENTING
THE FEDERAL ENERGY REGULATORY COMMISSION'S
STANDARDS OF CONDUCT
IN ORDER NO. 717**

POSTED PURSUANT TO 18 C.F.R. § 358.7(d)

**NOVEMBER 26, 2008
(Last Update – August 27, 2012)**

<p style="text-align: center;">EL PASO ELECTRIC COMPANY STANDARDS OF CONDUCT IMPLEMENTATION PLAN</p>

REQUIRED BY 18 CFR § 358.7(d)
November 26, 2008
(Last Update – August 27, 2012)

I. BACKGROUND

On October 16, 2008, the Federal Energy Regulatory Commission (FERC) issued Order No. 717, a final rule revising the Standards of Conduct for Transmission Providers (“SOC”). The rule is applicable to public utilities regulated under the Federal Power Act and interstate natural gas pipelines regulated under the Natural Gas Act. The three key parts comprising the SOC are: the independent functioning rule, the transparency rule, and the no-conduit rule. Transmission providers may seek waivers. The new rules became effective on November 26, 2008, except that employees must be trained on the rule’s requirements by December 26, 2008.

The Standards of Conduct are designed to prevent a transmission provider from giving its marketing function employees (whether housed in a separate affiliated company or located within the same company as the transmission provider) preferential access to service or non-public transmission function information.¹ At present, EPE has no marketing affiliates. EPE’s wholesale marketing and sales are performed by a division of EPE. In general, EPE buys power at wholesale when it has insufficient power to meet its retail customers’ needs, and sells power at wholesale when it has excess power. Under the SOC, EPE’s transmission function employees are to function independently of EPE’s marketing function employees.

It is the policy and corporate goal of El Paso Electric Company (“EPE”) to fully comply with the Commission’s SOC. EPE has posted these written procedures on its website, distributed them to its employees, and conducted formal employee training – all in furtherance of achieving continuing compliance. These procedures identify EPE’s Chief FERC Compliance Officer, and

¹ FERC’s Order No. 2004 had broadened the scope of the Standards of Conduct to apply to transmission providers and their “energy affiliates” in addition to marketing affiliates. Energy affiliates included all affiliates and business units that employed any person involved in transmission transactions or other transactions involving natural gas or electric energy. The revised rule abandons Order No. 2004’s corporate affiliate concept, and reinstates the “employee functional” approach that FERC applied in Order No. 889 and Order No. 497, which were predecessors to Order No. 2004.

address how EPE complies with the current requirements. For ease of reference, the full regulatory text of the SOC appears as an attachment to these procedures.

II. CHIEF FERC COMPLIANCE OFFICER

EPE has designated Mary E. Kipp, Senior Vice President, General Counsel, and Chief Compliance Officer, as its Chief FERC Compliance Officer responsible for SOC compliance. Assisting Ms. Kipp is Josie de la Fuente, Compliance Specialist. If any EPE employee, customer or potential customer has any comments, questions, or concerns related to the SOC or these procedures, Ms. Kipp and Ms. de la Fuente may be reached as follows:

Mary E. Kipp
Senior Vice President, General Counsel, and Chief Compliance Officer
Office: 915/543-5776
Cell: 915/208-0364
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Email: mary.kipp@epelectric.com
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This contact information may also be found at epelectric.com on the “Standards of Conduct” page located under the “Transmission” tab.

The Chief Compliance Officer and her staff may make changes to the FERC compliance program over time, as appropriate, to reflect changes in FERC’s rules and regulations or otherwise to aid in the program’s effectiveness and efficiency in meeting the company’s compliance goals. If an event of noncompliance is reported or discovered, the Chief Compliance Officer will investigate and determine the appropriate resolution to the matter.

III. WRITTEN PROCEDURES

A. Non-Discrimination Requirements

Section 358.4 of the SOC sets forth the following non-discrimination requirements of a general nature: (a) that a transmission provider must strictly enforce all tariff provisions relating to the sale or purchase of open access transmission service, if the tariff provisions do not permit the use of discretion; (b) that a transmission provider must apply

all tariff provisions relating to the sale or purchase of open access transmission service in a fair and impartial manner that treats all transmission customers in a not unduly discriminatory manner, if the tariff provisions permit the use of discretion; (c) that a transmission provider may not, through its tariffs or otherwise, give undue preference to any person in matters relating to the sale or purchase of transmission service (including, but not limited to, issues of price, curtailments, scheduling, priority, ancillary services, or balancing); and (d) that a transmission provider must process all similar requests for transmission in the same manner and within the same period of time. EPE's transmission function employees have been trained in these non-discrimination standards. These standards are part of EPE's own internal employee training, as well as EEI's training module, as discussed in greater detail in the section on Training, below.

B. Independent Functioning and the No-Conduit Rule

Section 358.5 requires that EPE's transmission function employees must function independently of EPE's marketing function employees, except as otherwise permitted. EPE's transmission function employees and its marketing function employees are located in separate divisions of the company, and report to separate officers. As part of its employee training, EPE instructs its employees that a transmission provider is prohibited from (a) permitting its transmission function employees to conduct marketing functions and (b) permitting its marketing function employees to conduct transmission functions or have access to the System Operations Center or similar facilities used for transmission operations that differs in any way from the access available to other transmission customers. The Chief Compliance Officer verifies that all EPE employees required to operate independently of EPE's transmission function employees are in fact doing so.

At present, EPE does not have any facilities that house both transmission function and marketing function employees.² To further satisfy the independent functioning requirement, EPE's marketing function employees are prohibited from freely accessing the EPE buildings that house EPE's transmission function employees, the EPE System Operations Center and the Vanderbilt facility, by the use of security guards (that control drive-in access) and keycards (that control building access). Generally, visits by market function employees to the buildings that house EPE's transmission function employees are not permitted except to the extent that a non-affiliated transmission customer would be allowed the same access. Employees located in areas with keycard or passcoded

² The only exception that may one day arise is if EPE's System Operations Center is rendered inoperable due to reasons such as natural disaster or intentional sabotage. EPE's Back-Up System Operations Center is located in a building that also houses EPE marketing function employees.

entry systems are instructed not to provide access to other employees or visitors unless those employees or visitors are escorted, and are instructed to report promptly any malfunction of the entry security system. In addition, EPE uses computer login procedures and passwords to prohibit marketing function employees from having access to transmission-related information located on EPE's computer system. EPE's IT department has segregated certain servers, applications and databases and put into place various firewalls, passcode protections and other measures to ensure that non-public transmission information and third-party customer information that is stored electronically is not accessible to persons that are not entitled to see it.

Non-public transmission information may be exchanged between EPE's transmission function employees and marketing function employees in limited circumstances, subject to the recordation requirements of Section 358.7(h). The Chief Compliance Officer is to be notified by EPE's transmission function employees in a timely manner to ensure compliance with these requirements. In general, special care should be taken by EPE employees when convening internal meetings that involve both transmission and marketing function employees. It is permissible for transmission function employees and marketing function employees to both attend internal company meetings under the SOC if: (a) neither non-public transmission information nor non-public third-party customer information is disclosed to marketing function employees during or in connection with such meetings, (b) any non-public transmission function information disclosed is specifically of the type permitted in the exception granted by FERC in Section 358.7(h) (in which case, any such disclosure must be recorded), or (c) the meeting is to discuss a specific request for transmission service submitted by the marketing function employee. Employees of EPE are strongly encouraged to minimize the number of meetings attended by both transmission function employees and marketing function employees in order to reduce the possibility of inadvertent disclosure of prohibited information. In the event a person convening a meeting to which transmission function employees and marketing function employees are to be invited to attend has questions whether the meeting is permissible under the Standards of Conduct, he or she should consult the Chief Compliance Officer.

As permitted by the SOC, EPE employees engaged in field, maintenance and construction activities and certain support functions (for example, legal, accounting and budget, tax, human resources, information technology, corporate communications, insurance procurement, investor relations, real estate services, non-energy procurement, etc.) do not function independently from EPE's transmission function or marketing function, but are subject to the SOC's no-conduit rule. Some EPE employees are not engaged in transmission functions or marketing functions, and do not directly support either of those functions (for example, employees that provide meter reading, fleet management, etc.) are not shared employees and are not likely to be in a position of passing on non-public transmission information. Similarly, EPE's senior officers and directors who are not transmission function employees are shared with EPE's marketing function.

C. Transparency and Identifying Employee, Affiliate and Other Information on the Public Internet

Each EPE employee who has access to transmission information or third-party customer information is responsible for maintaining the confidentiality of that information and ensuring that it is not disseminated orally or in written or electronic form, whether intentionally or inadvertently. The responsibility rests most heavily on transmission function employees, since they are the employees most likely to possess such information, but every other employee has a responsibility to safeguard that information as well. If EPE discloses non-public transmission function information, unless otherwise permitted, EPE must immediately post the information on its Internet website, as required by Section 358.7(a). In addition, EPE must maintain a log of acts of waiver of its tariff provisions (and post on its Internet website notice of certain waivers of tariff provisions), as required by Section 358.7(i). The Chief Compliance Officer will ensure that these standards are satisfied.

EPE must post on its Internet website the name and address of EPE's wholesale marketing/sales function, and the job titles and job descriptions of its transmission function employees, on its Internet website, as required by Sections 358.7(e)(1) and 358.7(f)(1). This information is currently posted and will be updated as necessary.

EPE must post on its Internet website a complete list of the employee-staffed facilities shared by any of the transmission provider's transmission function employees and marketing function employees, including the types of facilities shared and their addresses, as required by Section 358.7(e)(2). The Chief Compliance Officer will ensure the Internet website is updated as necessary.

EPE must update the information on its Internet website within seven business days of any change, and post the date on which the information was updated, as required by Section 358.7(g). The Chief Compliance Officer will be notified by Human Resources of any pending new hires or transfer employees prior to their report date and will make sure any necessary updates to the Internet website are completed within seven business days. In addition, the Corporate Secretary of EPE will notify the Chief Compliance Officer of the creation of any new affiliate(s) so that any new marketing function employees resulting from the creation of the affiliate may be properly trained and the new affiliate's existence disclosed, in the manner required by the SOC.

EPE must post information concerning potential merger partners as affiliates that may employ or retain marketing function employees, within seven days after the potential merger is announced, as required by Section 358.7(e)(3). The Chief Compliance Officer will be notified of any potential merger partners as affiliates and will ensure the Internet website contains potential merger information within seven days of the announcement of the merger.

EPE's transmission function and marketing function employees are not precluded from transferring among such functions as long as such transfer is not used as a means to circumvent the Standards of Conduct. Notices of any employee transfers between the transmission function, on the one hand, and the marketing function, on the other, must be posted on the Internet website, as required by Section 358.7(f)(2). The information to be posted must include: the name of the transferring employee, the respective titles held while performing each function and the effective date of the transfer. The information posted under this section must remain on the Internet website for 90 days. The Chief Compliance Officer will be notified by the Human Resources department of all pending transfer employees prior to their report date and will make sure all necessary updates to the Internet website are completed and remain on the Internet website for 90 days. In addition, the Chief Compliance Officer will communicate with members of company management and information technology employees to determine whether a transferred employee's access to any EPE data or computer systems need to be restricted or terminated. Working with the Chief Compliance Officer, the Director of Human Resources will notify the Director of EPE's IT department of any appropriate changes to electronic passes, passwords, application access, etc. to reflect the employee's changed status.

D. Distribution of Written Implementation Procedures

Under the SOC, EPE must distribute its written procedures for the implementation of the SOC to all its transmission function employees, marketing function employees, officers, directors, supervisory employees, and any other employees likely to become privy to transmission function information, as required by Section 358.8(b)(2). EPE distributed its written SOC implementation procedures to all EPE employees via e-mail as part of its initial implementation efforts after the rule was issued, and maintains a copy of these procedures on its company Internet website as well as its Compliance Intranet site for employees. In addition, all new employees complete the FERC Standards of Conduct training during new employee orientation, generally held before any new employee reports for duty, but not later than 30 days from such date. EPE has asked its Human Resources department to include in its new employee training on the FERC Standards of Conduct a hard copy handout of EPE's implementation procedures to reinforce the electronic distribution.

E. Books and Records

Under the SOC, EPE must maintain its books of account and records separately from those of its affiliates that employ or retain marketing function employees and these must be available for Commission inspections, as required by Section 358.8(d). EPE has no affiliate that employs or retains marketing function employees.

F. Standards of Conduct Training Requirement

Under the SOC, EPE is required to provide annual training on the SOC to all its transmission function employees, marketing function employees, officers, directors, supervisory employees, and any other employees likely to become privy to transmission function information, as required by Section 358.8(c)(1). In addition, EPE must provide training on the SOC to new employees falling within any of the categories set forth in the preceding sentence within the first 30 days of their employment. Finally, EPE must require each employee who has taken the training to certify electronically or in writing that s/he has completed the training.

Training Current Employees

Under the previously effective Standards of Conduct, EPE used a web-based computer training program developed by Edison Electric Institute ("EEI") to provide annual training on the Standards of Conduct. EPE has continued to use the EEI training module, now updated by EEI to reflect the current standards. As a preliminary measure, in advance of

EEL's release of its updated module, EPE commenced its own training sessions in November 2008. EPE's transmission function employees, its marketing function employees, as well as certain generation plant operators were the recipients of these preliminary training sessions. All aspects of the new SOC's were covered, with special emphasis on the rule's no-conduit requirement.

Training New Employees

New employees subject to the training requirement normally receive Standards of Conduct training on their first day of employment as a part of the company's regular new employee orientation process. Each employee is required to certify to completion of the training electronically by clicking the appropriate box following completion of the training. EPE will continue this procedure for new employees using the same updated training used to train current EPE employees about the SOC. In the event that training does not occur on an employee's start date, EPE will ensure that such training takes place within the SOC's 30-day deadline.

G. Confidential Reporting of Potential Violations of Standards of Conduct

Anyone who believes that there may have been a violation of the Standards of Conduct should report that potential violation to the Chief Compliance Officer as soon as possible. This can be accomplished via telephone at 915/543-5776, via e-mail at mary.kipp@epelectric.com, via interoffice mail at Location 167, or in person on the 16th floor of the Stanton Tower. In an effort to provide an avenue for employees and others to anonymously and confidentially report actual or suspected activities that may involve violations of the Standards of Conduct, or other unlawful or inappropriate conduct, EPE has selected EthicsPoint as its hotline administrator. Anyone may file an anonymous report via the internet at www.EthicsPoint.com or by dialing toll free at (866) 384-4277.

STANDARDS OF CONDUCT

REGULATORY TEXT OF 18 C.F.R. PART 358

PART 358—STANDARDS OF CONDUCT

Sec.

§ 358.1 Applicability.

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Authority: 15 U.S.C. 717–717w, 3301–3432; 16 U.S.C. 791–825r, 2601–2645; 31 U.S.C. 9701; 42 U.S.C. 7101–7352.

§ 358.1 Applicability.

(a) This part applies to any interstate natural gas pipeline that transports gas for others pursuant to subparts B or G of part 284 of this chapter and conducts transmission transactions with an affiliate that engages in marketing functions.

(b) This part applies to any public utility that owns, operates, or controls facilities used for the transmission of electric energy in interstate commerce and conducts transmission transactions with an affiliate that engages in marketing functions.

(c) This part does not apply to a public utility transmission provider that is a Commission-approved Independent System Operator (ISO) or Regional Transmission Organization (RTO). If a public utility transmission owner participates in a Commission-approved ISO or RTO and does not operate or control its transmission system and has no access to transmission function information, it may request a waiver from this part.

(d) A transmission provider may file a request for a waiver from all or some of the requirements of this part for good cause.

§ 358.2 General principles.

(a) A transmission provider must treat all transmission customers, affiliated and non-affiliated, on a not unduly discriminatory basis, and must not make or grant any undue preference or advantage to any person or subject any person to any undue prejudice or disadvantage with respect to any transportation of natural gas or transmission of electric energy in interstate commerce, or with respect to the wholesale sale of natural gas or of electric energy in interstate commerce.

(b) A transmission provider's transmission function employees must function independently from its marketing function employees, except as permitted in this part or otherwise permitted by Commission order.

(c) A transmission provider and its employees, contractors, consultants and agents are prohibited from disclosing, or using a conduit to disclose, non-public transmission function information to the transmission provider's marketing function employees.

(d) A transmission provider must provide equal access to non-public transmission function information to all its transmission function customers, affiliated and non-affiliated, except in the case of confidential customer information or Critical Energy Infrastructure Information.

§ 358.3 Definitions.

(a) Affiliate of a specified entity means:

(1) Another person that controls, is controlled by, or is under common control with, the specified entity. An affiliate includes a division of the specified entity that operates as a functional unit.

(2) For any exempt wholesale generator (as defined under § 366.1 of this chapter), affiliate shall have the meaning set forth in § 366.1 of this chapter, or any successor provision.

(3) “Control” as used in this definition means the direct or indirect authority, whether acting alone or in conjunction with others, to direct or cause to direct the management policies of an entity. A voting interest of 10 percent or more creates a rebuttable presumption of control.

(b) Internet website refers to the Internet location where an interstate natural gas pipeline or a public utility posts the information, by electronic means, required under this part 358.

(c) Marketing functions means:

(1) in the case of public utilities and their affiliates, the sale for resale in interstate commerce, or the submission of offers to sell in interstate commerce, of electric energy or capacity, demand response, virtual transactions, or financial or physical transmission rights, all as subject to an exclusion for bundled retail sales, including sales of electric energy made by providers of last resort (POLRs) acting in their POLR capacity; and

(2) in the case of interstate pipelines and their affiliates, the sale for resale in interstate commerce, or the submission of offers to sell in interstate commerce, natural gas, subject to the following exclusions:

(i) Bundled retail sales,

(ii) Incidental purchases or sales of natural gas to operate interstate natural gas pipeline transmission facilities,

(iii) Sales of natural gas solely from a seller's own production,

(iv) Sales of natural gas solely from a seller's own gathering or processing facilities, and

v) Sales by an intrastate natural gas pipeline, by a Hinshaw interstate pipeline exempt from the Natural Gas Act, or by a local distribution company making an on-system sale.

(d) Marketing function employee means an employee, contractor, consultant or agent of a transmission provider or of an affiliate of a transmission provider who actively and personally engages on a day-to-day basis in marketing functions.

(e) Open Access Same Time Information System or OASIS refers to the Internet location where a public utility posts the information required by part 37 of this chapter, and where it may also post the information required to be posted on its Internet website by this part 358.

(f) Transmission means electric transmission, network or point-to-point service, ancillary services or other methods of electric transmission, or the interconnection with jurisdictional transmission facilities, under part 35 of this chapter; and natural gas transportation, storage, exchange, backhaul, or displacement service provided pursuant to subparts B or G of part 284 of this chapter.

(g) Transmission customer means any eligible customer, shipper or designated agent that can or does execute a transmission service agreement or can or does receive transmission service, including all persons who have pending requests for transmission service or for information regarding transmission.

(h) Transmission functions means the planning, directing, organizing or carrying out of day-to-day transmission operations, including the granting and denying of transmission service requests.

(i) Transmission function employee means an employee, contractor, consultant or agent of a transmission provider who actively and personally engages on a day-to-day basis in transmission functions.

(j) Transmission function information means information relating to transmission functions.

(k) Transmission provider means:

(1) Any public utility that owns, operates or controls facilities used for the transmission of electric energy in interstate commerce; or

(2) Any interstate natural gas pipeline that transports gas for others pursuant to subparts B or G of part 284 of this chapter.

(3) A transmission provider does not include a natural gas storage provider authorized to charge market-based rates.

(l) Transmission service means the provision of any transmission as defined in § 358.3(f).

(m) Waiver means the determination by a transmission provider, if authorized by its tariff, to waive any provisions of its tariff for a given entity.

§ 358.4 Non-discrimination requirements.

(a) A transmission provider must strictly enforce all tariff provisions relating to the sale or purchase of open access transmission service, if the tariff provisions do not permit the use of discretion.

(b) A transmission provider must apply all tariff provisions relating to the sale or purchase of open access transmission service in a fair and impartial manner that treats all transmission customers in a not unduly discriminatory manner, if the tariff provisions permit the use of discretion.

(c) A transmission provider may not, through its tariffs or otherwise, give undue preference to any person in matters relating to the sale or purchase of transmission service (including, but not limited to, issues of price, curtailments, scheduling, priority, ancillary services, or balancing).

(d) A transmission provider must process all similar requests for transmission in the same manner and within the same period of time.

§ 358.5 Independent functioning rule.

(a) General rule. Except as permitted in this part or otherwise permitted by Commission order, a transmission provider's transmission function employees must function independently of its marketing function employees.

(b) Separation of functions.

(1) A transmission provider is prohibited from permitting its marketing function employees to:

(i) Conduct transmission functions; or

(ii) Have access to the system control center or similar facilities used for transmission operations that differs in any way from the access available to other transmission customers.

(2) A transmission provider is prohibited from permitting its transmission function employees to conduct marketing functions.

§ 358.6 No conduit rule.

(a) A transmission provider is prohibited from using anyone as a conduit for the disclosure of non-public transmission function information to its marketing function employees.

(b) An employee, contractor, consultant or agent of a transmission provider, and an employee, contractor, consultant or agent of an affiliate of a transmission provider that is engaged in marketing functions, is prohibited from disclosing non-public transmission function information to any of the transmission provider's marketing function employees.

§ 358.7 Transparency rule.

(a) Contemporaneous disclosure.

(1) If a transmission provider discloses non-public transmission function information, other than information identified in paragraph (a)(2) of this section, in a manner contrary to the requirements of § 358.6, the transmission provider must immediately post the information that was disclosed on its Internet website.

(2) If a transmission provider discloses, in a manner contrary to the requirements of § 358.6, non-public transmission customer information, critical energy infrastructure information (CEII) as defined in § 388.113(c)(1) of this chapter or any successor provision, or any other information that the Commission by law has determined is to be subject to limited dissemination, the transmission provider must immediately post notice on its website that the information was disclosed.

(b) Exclusion for specific transaction information. A transmission provider's transmission function employee may discuss with its marketing function employee a specific request for transmission service submitted by the marketing function employee. The transmission provider is not required to contemporaneously disclose information otherwise covered by § 358.6 if the information relates solely to a marketing function employee's specific request for transmission service.

(c) Voluntary consent provision. A transmission customer may voluntarily consent, in writing, to allow the transmission provider to disclose the transmission customer's non-public information to the transmission provider's marketing function employees. If the transmission customer authorizes the transmission provider to disclose its information to marketing function employees, the transmission provider must post notice on its Internet website of that consent along with a statement that it did not provide any preferences, either operational or rate-related, in exchange for that voluntary consent.

(d) Posting written procedures on the public Internet. A transmission provider must post on its Internet website current written procedures implementing the standards of conduct.

(e) Identification of affiliate information on the public Internet.

(1) A transmission provider must post on its Internet website the names and addresses of all its affiliates that employ or retain marketing function employees.

(2) A transmission provider must post on its Internet website a complete list of the employee-staffed facilities shared by any of the transmission provider's transmission

function employees and marketing function employees. The list must include the types of facilities shared and the addresses of the facilities.

(3) The transmission provider must post information concerning potential merger partners as affiliates that may employ or retain marketing function employees, within seven days after the potential merger is announced.

(f) Identification of employee information on the public Internet.

(1) A transmission provider must post on its Internet website the job titles and job descriptions of its transmission function employees.

(2) A transmission provider must post a notice on its Internet website of any transfer of a transmission function employee to a position as a marketing function employee, or any transfer of a marketing function employee to a position as a transmission function employee. The information posted under this section must remain on its Internet website for 90 days. No such job transfer may be used as a means to circumvent any provision of this part. The information to be posted must include:

(i) The name of the transferring employee,

(ii) The respective titles held while performing each function (i.e., as a transmission function employee and as a marketing function employee), and

(iii) The effective date of the transfer.

(g) Timing and general requirements of postings on the public Internet.

(1) A transmission provider must update on its Internet website the information required by this part 358 within seven business days of any change, and post the date on which the information was updated. A public utility may also post the information required to be posted under part 358 on its OASIS, but is not required to do so.

(2) In the event an emergency, such as an earthquake, flood, fire or hurricane, severely disrupts a transmission provider's normal business operations, the posting requirements in this part may be suspended by the transmission provider. If the disruption lasts longer than one month, the transmission provider must so notify the Commission and may seek a further exemption from the posting requirements.

(3) All Internet website postings required by this part must be sufficiently prominent as to be readily accessible.

(h) Exclusion for and recordation of certain information exchanges.

(1) Notwithstanding the requirements of §§ 358.5(a) and 358.6, a transmission provider's transmission function employees and marketing function employees may exchange certain non-public transmission function information, as delineated in § 358.7(h)(2), in which case the transmission provider must make and retain a contemporaneous record of all such exchanges except in emergency circumstances, in which case a record must be made of the exchange as soon as practicable after the fact. The transmission provider shall make the record available to the Commission upon request. The record may consist of hand-written or typed notes, electronic records such

as e-mails and text messages, recorded telephone exchanges, and the like, and must be retained for a period of five years.

(2) The non-public information subject to the exclusion in § 358.7(h)(1) is as follows:

(i) Information pertaining to compliance with Reliability Standards approved by the Commission, and

(ii) Information necessary to maintain or restore operation of the transmission system or generating units, or that may affect the dispatch of generating units.

(i) Posting of waivers. A transmission provider must post on its Internet website notice of each waiver of a tariff provision that it grants in favor of an affiliate, unless such waiver has been approved by the Commission. The posting must be made within one business day of the act of a waiver. The transmission provider must also maintain a log of the acts of waiver, and must make it available to the Commission upon request. The records must be kept for a period of five years from the date of each act of waiver.

§ 358.8 Implementation requirements.

(b) Compliance measures and written procedures.

(1) A transmission provider must implement measures to ensure that the requirements of §§ 358.5 and 358.6 are observed by its employees and by the employees of its affiliates.

(c) Training and compliance personnel.

(1) A transmission provider must provide annual training on the standards of conduct to all the employees listed in paragraph (b)(2) of this section. The transmission provider must provide training on the standards of conduct to new employees in the categories listed in paragraph (b)(2) of this section, within the first 30 days of their employment. The transmission provider must require each employee who has taken the training to certify electronically or in writing that s/he has completed the training.

(2) A transmission provider must designate a chief compliance officer who will be responsible for standards of conduct compliance. The transmission provider must post the name of the chief compliance officer and provide his or her contact information on its Internet website.

(d) Books and records. A transmission provider must maintain its books of account and records (as prescribed under parts 101,125, 201 and 225 of this chapter) separately from those of its affiliates that employ or retain marketing function employees, and these must be available for Commission inspections.