

# PROTECTED CRITICAL INFRASTRUCTURE INFORMATION

## Requirements for Use

### N o n d i s c l o s u r e

This document contains Protected Critical Infrastructure Information (PCII). In accordance with the provisions of the Critical Infrastructure Information Act of 2002, 6 U.S.C. §§ 131 et seq. (the "CII Act"), PCII is exempt from release under the Freedom of Information Act (5 U.S.C. 552) and similar State and local disclosure laws. Unauthorized release may result in criminal and administrative penalties. It is to be safeguarded and disseminated in accordance with the CII Act, the implementing Regulation at 6 C.F.R. Part 29 (the "Regulation") and PCII Program requirements.

**By reviewing this cover sheet and accepting the attached PCII you are agreeing not to disclose it to other individuals without following the access requirements and to abide by the guidance contained herein. Your acceptance provides immediate access only to the attached PCII.**

**If you have not completed PCII user training, you are required to send a request to [pcii-training@dhs.gov](mailto:pcii-training@dhs.gov) within 30 days of receipt of this information. You will receive an email containing the PCII user training. Follow the instructions included in the email.**

#### Access

Individuals eligible to access the attached PCII must be Federal, State or local government employees or contractors and must meet the following requirements:

- Assigned to homeland security duties related to this critical infrastructure; and
- Demonstrate a valid need-to-know.

The recipient must comply with the requirements stated in the CII Act and the Regulation.

#### Handling

**Storage:** When not in your possession, store in a secure environment such as in a locked desk drawer or locked container. **Do not leave this document unattended.**

**Transmission:** You may transmit PCII by the following means to an eligible individual who meets the access requirements listed above. In all cases, the recipient must accept the terms of the Non-Disclosure Agreement before being given access to PCII.

**Hand Delivery:** Authorized individuals may hand carry material as long as access to the material is controlled while in transit.

**Email:** Encryption should be used. However, when this is impractical or unavailable you may transmit PCII over regular email channels. If encryption is not available, send PCII as a password protected attachment and provide the password under separate cover.

**Do not send PCII to personal, non-employment related email accounts.** Whenever the recipient forwards or disseminates PCII via email, place that information in an attachment.

**Mail:** USPS First Class mail or commercial equivalent. Place in an opaque envelope or container, sufficiently sealed to prevent inadvertent opening and to show evidence of tampering, and then placed in a second envelope that has no marking on it to identify the contents as PCII. Envelope or container must bear the complete name and address of the sender and addressee. Envelope will have no outer markings that indicate the contents are PCII and must bear the following below the return address: **"POSTMASTER: DO NOT FORWARD. RETURN TO SENDER."** Adhere to the aforementioned requirements for interoffice mail.

**Fax:** You are encouraged, but not required, to use a secure fax. When sending via non-secure fax, coordinate with the recipient to ensure that the faxed materials will not be left unattended or subjected to unauthorized disclosure on the receiving end.

**Telephone:** You are encouraged to use a Secure Telephone Unit/Equipment. Use cellular phones only in exigent circumstances.

**Reproduction:** Ensure that a copy of this sheet is the first page of all reproductions containing PCII. Clear copy machine malfunctions and ensure all paper paths are checked for PCII. Destroy all unusable pages immediately.

**Destruction:** Destroy (i.e., shred or burn) this document when no longer needed. For laptops or CPUs, delete file and empty recycle bin.

#### Sanitized Products

You may use PCII to create a work product. The product must not reveal any information that:

- Is proprietary, business sensitive, or trade secret;
- Relates specifically to, or identifies the submitting person or entity (explicitly or implicitly); and
- Is otherwise not appropriately in the public domain.

#### Derivative Products

Mark any newly created document containing PCII with "Protected Critical Infrastructure Information" on the top and bottom of each page that contains PCII. Mark "(PCII)" beside each paragraph containing PCII. Place a copy of this page over all newly created documents containing PCII. The PCII Submission Identification Number(s) of the source document(s) must be included on the derivatively created document in the form of a footnote.

**For more information about derivative products, see the PCII Work Products Guide or speak with your PCII Officer.**

Submission Identification Number:

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