

Gas Industry Standards Board

Certification Program

June 26, 1999



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1. Description

Certification is an activity that the majority of standards organizations and many associations undertake. Certification provides credibility, awareness of the standards, and is a tool that can be used by implementers of the standards, product developers and companies buying the software services, solutions or products. As a tool, the certification program can be used as a quick and inexpensive independent checkpoint to ensure that the key elements of a set of standards have been provided. Because the certification is confidential at the requester's request, the certification can be used to identify weaknesses early in the implementation stage and allow the requester of the certification to address those weaknesses before they impair the integrity of the software product or solution. Certification can be used to indicate to potential buyers of a given product that an independent certifier has reviewed the product and found during the certification that it supported the elements of the certification program. Making the checklist which comprises the certification available provides potential buyers with a clear understanding of the elements of the certification program.

The GISB Certification Program will provide documentation to requesters that their software products or software solution implementations meet specific criteria defined in GISB standards. The program is voluntary and confidential. The certification provided by GISB will indicate that a GISB approved certifier has determined that GISB EDI data sets are defined for the product; the mandatory data elements for those data sets are present; the standards for EDI implementations are present; and/or that the Internet standards are followed on the Web sites. Certification will be performed for single products or software solutions against specific versions of the GISB standards. The certification program will begin with version 1.3 of the GISB standards.

The certified software products can display GISB certification artwork (see Appendix A) provided by GISB on the documentation (electronic or printed) for a period of two years, after which re-certification is required. The artwork will include the GISB logo and the version of standards for which the product was certified.

2. Scope

GISB will certify a product or software solution for a specific version of the GISB standards. The certification will begin with version 1.3 of the standards. Any company, regardless of GISB membership status, can request that its software products be certified by GISB. For version 1.3, the standards addressed for the EDI data sets are:

- 1.4.1 Nomination
- 1.4.2 Nomination Quick Response
- 1.4.3 Request for Confirmation
- 1.4.4 Confirmation Response



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- 1.4.5 Scheduled Quantity
- 1.4.6 Scheduled Quantity For Operator
- 1.4.7 Confirmation Response Quick Response
- 2.4.1 Pre-determined Allocation
- 2.4.2 Pre-determined Allocation Quick Response
- 2.4.3 Allocation
- 2.4.4 Shipper Imbalance
- 2.4.5 Measurement Information
- 2.4.6 Measured Volume Audit Statement (mutually agreeable usage)
- 3.4.1 Transportation/Sales Invoice
- 3.4.2 Payment Remittance
- 3.4.3 Statement of Account
- 3.4.4 Service Requester Level Charge/Allowance Invoice (mutually agreeable usage)
- 5.4.1 Capacity Release-Firm Transportation and Storage Offer
- 5.4.2 Capacity Release-Firm Transportation and Storage Bid Review
- 5.4.3 Capacity Release-Firm Transportation and Storage Award Notice
- 5.4.4 Capacity Release-Replacement Capacity
- 5.4.5 Capacity Release-Firm Transportation and Storage Withdrawal Offer/Bid
- 5.4.6 Capacity Release-Upload of Withdrawal of Offer or Bid
- 5.4.7 Capacity Release-Upload to Pipeline of Prearranged Deal
- 5.4.8 Capacity Release-UPPD Validation
- 5.4.9 Capacity Release-UPPD Notification
- 5.4.10 Capacity Release-UPPD Bidder Confirmation
- 5.4.11 Capacity Release-UPPD Bidder Confirmation Validation
- 5.4.12 Capacity Release-UPPD Final Disposition
- 5.4.13 Capacity Release-Operationally Available and Unsubscribed Capacity
- 5.4.14 Capacity Release-Upload of Request for Download of Posted Data Sets
- 5.4.15 Capacity Release-Response to Upload of Request for Download
- 5.4.16 Capacity Release-System Wide Notices
- 5.4.17 Capacity Release-Note/Special Instructions

For the mutually agreeable data sets (GISB Standard Nos. 2.4.6 and 3.4.4), if the data sets are present in the product or software solution, they will be reviewed for certification. If the product or software solution addresses the capacity release program, it will be reviewed for certification.



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For these data sets, the software products and software solutions requested for certification will be reviewed for agreement with the version 1.3 standards:

- The presence of the data sets
- The presence of the mandatory data element fields
- The attributes of the mandatory data element fields
- The placement of the mandatory data element fields in the header or detail and respective segments

For the electronic delivery standards, the software products and software solutions requested for certification will be reviewed for agreement with the version 1.3 of the following GISB standards as it applies to their specific business requirements:

- 4.1.12 Protocols and tools that parties elect to support should be "Internet-compatible."
- 4.3.2 ... A standard network protocol (TCP/IP) should be in service for direct connect to the pipeline designed site by 4/1/97.
- 4.3.4 Transactional data should be retained for at least 24 months for audit purposes. This data retention requirement only applies to the ability to recover or regenerate electronic records for a period of two years and does not otherwise modify statutory, regulatory, or contractual record retention requirements.
- 4.3.6 By August 1, 1997 Transportation Service Providers should establish a HTML page(s) accessible via the Internet's World Wide Web. The information that is currently provided should be posted as follows:
 - 1) Notices (critical notices, operation notices, system wide notices, etc.)
 - 2) FERC Order No 566 affiliated marketer information. (affiliate allocation log, 24 hr. discount postings, etc.)
 - 3) Operationally available and unsubscribed capacity
 - 4) Index of customers
 - 5) Transportation Service Provider's tariff (Terms, conditions and rates), or general terms and conditions.
- 4.3.7 At a minimum, the designated site should be accessible via the public Internet. This specifically does not preclude location of the designated site on a private intranet as long as the designated site is accessible via the public Internet.
- 4.3.8 The minimum acceptable protocol should HTTP. All sending and receiving parties should be capable of sending and receiving using HTTP.
- 4.3.9 There is a time stamp (HTTP Time-stamp) that designates the time that a file is received at the designated site. The receiving party should generate a time-stamp upon successful receipt of the complete file and send as an immediate response to the sending party. The time-stamp should be generated by Common Gateway Interface (CGI) of the receiving party, prior to further processing by the CGI.
- 4.3.10 The time-stamp should be included in the HTTP response back to the sender of the original HTTP transaction. It is recommended that the server clock



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generating the time-stamp be synchronized with the National Institute of Standards and Technology (NIST) time in order to mitigate discrepancies between the clocks of the sender and receiver.

- 4.3.11 The HTTP response should be sent to the sending Internet Protocol (IP) address. Other response documents should be returned to the official designated site defined in the Trading Partner Agreement.
- 4.3.12 As a minimum, within a trading partner agreement, one designated site for receipt should be identified for each trading partner. That site should be identified by a specific Uniform Resource Locator, (URL). This does not preclude multiple designated sites being mutually agreed to between trading partners.
- 4.3.13 The sender should make three attempts to complete a unit of work. After three failed attempts, it should be considered a failure.
- 4.3.14 The roles of sender and receiver are defined in following table. The entire table defines a unit of work:

<u>Client (Sender)</u>	<u>Server (Receiver)</u>	<u>CGI (Receiver)</u>
	Listen for Connect	
Connect	Accept Connection	
Write	Read	Start of Receipt
Write	Read	
EOF (send)	Read	End of Receipt
Read (HTTP response)	Write (HTTP response)	
Received		
EOF (HTTP response)		

- 4.3.15 Trading partners should implement all security features (secure authentication, integrity, privacy, and non-repudiation) using a file-based approach via a commercially available implementation of PGP 2.6 or greater (or compatible with PGP 2.6). Trading partners should also implement basic authentication. This should be regarded as an interim solution since this technology is not an open standard. This technology supports all of the above security features while providing independence of choice of Web servers and browsers. Encryption keys should be self-certified and the means of exchange should be specified in the trading partner agreement.
- 4.3.16 The documents identified in GISB Standard 4.3.6 should be made available in HTML or RTF format, except with respect to the Index of Customers document which may be displayed in HTML or RTF and which should be downloadable in a defined, tab-delimited ASCII text file, with provisions for title information and footnote capability, as set forth in Code of Federal Regulations Part 284, Section 223. (Reference Order Number 581, Docket No. RM 95-4-000, issued February 29, 1996, "Appendix A, Instruction Manual for Electronic Filing of the Index of Customers" issued with the above referenced order.)
- 4.3.17 "Informational Postings" should be the label used for navigation to or within the Web site.
- 4.3.18 Transportation Service Providers should provide and keep current to the Central



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Address Repository the addresses (URLs) for the following in a specified format and communication method(s):

- Informational Postings
- Affiliated Marketer Info.
- Capacity
- Index of Customers
- Notices
- Tariff
- Downloads
- Site Map

This specification and any changes to it should be subject to GISB approval.

4.3.20 A user ID or password should not be required to access the Central Address Repository or the Transportation Service Provider's Informational Postings Web Site.

4.3.21 The categories and the labels for Informational Postings required under Standard 4.3.6 should be as follows:

- Affiliated Marketer Info.
- Capacity
- Index of Customers
- Notices
- Tariff

These categories and labels should appear in the order specified above and before any others.

4.3.22 The following navigational links should appear last in the Navigational Area and be labeled as follows:

- Downloads
- Search
- Site Map

4.3.23 The subcategories and labels for the categories of Informational Postings should be as follows:

CATEGORIES	SUBCATEGORIES
Affiliated Marketer Info.	Capacity Allocation Log (when applicable) Discount Offers
Capacity	Operationally Available Unsubscribed
Index of Customers	
Notices	Critical Non-Critical
Tariff	Title Page



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- Table of Contents
- Preliminary Statement
- Map
- Currently Effective Rates
- Rate Schedules
- General Terms and Conditions
- Form of Service Agreement
- Entire Tariff
- Sheet Index

- 4.3.24 The Transportation Service Provider's Informational Postings Web Site should include the name, nickname, or name abbreviation of the Transportation Service Provider so that it will appear first in the browser title bar. Content Area documents should have a similar name when printed.
- 4.3.25 The Site Map should be provided in the Content Area and should include links to all levels of categories described in Standard 4.3.21 and Standard 4.3.23. Each level of category and subcategory should be indented to show its relationship and should be presented in text form to best utilize space.
- 4.3.26 Transportation Service Providers should provide search capability for a word or phrase within the text, headers, and footers of the entire tariff and within any of the following tariff subcategories: 1) Rate Schedules, 2) General Terms and Conditions, and 3) Form of Service Agreement. The results of the search should provide a list of links to the pages containing the word or phrase. "Search" should appear as a link and be labeled as such, appearing immediately above the Site Map link.
- 4.3.27 The "Notices" category (as shown in the Navigational Area) should expand to a list of subcategories (in the Navigational Area) when clicked; there are no display requirements for the Content Area. Each of these subcategories, when clicked, should display a list of notices for that subcategory in the Content Area.
- 4.3.28 For the subcategories of Notices, the first column headings in the Content Area should be Notice Type, Posted Date/Time, Notice Effective Date/Time (and Notice End Date/Time, when applicable), Notice Identifier (optional*) and Subject, with the list sorted in reverse chronological order by Posted Date/Time.
- * When used as a reference, the Notice Identifier should be displayed.
- 4.3.29 The words or labels that should appear in the "Notice Type" column in Standard 4.3.28 should be:
- | | |
|---|------------------|
| Words | Labels |
| Capacity Constraint | Cap. Constraint |
| Capacity Discount | Cap. Discount |
| Curtailement | Curtailement |
| Force Majeure | Force Majeure |
| Maintenance | Maintenance |
| Operational Flow Order | OFO |
| Press Release, Company News or Phone List | News, Phone List |
| Other | Other |
- 4.3.30 The links to categories of Informational Postings should be displayed vertically



on the left (Navigational Area) of the screen at all times.

- 4.3.31 With regard to Informational Postings, when using abbreviations to display column and field names, the following abbreviations should be used:
- | | |
|--------------------------|-------|
| Available | Avail |
| Capacity | Cap |
| Date/Time | D/T |
| Description | Desc |
| Effective | Eff |
| Location | Loc |
| Quantity | Qty |
| Maximum Daily Quantity | MDQ |
| Maximum Storage Quantity | MSQ |
- 4.3.32 Each line of the Table of Contents of the Tariff should provide a link to a corresponding sheet by clicking on the sheet number shown. The subcategories Currently Effective Rates, Rate Schedules, General Terms and Conditions, and Form of Service Agreement should provide either a table of contents or a similar breakdown, when applicable, and a link function to a corresponding sheet. For example, if General Terms and Conditions has a separate table of contents, it should provide corresponding links.
- 4.3.33 For Tariff documents, "previous" and "next" links should be displayed at the top of each HTML document. If the "previous" and "next" links may scroll off the display, they should also be provided at the bottom of the HTML document.
- 4.3.34 Columns that would contain data not supported by the Transportation Service Provider should be eliminated on display and left blank on download.
- 4.3.35 The header information should be displayed at the top before the columnar information. The column headings for the posting of "Index of Customers" should be displayed as follows:
- Rate Schedule
 - Customer
 - Contract Effective Date
 - Contract Termination Date
 - Maximum Daily Quantity
 - Maximum Storage Quantity
 - Rollover Period
 - Footnotes (when applicable)

These columns should appear in this order from left to right. The data should be sorted in ascending order by rate schedule and then by customer name within rate schedule. Footnote text should be displayed below the columnar information.

3. Certification Program Process

A company requesting certification can contact the GISB office to receive an application form (see Appendix B) or it can download the form from the GISB Home Page. The requesting



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party forwards the completed application to the GISB office. Upon receipt of an application to certify a software product or software solution, GISB will inform the requester of all GISB approved certifiers. The requester will select a certifier from the list and inform GISB of the selection. As a restriction on the selection process, self-certification is not permitted. The selected certifier is notified by GISB of the request to certify a specific software product or software solution. The certifier and the requester schedule time to review the software product or software solution. The certifier provides a signed confidentiality agreement to the requester. GISB provides the requester with a checklist of standards (see Appendix C) that will be reviewed for certification.

The on-site certification should take no more than three days. The requester will have access to all necessary parts of the software product or software solution available for review when the certifier requires such access. Delays in access that result in time loss against the three day period will cause additional daily fees and travel expenses to be charged by the certifier. At the conclusion of a successful certification review, the report will be prepared by the certifier and given to the GISB office and the requester. GISB will provide a certificate and certification artwork to the requester for the given software product or software solution. The certificate is current for a period of two years for the specific software product or software solution reviewed against the specific version of GISB standards.

If the certification review is not successful and the requester can address the deficiencies raised during the three day period such that the standards specified in the certification program are met, there is no need for an additional visit to review the modified software product or solution for certification. If the certification review identifies deficiencies that cannot be addressed in the same three-day period, a report (see Appendix D) will be prepared by the certifier and given to the requester. An appeal can be made using the Appeals Process (see Appendix E) or a follow up review can be scheduled at fee plus travel expenses to be determined by the certifier if the requester wishes to continue the certification process. Upon successful follow-up review, the report will be prepared by the certifier and given to the GISB office and the requester. GISB will provide a license (see Appendix J), certificate (see Appendix K) and certification artwork to the requester for the given software product or software solution. The certificate is current for a period of two years for the specific software product or software solution reviewed against the specific version of GISB standards.

The payment for the certification is provided by the requester to the certifier based on the arrangements made between the two parties. Additional payments for follow-up visits and additional days are made directly to the certifier with no revenue sharing with GISB.

4. Introduction of the Program to the Industry

The program will be announced on August 2, 1999 and the press release provided in Appendix F will be distributed. Companies requesting certification will be provided a list of GISB approved certifiers beginning on August 15. It is expected that the certification of these companies will conclude by September 30, 1999 after which GISB will prepare a press release announcing the first set of GISB certified software products and software solutions.

All GISB service segment company members that offer software products or services will be contacted by the GISB office before July 20, 1999. The office will describe the program as noted in this document. Applications (see Appendix G) will be forwarded to interested



members. A description of the program will be included on the GISB home page along with an application and will be included in the GISB newsletter. All members will be notified of the certification program.

Several service companies have requested that GISB offer this certification service. They will be notified immediately upon finalization of the program.

5. Cost of the Program

The price to requesters for certification is to be determined by the certifier. The certifier provides a fee to the GISB office for each certification performed for a given version of the GISB standards and a specific software product or software solution. The fee paid by the certifier to GISB is \$7500 per certification for GISB member companies requesting certification and \$10,000 per certification for non-GISB members requesting certification. Discounts may be available for certification of multiple products and software solutions if the products and software solutions share a common database. All payments will be made to GISB in advance of the certification service being scheduled.

6. Statement and Disclaimer

1. The purpose of this GISB certification is to facilitate trade and avoid misunderstanding related to the use of GISB standards. The act of certification is a voluntary process and GISB does not mandate that any party be certified. Moreover, GISB does not represent or warrant that the party being certified is GISB compliant in its use of the GISB standards.
2. The GISB Certification Program will provide documentation to REQUESTERS that their software products or software solution implementation meets specific criteria defined in existing GISB standards at the time of the certification.
3. FURTHER, GISB DISCLAIMS AND EXCLUDES, AND ANY PARTY BEING CERTIFIED ACKNOWLEDGES AND AGREES TO THIS DISCLAIMER OF, ANY AND ALL WARRANTIES, CONDITIONS OR REPRESENTATIONS, EXPRESS OR IMPLIED, ORAL OR WRITTEN, WITH RESPECT TO THIS CERTIFICATION PROCESS OR ANY PART THEREOF, INCLUDING ANY AND ALL IMPLIED WARRANTIES OR CONDITIONS OF NON-INFRINGEMENT, MERCHANTABILITY OR FITNESS OR SUITABILITY FOR ANY PARTICULAR PURPOSE (WHETHER GISB KNOWS OR HAS REASON TO KNOW, HAS BEEN ADVISED, OR IS OTHERWISE IN FACT AWARE OF ANY SUCH PURPOSE), WHETHER ALLEGED TO ARISE BY LAW, BY REASON OF CUSTOM OR USAGE IN THE TRADE, OR BY COURSE OF DEALING. THE PARTY BEING CERTIFIED ALSO AGREES THAT UNDER NO CIRCUMSTANCES WILL GISB BE LIABLE FOR ANY DIRECT, SPECIAL, INCIDENTAL, EXEMPLARY, PUNITIVE OR CONSEQUENTIAL DAMAGES ARISING OUT OF ANY USE OF THIS CERTIFICATION PROCESS. NOTWITHSTANDING THE ABOVE, IN NO CASE SHALL GISB'S LIABILITY TO ANY PARTY BEING CERTIFIED EXCEED \$2,000, OR THE ACTUAL DAMAGES, WHICHEVER IS LESS.



7. Certifying the Certifiers

The GISB approved certifiers will be required to sign a Master Agreement (see Appendix H) with GISB. A confidentiality agreement will also be signed by the certifiers as negotiated with the requester. To become a certifier for a given version of GISB standards, the requirements are attendance at both the three day GISB class and the GISB Internet one day class including passing the GISB Certifier Exam for that version of the GISB standards. The test (see Appendix I) is included in this section and offered the week of August 2. GISB standard manuals for version 1.3 can be used during the test if needed. A passing grade of 80 is required. The test will be offered periodically depending on the number of requests to take the test. It will be offered at least once per quarter. For a period of six months after a new version of standards is released, the test will be offered on the previous release. The test is offered at no charge to representatives of member companies who have completed the prerequisite course work. The test is also offered to representatives of non-member companies who have completed the prerequisite course work for a fee of \$250.00.

Companies requesting the role of certifiers should prepare information and forward it to the GISB office beginning on August 2. The test will be scheduled that week. The information should include the names of the individuals to perform the certification and biographical information on relevant experience and the dates of the courses attended.

The test begins on the following page and addresses both EDI and Web standards for version 1.3 of the GISB standards. The answers can be found in the standards manuals.

8. Timeline for Implementation

The timeline for implementation follows:

- | | | |
|--------------------|---|--|
| July 20, 1999 | • | GISB members notified of Certification Program |
| August 2, 1999 | • | Announcement of the GISB Certification Program (press release) |
| | • | Beginning Date for the GISB Office to receive requests for certifiers |
| | • | GISB Certifier Exam for Version 1.3 scheduled during this week |
| August 15, 1999 | • | Beginning Date for the GISB Office to receive requests for certifiers |
| September 30, 1999 | • | First set of successful certifications for Version 1.3 awarded and press release distributed |