

## Policy letter for private parties



January 01, 2021

### Subject: Requests for Southern California Edison Facility Map information

**All requesting parties will be charged for our services. If you are requesting on behalf of a city/county, the request must come from a city/county employee email address. No exceptions. You may be asked to sign a non-disclosure agreement depending on project size and location.**

The process for obtaining copies of SCE Facility Maps is outlined below. Please read carefully and save for future reference.

1. Requests may be submitted by: Email (preferred) or US mail. **No phone requests.**

**\*\*To avoid duplication, please use only one method\*\***

[MapRequests@sce.com](mailto:MapRequests@sce.com)

(OR)

Southern California Edison  
Attn: Map Requests Bldg D  
1444 E. McFadden Ave  
Santa Ana, CA 92705

2. Please fill out the (pdf) "Facility Map Request Form" and attach with your request.
3. Using the "Facility Map Request Form", please be *precise* about the location to be researched, listing all streets from point A to B, etc. on cover letter. Facility Map requests should define the exact project route or site using **Google Map or Assessors Map**. A clearly marked/highlighted map should accompany all requests. Large Tract maps will not be accepted.

Copies of facility map(s) will be provided at a cost of \$20.00 per map. Upon completion of the facilities research, PDF copies of existing facilities maps will be sent to the email requester via secure SharePoint link (*Please make sure to check all spam/junk folders*). An invoice for the cost of providing all maps and services will be sent separate to the requester within ten (10) business days after the maps are sent out. Delinquent payments will result in future map requests being delayed or denied. Please be sure to include invoice stub and write invoice number on your check and send to the address shown on the invoice to ensure proper credit to your account and avoid delaying future map requests.

If you have any questions, please contact:

Ryan Bissonnette  
Map Sales Supervisor  
[Ryan.Bissonnette@sce.com](mailto:Ryan.Bissonnette@sce.com)  
(909) 233-9831



# Facility Map Request Form

Date: mm/dd/yyyy

## Requestor Information

Requestor Name:

Company Name:

Company Mailing Address:

Company City & Zip Code:

Email Address:

Contact Phone Number:

## Map Information

How will you be using the documents?

Project Name/ Number/ Location/ Street Address of Project:

**\*Please email this form along with a clearly marked google map or assessor's map.**

### Frequently Asked Questions for Records Request

#### **Why do I need to fill out this form?**

Southern California Edison (SCE) must keep track of what information is released and to whom for cyber security purposes. This form also allows for more consistency in the way that we receive map requests.

#### **Who needs to fill out this form?**

Anyone requesting Southern California Edison facilities inventory maps. This includes, but is not limited to:

- Customers, Contractors, Consultants and developers
- Cities that have franchise agreements with SCE
- Other local, state or national government agencies

#### **What information do we need?**

- Your contact information (name, company, company mailing address, e-mail address, phone number)
- Street address/ location of your property/ project
- The reason for requesting maps including the type of project and the general scope

#### **What happens after I submit the form?**

The form will be reviewed by the Map Sales team. If your request is determined to include Critical Energy Infrastructure Information (CEII), you will be required to sign a Non-Disclosure Agreement (NDA). This agreement is specific to the individual signing it, as well as to the project. If multiple people will access the information, each person must sign the agreement. Each project should be submitted as a separate map request and will be individually reviewed to determine if it will require and NDA.

#### **How long will it take for me to get my information?**

Southern California Edison has ten (10) business days to respond to any request for public documents – but every effort will be made to provide a response as quickly as possible. You will receive an automated response with current turnaround time. Turnaround time may vary for receipt of maps based on current map requests volume. *(Note: If you do not receive this automated email response, please check all spam/ junk folders).*

#### **Who do I talk to if I have questions?**

For questions about this form and/or the records request process, please contact the Map Sales team at [MapRequests@sce.com](mailto:MapRequests@sce.com).