

Required Information

This information must appear somewhere in the documents listed above.

✓	Required Information
	<u>Location</u> Address of MDMA and or systems supporting MDMA functions, address of satellite offices, of applicable.
	<u>Staffing</u> Indicate current staffing levels required and include job titles.
	<u>Vendor Contact</u> Addresses and phone numbers for vendor support.
	<u>Contact lists</u> Personnel to contact in the event of a disaster.
	<u>Systems</u> Configurations needed for systems recovery.
	<u>Hardware</u> A list of equipment spares and system configurations needed for systems recovery.
	<u>Description of Internal and External Communication Links</u> Telecommunication links, pots lines, Wan/Lan, etc.
	<u>Hotsite or Redundant Systems location</u> Addresses and phone numbers with details of how to get there.
	<u>Worst-Case Provisions</u> Information showing that no data will be lost
	<u>Recommended (not required for MDMA acceptance)</u> <u>Arrangements for another, previously approved MDMA to temporarily or permanently take over processing responsibilities in the case where the original MDMA cannot perform those functions</u>

The MDMA must be capable of storing and transferring data at a certain standard of performance, as well as maintaining an adequate security system. Use the checklist below to ensure that you can document your system's ability to maintain minimum standards of availability and security.

✓	Criteria
	Be able to provide the most recent twelve months (or the maximum amount processed) of historical consumption data within five days after the data has been requested by a succeeding ESP.
	Hardware and software platforms must show proof of scalability in accordance with the throughput and connectivity performance requirements in Appendix D of the July 25, 1997 MDCS Report, without regard to restrictions that may result from the equipment used to receive the data.
	Must have Secure-Socket Layer (SSL) or other security mechanism agreed upon by the parties for all situations where data is transmitted from the MDMA server to other parties over a common carrier.
	MDMA data on the server awaiting transport to the MDMA user must be protected from unauthorized access by a firewall, encryption or some other reasonable security measure(s).
	MDMA must have physical access restrictions to the data processing center in place and functional.