United States Environmental Protection Agency Letterhead

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**

WASHINGTON, D.C. 20460

MEMORANDUM

DATE: **[Add Date]**

SUBJECT: Request for a Waiver for an External Public Website from the Requirement to Host EPA Content within the EPA Web Environment

FROM: **[*XXX, Senior Information Officer*; if OEI, put Office Director of the Requesting Office]**

THROUGH: [Current Director], Director

Office of Information Management

TO: [Current CIO], Chief Information Officer

Office of Environmental Information

This memorandum requests your approval of a waiver from the requirement to host EPA public information in the EPA Web Environment. Your approval of this waiver request will allow [***Office/Region***] to host [***site and website URL***] on a server external to the EPA Web Environment.

As the Senior Information Official of [***Office/Region***], I certify that the use of this domain is consistent with EPA’s Web Governance and Management Policy and associated procedures. In addition, the content of the external website conforms to the Federal Government content policies and applicable requirements outlined by the Office of Management and Budget in Memorandums, [OMB M-05-04](https://www.whitehouse.gov/sites/default/files/omb/memoranda/fy2005/m05-04.pdf), “Policies for Federal Agency Public Websites,” and [OMB M-15-13](https://www.whitehouse.gov/sites/default/files/omb/memoranda/2015/m-15-13.pdf), “Policy to Require Secure Connections across Federal Websites and Web Services.” I have also included the business and/or technical reasons for seeking a waiver from the requirement and any costs, risks and mission impacts associated with the content remaining on the current website.

| **Waiver Request Information**  **(All elements are required except those marked with \*)** |
| --- |
| **Site URL/Domain:** |
| **Date of Notification:** |
| **Purpose of the site**: |
| **Type of Site:**  **Partnership Site**  Registration Page for EPA-only Sponsored Conference  Joint Conference (Federal agencies)  Joint Conference (Non-federal organizations) |
| **Date Site is expected to be launched**: |
| **Agency or Partnership Driver:** |
| **Office Director Responsible for the EPA Information**: |
| **EPA Point of Contact**: |
| **Site Partners (if applicable**)\*: |
| **Business/Technical Reasons for the waiver**: |
| **Costs, risks and mission impacts if waiver is not granted**: |
| **Other information/Comments (optional)\*:** |

**Waiver Request Certifications**

For the website for which we are requesting a waiver, I certify and will provide applicable documentation if necessary that:

* The website has an SIO approved security plan.
* The website will comply with existing information security and acquisition standards including Internet Protocol Version (IPv6). My office understands that the site is subject to periodic monitoring and security audits, possibly at the expense of the requesting office.
* The website is subject to inclusion in the OMB PortfolioStat Integrated Data Collection.
* The website complies with EPA’s Privacy Policy.
* The website complies with the accessibility standards as outlined in Section 508 of the Rehabilitation Act.
* The website will use plain language, in accordance with the Plain Language Act of 2010.
* The website complies with the Product Review guidelines established by the Office of Public Affairs’ Office of Web Communications.
* The website complies with EPA records management policy and procedures.
* The website will only provide service through a secure (HTTPS) connection as required by OMB M-15-13.
* The website will employ the use of web analytics in partnership with GSA Digital Analytics Program.
* My Office understands that technical support for external sites is the responsibility of the external hosting organization. Support for other than routine problem isolation and resolution may require a service agreement with the National Computer Center.