United States Environmental Protection Agency Letterhead

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**

WASHINGTON, D.C. 20460

MEMORANDUM

DATE: [**Add Date**]

SUBJECT: Registering a new EPA.gov Subdomain associated with [**Name of Partnership, Program**]

FROM: [**Name, Title**] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[**Signature**]

[**Program/Regional Office**]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[**Signature of Web Council Member**]

TO: Lin Darlington, Director, Web Content Services Division (WCSD), and EPA National Web Infrastructure Manager

This is a request for permission to register https:// [**name of URL**] as a new EPA.gov Subdomain to support the release of [**name of partnership, program, etc.**]. The partnership includes [**if there are partners, spell out their names**]. The new web site will provide [**describe the site and purpose**]. This content cannot be published on [www.epa.gov](http://www.epa.gov) because [**describe why it cannot go on** [**www.epa.gov**](http://www.epa.gov)]. EPA [**and the partnership Agencies named above, if applicable**] will collaborate on the development and management of the site. EPA will be responsible for hosting the site. [**References to partnerships can be removed if there are no partnerships**]

As the Official of [***Office/Region***], I certify that the use of this subdomain is consistent with EPA’s Web Governance and Management Policy and associated procedures. In addition, the content of the website conforms to the Federal Government content policies and applicable requirements outlined by the Office of Management and Budget in Memorandums,

[M-17-06](https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/memoranda/2017/m-17-06.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,” and [DHS BOD-18-01](https://cyber.dhs.gov/assets/report/bod-18-01.pdf).

In addition, I certify that this site complies with EPA’s Procedure: Ensuring EPA Public Content in the EPA Web Environment.

By signing this request, I acknowledge responsibility for the confidentiality, integrity, and availability of EPA information stored on this site. The [**EPA Team**] will follow EPA accessibility, records management and archiving requirements, and understand that technical support and DAP statistics for my site are my responsibility.

| **EPA.gov Subdomain Request Information**  **(All elements are required except those marked with \*)** |
| --- |
| **Purpose of the site**: |
| **Date Site is expected to be launched**: |
| **Agency or Partnership Driver (such as coincides with announcement, etc.):** |
| **Office Director Responsible for the EPA Information**: |
| **IP Address to match to the sub domain (if granted):** |
| **Site Partners (if applicable**)\*: |
| **Business/Technical Reasons for the waiver**: |
| **Two Points of Contact (POC)**  Two people who control the content of the domain and are the managers of the operations of the domain.    Mr./Ms. first name, last name  Title  Address  Phone/fax number  Email address  Mr./Ms. first name, last name  Title  Address  Phone/fax number  Email address |

**Certifications**

For the website, I certify and will provide applicable documentation that:

The website has an approved security plan and Authorization to Operate.

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 upon launch 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 this site is the responsibility of my organization.