United States Environmental Protection Agency Letterhead

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**

WASHINGTON, D.C. 20460

MEMORANDUM

DATE: [**Add Date**]

SUBJECT: Registering a new dot gov domain/website associated with [**Name of Partnership, Program**]

FROM: [**Name, Title**] (SIO; if OEI, please use the Office Director)

[**Program/Regional Office**]

THROUGH: Arnold E. Layne, Director

Office of Information Analysis and Access

TO: Ann Dunkin, Chief Information Officer

Office of Environmental Information

This is a request for permission to register [**name of URL**] with the GSA .Gov Domain Name Registration Service to support the release of [**name of partnership, program, etc.**]. The partnership includes [**partners with names spelled out**]. The new web site will provide [**describe the site and purpose**]. EPA and the partnership Agencies named above 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 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 external website.

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 statistics for external sites are the responsibility of the external hosting organization.

| **Dot Gov Domain 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**: |
| **Point of Contact**: |
| **Site Partners (if applicable**)\*: |
| **Business/Technical Reasons for the waiver**: |
| **Costs, risks and mission impacts if waiver is not granted**: |
| **Administrative Point of Contact (POC)**  The Administrative POC is the person who controls the content of the domain and is the manager of the operations of the domain.    Mr./Ms. first name, last name  Title  Address  Phone/fax number  Email address |
| **Billing Point of Contact (POC)** The Billing POC is the person that pays for the domain.  Mr./Ms. first name, last name  Title  Address  Phone/fax number  Email address |
| **Technical Point of Contact (POC)** The Technical POC is the person that operates the DNS and takes care of technical operations such as security patches, programming etc.  Mr./Ms. first name, last name  Title  Address  Phone/fax number  Email address |

**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 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 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.
* If applicable, the (partnership or joint) website includes a disclaimer stating that the information is drawn from multiple sources, i.e., EPA, et al, and suggest that the viewer examine the information in its original context, if that is possible. Directions to that original information will be provided.