



ORDER

Classification No.: 2190.6

Approval Date: 05/15/2003

Review Date: 05/15/2006

Web Site Management: Developmental Web Sites

Purpose: This policy establishes the requirement to protect EPA information intended for the World Wide Web from public view prior to management approval.

Audience: All EPA personnel and contractor staff involved with developing or approving Web pages, including Office Directors and Regional equivalents, Web managers and Web developers.

Background: When developing new Web pages for public access, it is common practice to post these pages on a developmental site, sometimes of short duration, for the following purposes:

- data verification
- usability testing
- link checking, and
- management review

Some EPA offices use “staging” or “pre-production” servers to perform these functions. These servers are in continuous operation and might be connected to the World Wide Web. In addition, some offices use temporary areas on EPA's Web server or on the Intranet server. In both cases, it is necessary to prevent the public from viewing EPA information not yet approved for publication on the Web.

Policy: EPA information posted on developmental Web sites (temporary or in continuous operation) on EPA Internet or Intranet servers, on servers operated by contractors, on local area networks or on personal computers will be protected from premature release prior to management approval of the Web site content.

The intranet is automatically protected against public viewing, so no additional protection is necessary for developmental sites on the intranet. For developmental sites on Internet servers, the Webguide

(http://intranet.epa.gov/webmast3/webguide/password_protect.html and http://intranet.epa.gov/webmast3/webguide/ip_protect.html) contains guidance on protective measures.

Roles and Responsibilities:

- A. The Chief Information Officer/Assistant Administrator, Office of Environmental Information (OEI), is responsible for monitoring compliance with this policy.
- B. Assistant Administrators, Deputy Chief of Staff (Office of the Administrator), General Counsel, Inspector General, Chief Financial Officer, Associate Administrators and Regional Administrators are responsible for ensuring compliance with this policy.
- C. Office directors are responsible for ensuring that developmental Web sites under their authority are operated in accord with this policy. Managers reporting directly to AAs and their equivalents may delegate the authority for complying with this policy to their immediate subordinates
- D. Web managers and developers, and contractor employees, are responsible for following this policy and obtaining appropriate reviews and approvals prior to public release of EPA information.

Related Documents: EPA Order 2190.4, Use of Public Access Web Servers External to www.epa.gov, April 2, 2002
(http://www.epa.gov/webguide/docs/ref/2190_4.pdf).

Memorandum, "EPA's Policy Regarding the Agency's Central Public Access Server," June 30, 2000
(<http://www.epa.gov/webguide/docs/roguefinal.html>).

Definition: Developmental Web site: a page or set of pages being prepared for public access on the Internet, and available to a restricted audience so that management and other interested parties can review their content or design.

Recertification Date:

Three years from date of approval.

**Additional
Information:**

For further information about this Order, please contact the Chief, Policy and Program Management Branch, Office of Information Analysis and Access, 202-566-0668.
