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**]

THRU: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[**Signature of Web Council Member**]

TO: Steve Brosseau, Branch Chief, Web and Infrastructure Services Branch (WISB), 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-23-22](https://bidenwhitehouse.archives.gov/wp-content/uploads/2023/09/M-23-22-Delivering-a-Digital-First-Public-Experience.pdf) ”Delivering a Digital-First Public Experience” and [OMB M-15-13](https://obamawhitehouse.archives.gov/sites/default/files/omb/memoranda/2015/m-15-13.pdf), “Policy to Require Secure Connections across Federal Websites and Web Services,” [DHS BOD-18-01](https://cyber.dhs.gov/assets/report/bod-18-01.pdf), [H.R. 5759 – 21st Century Integrated Digital Experience Act](https://www.congress.gov/bill/115th-congress/house-bill/5759/text), and [U.S. Web Design System](https://designsystem.digital.gov/). 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**

The requesting office accepts responsibility for providing technical support to ensure that the new Subdomain:

Has an approved security plan.

Complies with existing information security standards including Internet Protocol Version (IPv6).

The website complies with EPA records management policy and procedures. Web Log Files are subject to Records Management Schedule 095, Item C and must be kept for 3 years.

Creates snapshots of their public web properties before each Presidential inauguration.

Complies with the EPA’s Privacy Policy.

Complies with the accessibility standards as outlined in Section 508 of the Rehabilitation Act.

Uses plain language, in accordance with the Plain Language Act of 2010.

Complies with the Product Review guidelines established by the Office of Public Affairs’ Office of Web Communications.

Complies with the EPA records management policy and procedures.

Only provides service through secure (HTTPS) connections as required by OMB M-15-13.

Employs the use of web analytics as required by the GSA’s Digital Analytics Program.

Publishes a vulnerability disclosure policy (VDP) in plain text or HTML at the address “/vulnerability-disclosure-policy”.