

**POL-01-02-S**

**State CIO Adopted:** July 19, 2023

**TSB Approved:**

**Sunset Review:**



**Replaces:**  
IT Policy 103 IT Policies and Standards  
Waiver Requests  
April 26, 2018

## **TECHNOLOGY POLICY AND STANDARDS WAIVER REQUEST STANDARD**

**See Also:**

RCW [43.105.054](#) OCIO Governance  
RCW [43.105.025](#) OCIO Responsibilities  
RCW [43.105.205 \(3\) Higher Ed](#)

RCW [43.105.825](#) (4) K-20 Network  
RCW [43.105.235](#) State agency IT portfolio exemptions.  
RCW [43.105.375](#) (2) State data center exceptions

- 1. Institutions and agencies subject to the State Chief Information Officer (CIO) as designated in RCW and described in [Technology Policy POL-01-02-S - Technology Policies and Standards](#) are responsible for complying with all published technology policies and standards unless a waiver has been granted by the State Chief Information Officer.**
- 2. The State Chief Information Officer (CIO) is responsible for decisions on all waiver requests associated with the state's Technology Policies and standards.**
  - a. Unless permitted by statute, the State CIO (or designee) cannot grant a waiver of a statutory or regulatory requirement outside the scope of the office.
  - b. Only the State CIO may grant or deny waiver requests related to services or solutions which have been designated as an enterprise service as outlined in [Policy EA-02 - Establishing an Enterprise Service](#).
  - c. The State CIO may delegate authority for disposition of certain waiver requests:
    - i. The State Chief Information Security Officer (CISO) is given delegated authority to grant or deny all waivers for security-related policies and standards.
    - ii. The WaTech Chief of Staff is given delegated authority to grant or deny all waivers for non-security related policies and standards except for those related to the enterprise service designations.
- 3. If an agency anticipates noncompliance with a state technology policy or standard, they must request a waiver in advance or immediately upon discovery of noncompliance, following the [Waiver Procedure](#).**
  - a. Agency heads may designate a delegate signatory authority for waiver requests to the next highest business level on the annual policy certification

survey (see Technology Policies and Standards.) Agency heads remain ultimately accountable and responsible for the decisions they delegate.

- 4. If additional information is needed, the State CIO (or designee) will request it within 15 days of receipt of the waiver request or as soon as the need for additional information becomes known.**
- 5. The State CIO (or designee) will endeavor to decide waiver requests within 30 days of receipt or within 30 days after receiving all information necessary to evaluate the request.**
  - a. If unable to meet the 30-day approval, WaTech will communicate the reasons and estimated timeline to the agency.
- 6. The State CIO (or designee) will communicate decisions on waiver requests formally and in writing. Decisions may be in one of the following ways:**
  - a. An approval of the request, in whole or in part, for a specified period, with or without conditions; or
  - b. A denial of the request in whole or in part.
- 7. Following the decision of the state CIO (or designee), the agency must complete all necessary steps and observe all conditions described in the waiver disposition memo.**
  - a. The agency will provide progress reports to the State CIO (or appropriate designee) on at least a quarterly basis, or as otherwise required in the waiver disposition memo, about the status of actions undertaken in accordance with the waiver decision until compliance is achieved. Status reports should be completed as outlined in the Waiver Standard and Waiver Request Procedure.
- 8. Agencies which are neither in compliance with Information Technology Policy and Standards, nor in receipt of a valid waiver, may be subject to remedial action, including reporting to the Governor any matters relating to abuses or evasions of state IT policy.**

**REFERENCES:**

1. [POL-01-02-S](#) - Technology Policies and Standards
2. [EA-02](#) - Establishing an Enterprise Service
3. [POL-01-02-PR](#) - Technology Policy and Standards Waiver Procedure

**CONTACT INFORMATION:**

Contact the [WaTech Policy & Waiver Mailbox](#) if you have questions about this policy.