2026 Annual Technology Policy Certification Guide

Welcome to the 2026 Annual Technology Policy Certification Guide!

Please note:

- Like last year, the 2026 form does not have the waiver request questions embedded. Instead, a list of the policies that need waiver requests will be included in the email you receive when you submit the form (see completion instructions below). Waiver requests should be submitted using the electronic Waiver Request Form.

The deadline for the Annual Certification is September 30, 2026.

The deadline for waiver requests is November 1, 2026.

Completion Instructions:

- It is possible to navigate forward and back through the survey before completing all required fields. However, all required fields must be completed before submission of the form will be permitted.
- A notification email will be sent to your agency contacts when the survey is submitted. This email will include a PDF copy of your responses and a list of policies for which a waiver request is needed (if any).
- If you want to save your work and return to it later, you must use the "Save and Resume Later" link found at the bottom of each page. This link will only stay active for 30 days. If you do not create a new link prior to the 30-day limit, your data will be lost and irretrievable.

If you have any questions, contact WaTech at WaTechPolicy@watech.wa.gov

Following is a list of the policy-related questions and information requests that are included in the 2026 Annual Technology Certification. If your responses to any questions indicate that your agency is not compliant with a given policy, you will be asked if you have an existing waiver for that policy. We encourage you to have a list of your agency's existing waivers (whether current or expired) available while completing the Certification.

Requested Agency Administration & Contact Info

The following agency-related information will be requested:

- Agency name
- Agency head
- Agency head title
- Agency head's email
- CIO or head of technology
- CIO or head of technology title (Default is CIO)
- CIO or head of technology email
- Best way for WaTech to contact your agency for clarification questions

We will be asking you to identify a single point of contact for policy-related communication. This person will act as a policy liaison between your agency and WaTech for policy notifications, waivers, policy updates, Community Review of new and revised policies, etc. This year, we are also providing the option to assign a secondary policy contact. This person will serve as a backup contact if the primary policy person is not available. If you need to assign a new person to this role in the future, you can do so by contacting the policy inbox.

- Primary policy contact
- Policy contact's title
- Primary policy contact's email

- Secondary policy contact
- Secondary policy contact's title
- Secondary policy contact's email

Policy Compliance Questions

For information about policies being referenced, please click the link provided to go to the policy web page. We encourage you to take time to develop a thorough understanding of each policy before answering the associated questions. If questions arise while preparing to complete the survey, please feel free to reach out to the Policy Inbox.

If any answers to the questions in the survey indicate non-compliance with Enterprise IT policies, a waiver request will be required.

Chapter 2: Management & Governance (MGMT)

Policy: MGMT-01 Technology Portfolio Foundation

- Is your agency's strategic plan available on a public facing website?
  - ❑ Yes
  - ❑ No

  If yes, you will be asked to provide a link to the strategic plan.

- Has the plan been updated on a biennial basis?
  - ❑ Yes
  - ❑ No

- Has your agency updated and submitted the Application Inventory providing current information on the applications/systems in use within the agency?
  - ❑ Yes
  - ❑ No

  If no, you will be asked to provide the anticipated submission date of the updated application inventory.

- Has your agency updated and submitted an infrastructure inventory providing current information on the technology components in use within the agency?
  - ❑ Yes
  - ❑ No

  If no, you will be asked to provide the anticipated submission date of the updated infrastructure inventory.

Policy MGMT-03 Business Applications/System Governance (MGMT-03)

- Do all agency business applications/systems comply with each element of the policy?
  - ❑ Yes
  - ❑ No

- Are you satisfied that appropriate levels of accountability exist for each of your agency's business applications/systems?
  - ❑ Yes
  - ❑ No

Chapter 3: Enterprise Architecture (EA)

Policy: EA-01-01-S Computing and Telecommunication Architectural Standards – Internet Domain Standards

- Does your agency follow the Domain Naming Standards for all existing domains?
  - ❑ Yes
  - ❑ No

Policy: EA-01-04-S Email Address Naming Standard

- Does your agency require alignment with the Email Address Naming Standard?
  - ❑ Yes
  - ❑ No

Policy: EA-02-03-S – Enterprise Service – Data Center

Note: EA-02-03-S was revised in 2026 This Enterprise Service Standard now includes possible exemption criteria for this policy, which can be found in Section 5 of the policy.

- Is all physical compute equipment located at agency offices/facilities allowed by policy?
  - ❑ Yes
  - ❑ No

- Based on the criteria outlined in Section 5 of the policy, do you believe your agency would qualify for an exemption?
  - ❑ Yes
  - ❑ No

Policy: EA-02-04-S – Enterprise Service – Workforce Identity and Access
(this policy replaced 183.20.10 § 4.1 Identity Management User Authentication Standard in April 2026)

- Do agency employees log in to any external applications, e.g., third party or cloud hosted, solely using their Enterprise Active Directory or Entra ID login?
  - ❑ Yes
  - ❑ No

- *Based on the criteria outlined in Section 5 of the policy, do you believe your agency would qualify for an exemption to this policy?
  - ❑ Yes
  - ❑ No

**The new Enterprise Service includes a new option for a policy exemption. The criteria for exemptions can be found in Section 5 of policy EA-02-04-S.*

Policy: EA-183.20.10§4.2 Identity Management User Authentication Standard

Note: This standard will be replaced in 2026 to conform to the SAW to WA.gov transition.

In support of Governor Ferguson's Executive Order 25-06, WaTech is retiring SecureAccess Washington (SAW) and adopting WA.gov (including Customer Identity and Access) as the state's unified platform. Our Digital Experience (DEX) Program team is working with all state agencies to transition their applications from SAW to WA.gov. SAW will be retired on December 31, 2027, and all applications must be migrated to the new platform before that date. To prepare for migration, agencies should register their applications using the WA.gov Application Intake Form.

- Do external users of agency applications, whether agency-managed or third-party/cloud, log in solely through the state's standard SecureAccess Washington (SAW) solution or the equivalent WA.gov authentication (Customer Identity and Access)?
  - ❑ Yes
  - ❑ No

- *Has your agency registered/scheduled all existing applications to migrate to WA.gov, including any that are currently under a waiver for policy EA-183.20.10?
  - ❑ Yes
  - ❑ No

  **This question is informational and does not indicate a need for a waiver.*

Policy: EA-02-05-S Enterprise Service: Network Connectivity

- Does your agency have any established connectivity to commercial CSPs that are not provided by WaTech?
  - ❑ Yes
  - ❑ No

Policy: EA-310: Statewide Migration to Enterprise Cloud Email Services

- Is your agency a member of the state's standard Enterprise Cloud Email Services?
  - ❑ Yes
  - ❑ No

Policy: EA-04 Internet Protocol Version 6 (IPv6) Implementation

- Has your agency submitted a migration implementation plan?
  - ❑ Yes
  - ❑ No

Chapter 4: Security (SEC)

Policy: SEC-12 Information Technology Disaster Recovery Planning

- Are all of the below statements true for your agency?

  - ❑ Yes
  - ❑ No

  If no, which statements are not true

  Statements:

  1. We have a current Continuity of Operations Plan (COOP) that identifies our agency's mission-critical and business-essential services and applications.
  2. Our agency has a disaster recovery (DR) plan in support of each component of our COOP, mission critical/business essential services and applications, including services the agency does not own or manage directly, such as cloud services.
  3. Our agency has completed all disaster recovery plan reviews, updates and exercises in the last 24 months, including documenting results and identifying corrective actions.
  4. Our agency has identified roles and responsibilities in executing our DR plan and provided necessary training, including response to identified corrective actions.
  5. Our agency head has approved all of our disaster recovery plans.

Chapter 5: Project Management (PM)

Policy: PM-01 IT Investments – Approval and Oversight Policy

- Has your agency submitted an investment intake to WaTech for every IT Investment that meets the threshold and is currently ongoing?

  ❑ Yes
  ❑ No

  If your answer is no, you will be asked to use the IT Investment Intake Tool to submit intake records for all necessary investments.

- Are all of your agency's projects that are under WaTech oversight following the requirements of policy PM-01, including all associated procedures and standards?

  ❑ Yes
  ❑ No

  Links to all associated procedures and standards:

  - PM-01-01-PR IT Investments Approval and Oversight Procedure
  - PM-01-02-S (formerly 121.20) IT Project Charter Standard
  - PM-01-06-S (formerly 121.60) IT Investment Plan Standard
  - PM-01-03-S (formerly 121.30) Project Characteristics by Tier Standard
  - PM-01-04-S (formerly 121.40) Tiered Oversight and Reporting Standard
  - PM-01-05-S (formerly 121.50) Feasibility Study for IT Investments
  - PM-01-01-S (formerly 121.10) Project Go-Live Readiness Decision Governance

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Policy: PM-03 Project Quality Assurance

- Are all projects under WaTech oversight in your agency following the requirements of policy PM-03 Project Quality Assurance including all associated procedures and standards (linked below)?

  ❑ Yes
  ❑ No

Links to requirements:

- Minimum Qualifications for Quality Assurance Providers
- Minimum Project Quality Assurance Activities
- Minimum Project QA Activities - Readiness Assessment
- Managing Information Technology Projects - Critical Indicators of Project Performance
- Providing Quality Assurance for Information Technology Projects - Principles of Quality Assurance Guideline

Chapter 6: Data Management (DATA)

Policy: DATA-01 Open Data Program

- Does your agency have a designated Open Data Advisor?
  - ❑ Yes
  - ❑ No

If yes, you will be asked to provide the name and email address of at least one, and up to three, open data advisors.

Policy: DATA-02 Geospatial Data Management Policy

- Does your agency track information by addresses or on a map (this is geospatial information)?
  - ❑ Yes
  - ❑ No

- What software do you use for tracking this information?
  - ❑ Databases
  - ❑ GIS Software (e.g. ESRI, QGIS)
  - ❑ Other (please identify software)

- Does your agency use third party applications to correct, standardize or geocode addresses (e.g. Smarty, Precisely, Amazon, Google, etc.)?
  - ❑ Yes
  - ❑ No

    If so, which application(s) do you use?

Policy: DATA-02-01-S Geodetic Control Data Standard

- Do you create data to store geospatial information?
  - ❑ Yes
  - ❑ No

- If yes, do you store the information according to DATA-02-01-S?
  - ❑ Yes
  - ❑ No

Policy: DATA-02-02-S Hydrography Data Standard

- Do you map water features (e.g., rivers and streams)?
  - ❑ Yes
  - ❑ No

- If you map water features, does your agency follow the Hydrography Data Standard DATA-02-02-S?
  - ❑ Yes
  - ❑ No

Policy: DATA-02-05-S NG 911 Geospatial Data Standard

- Do you store 911 data?
  - ❑ Yes
  - ❑ No

- If yes, does your agency follow the NG-911 Geospatial Data Standard?
  - ❑ Yes
  - ❑ No

Policy: DATA-03 Privacy and Data Protection

- Does your agency follow the requirement of the enterprise Privacy and Data Protection policy, including maintaining privacy policies and procedures?
  - ❑ Yes
  - ❑ No

- Does your agency require annual privacy training?
  - ❑ Yes
  - ❑ No

Policy: DATA-04 Artificial Intelligence

Note: The Artificial Intelligence policy was approved and adopted in December 2025. The questions pertaining to this policy are new on this year's Annual Certification Policy Survey.

- When implementing AI-enabled technologies, does your agency maintain processes to identify, assess and manage artificial intelligence risks?
  - ❑ Yes
  - ❑ No

- Does your agency implement appropriate controls for identified risk?
  - ❑ Yes
  - ❑ No

- Does your agency take reasonable steps to ensure that Generative AI content (including outputs, predictions or recommendations) is accurate and minimizes risk of harm?
  - ❑ Yes
  - ❑ No

- Does your agency ensure all employees receive sufficient AI awareness training related to their roles and responsibilities and the category of data to which they have access?
  - ❑ Yes
  - ❑ No

Chapter 7: End User (USER)

Policy: USER-01 Digital Accessibility Policy

- Does your agency have an accessibility policy and processes to ensure compliance?
  - ❑ Yes
  - ❑ No
- Does your agency have an accessibility plan to ensure new covered technologies are accessible and a plan for making existing covered technologies accessible?
  - ❑ Yes
  - ❑ No
- Has your agency identified an IT accessibility coordinator?
  - ❑ Yes
  - ❑ No

  If yes, provide Technology Accessibility Coordinator Name & Email

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Policy: USER-02 Acceptable Use Policy

- Has your agency adopted practices in support of the Acceptable Use Policy?
  - ❑ Yes
  - ❑ No

Policy: USER-03 Mobile Device Use Policy

- Does your agency have a mobile device policy and ongoing user education?
  - ❑ Yes
  - ❑ No
- Has your mobile device management solution changed since the last certification?
  - ❑ Yes
  - ❑ No
- Has the mobile device management solution been approved by OCS?
  - ❑ Yes
  - ❑ No

Final Authorizations and Acknowledgements

The following questions and attestations should be completed by the agency head before signing and submitting the survey.

- ✓ Would you like to assign a delegate for the purpose of signing waivers on behalf of the business interests of the agency?

  Note: *If no delegate is assigned, all waiver requests will require the signature of the agency head. Waiver requests signed by someone other than the agency head or their delegate will not be accepted.*

- ✓ I acknowledge the information submitted as part of this survey is a complete and accurate representation of the data related to my agency's information technology assets and any associated waiver requests included therein.

- ✓ The information submitted as part of this survey is a complete and accurate representation of the data related to my agency's information technology assets and any associated waiver requests included therein.

- Additional Comments

  A field will be provided for additional comments. Please feel free to use this field to provide feedback on your agency's experience with the 2026 Annual Certification. We welcome any suggestions for improving the user experience with the survey.