



**Maine State Government  
Department of Administrative & Financial Services  
Office of Information Technology (OIT)**

**Waiver Policy**

**1.0 Statement**

Adherence to policy, standards, and procedures is a necessary part of conducting State business. It is equally important to document the process for exceptions.

**2.0 Purpose**

The purpose of this policy is to document the waiver workflow and compliance-tracking.

**3.0 Applicability**

This policy is applicable to all Office of Information Technology (OIT) issued policies, standards, and procedures.

**4.0 Responsibilities**

4.1. The Chief Information Officer (CIO) is responsible for enforcement of this policy.

4.2. The Enterprise Architect facilitates the waiver workflow.

4.3. Those seeking a waiver are not permitted to proceed with their desired outcome until they receive an email from the Enterprise Architect on behalf of the CIO indicating the waiver has been approved. Any waiver by the CIO does NOT constitute acceptance by the State of any liability associated with a vendor product.

4.4. Those seeking a waiver must ensure that the business owner identified in section 5.1.1 supports the waiver request, understands and accepts the risk, and supports the remediation strategy to achieve standard/policy compliance within the timeframe specified.

**5.0 Directives**

5.1. The waiver application is initiated by including any relevant documentation and detailing the answers to the following items (5.1.1 through 5.1.7) within the body of an email to [OITEnterpriseArchitect@Maine.Gov](mailto:OITEnterpriseArchitect@Maine.Gov).

5.1.1. State the name of the person requesting the waiver, the IT Manager approving the request to move forward, and the business owner accepting the risk of the change identified in the waiver request.

5.1.2. Identify the policy or standard for which the waiver is being requested.

## Waiver Policy

- 5.1.3. Describe the compelling technical or business justification for the policy exception.
- 5.1.4. What are the business and technical risks to the State if the waiver is approved?
- 5.1.5. State the duration of the waiver.
- 5.1.6. Describe the exit strategy to terminate the waiver and to bring the product into our standard offering. The exit strategy for a technology (containment or retirement) waiver must include the support model to be used until compliance is achieved.
- 5.1.7. What is the impact if the waiver is not approved?
- 5.1.8. When requesting a security waiver: Attach the most recent security scan, Enterprise Ticketing System ticket number, an approximate number of both internal and external users, and the classification of the data transacted by the application. ([Data Classification Policy](#)<sup>1</sup>)
- 5.1.9. When requesting an accessibility waiver: Attach the most recent accessibility scan, Enterprise Ticketing System ticket number, and an approximate number of both internal and external users.
- 5.2. Approval or denial of the request will be made within three weeks of the submittal via email to the requestor and will include the individuals outlined in 5.1.1. Emergency requests will be handled in the same manner only on an expedited scale.
- 5.3. By the expiration of the waiver period, it is expected that corrective actions would have been undertaken to convert to an accepted standard or policy. Should that not be the case, the requester may petition for a follow-up waiver with an explicit explanation as to why they did not adhere to the terms of the original waiver approval.

## **6.0 Document Information**

- 6.1. Initial Issue Date: February 22, 2010
- 6.2. Latest Revision Date: April 28, 2023
- 6.3. Point of Contact: OIT Enterprise Architect, [OITEnterpriseArchitect@Maine.Gov](mailto:OITEnterpriseArchitect@Maine.Gov)
- 6.4. Approved By: Chief Information Officer, OIT
- 6.5. Legal Citation: Title 5, Chapter 163: Office of Information Technology<sup>2</sup>.
- 6.6. Waiver Process: N/A

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<sup>1</sup> <https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/DataClassificationPolicy.pdf>

<sup>2</sup> <http://legislature.maine.gov/statutes/5/title5ch163sec0.html>