

**Information Technology Policy  
Commonwealth of Pennsylvania  
Governor's Office of Administration/Office for Information Technology**

<b>ITP Number:</b>	<b>ITP-SYM004</b>	
<b>ITP Title:</b>	<b>Policy for Establishing Alternate Processing Sites for Commonwealth Agencies</b>	
<b>Issued by:</b>	<b>Deputy Secretary for Information Technology</b>	
<b>Date Issued:</b>	<b>June 21, 2007</b>	<b>Date Revised: May 22, 2012</b>
<b>Domain:</b>	<b>Systems Management</b>	
<b>Discipline:</b>	<b>Business Continuity</b>	
<b>Technology Area:</b>	<b>Alternate Site</b>	
<b>Revision History Date:</b>	<b>Description:</b>	
<b>12/20/2010</b>	<b>ITP Refresh</b>	
<b>05/18/2012</b>	<b>Change reference to Management Directive, 205.41, Commonwealth of Pennsylvania Continuity of Operations (COOP) Program.</b>	

**Abstract:**

This Information Technology Policy (ITP) provides guidelines for establishing alternate processing sites for essential Commonwealth facilities and assets.

The ITP addresses the characteristics essential to providing emergency response/backup resources for existing Commonwealth facilities/assets while ensuring concurrence with Generally Accepted Accounting Principles (GAAP) audit requirements.

**Management Directive, 205.41, Commonwealth of Pennsylvania Continuity of Operations (COOP) Program** directs all agencies under the Governor's jurisdiction to update, exercise and maintain a high level of readiness to implement COOP plans that ensure continuity of essential operations in the event of a short- or long-term emergency.

**General:**

This ITP applies to all departments, boards, commissions and councils under the Governor's jurisdiction. Agencies not under the Governor's jurisdiction are strongly encouraged to follow this policy to ensure that the establishment of alternate processing sites for Commonwealth agencies is properly executed.

**Policy:**

Commonwealth agencies are to develop and implement plans addressing basic alternative facility requirements for inclusion in their Continuity of Operations (COOP) plans. The facility requirements are based on essential functions identified in the agency continuity plan.

Within twelve (12) months from the issuance of this ITP, agencies are to establish pertinent alternate sites following the guidelines contained in SYM004A, *Guidelines for Establishing an Alternate Processing Site*, ensuring that the mandatory key areas listed below are addressed:

- Recovery Time Objectives, RTO
- Specified Roles and Responsibilities
- Facility Definition Guidelines

RTOs and prioritization of critical applications must be consistent with documentation in the agency continuity plan. Because the need to relocate may occur without warning, agencies should make every effort to pre-position, maintain or provide for minimum essential equipment for continued operations of agency essential functions critical business functions at the alternate operating facilities for a minimum of (30) days.

Each agency-specific COOP plan is to contain provisions for conducting annual mission-critical restoration at an alternate processing site.

Agencies are to contact and involve the Office of OA Continuity of Government and, Department of General Services, Property management in the following capacities:

- Determine the alternate processing sites that are available and provide the best fit for the agency.
- Undergo a review and schedule periodic reviews of agency alternate processing sites and associated plans and strategies at the discretion of the Office of Continuity of Government.

Agencies with systems serviced by the Commonwealth Data PowerHouse (DPH) are to comply with the DPH-specific alternate processing site guidance described in *SYM004B, Agencies Serviced by the Data PowerHouse Contract*.

#### **Refresh Schedule:**

All standards identified in this ITP are subject to periodic review and possible revision, or upon request by the Enterprise Architecture Standards Committee (EASC).

#### **Exemption from This Policy:**

In the event an agency chooses to seek an exemption, for reasons such as the need to comply with requirements for a federally mandated system, a request for waiver may be submitted via the Commonwealth of PA Procurement and Architectural Review (COPPAR) process. Requests are to be entered into the COPPAR Tool located at <http://coppa.pa.gov/>. Agency CIO approval is required. Contact your agency [CoP Planner](#) for further details or assistance.

#### **Questions:**

Questions regarding this policy are to be directed to [RA-ITCentral@pa.gov](mailto:RA-ITCentral@pa.gov).

#### **Policy Supplements:**

[OPD-SYM004A](#) - Guidelines for Establishing an Alternate Processing Site

[OPD-SYM004B](#) - Agencies Serviced by the Data Powerhouse Contract