



29.01.04.E0.01 Digital Accessibility

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Revised January 24, 2022
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Next Scheduled Review: February 18, 2030

Standard Administrative Procedure Summary

The Texas A&M Engineering Experiment Station (TEES) strives to make digital services, programs, and systems accessible to agency employees, which may include students, faculty, staff, as well as members of the public.

The purpose of this SAP is to guide agency employees in compliance with digital accessibility rules specified in Texas Administrative Code, Title 1, Chapters 206 and 213 (1 TAC 206/213); System Regulation 29.01.04; and Federal requirements found in sections 504 and 508 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA), as amended.

Procedures and Responsibilities

1. COMPLIANCE

All agency employees will comply with State Department of Information Resources (DIR) Accessibility Rules and Texas A&M University System Regulation, as well as procedures related to the development, procurement, maintenance, or use of ICT. These procedures also apply to web content, mobile apps, and conventional electronic documents managed by TEES or designated third-party vendors. Any request for an exception is evaluated by the Digital Accessibility Officer and approved by Executive leadership.

2. ACCESSIBILITY GOVERNANCE

2.1. Deputy Director

- 2.1.1. The Deputy Director, or designee, will review and approve exceptions to State DIR Accessibility Rules.
- 2.1.2. The Deputy Director, or designee, shall establish a Digital Accessibility Subcommittee to monitor the State required Digital



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Accessibility Plan. The TEES Digital Accessibility Officer shall facilitate meetings and provide expert guidance.

- 2.1.3. The Deputy Director delegates responsibility to all division and center heads, or their equivalent, to ensure compliance with State DIR Accessibility rules and ensure that the procedures in this SAP are implemented in their respective divisions.

2.2. Chief Information Officer (CIO)

- 2.2.1. The Chief Information Officer (CIO) will measure the adherence to this SAP and ensure exceptions are processed.

- 2.2.2. Recommendations for accommodation needs will be provided to the CIO, or designee, for approval by the Deputy Director, or designee.

- 2.2.3. The State Division of Information Resources requires that State agencies complete a survey indicating compliance with State Standards every 2 years with contributions from Agency CIO and Digital Accessibility Officer.

2.3. Digital Accessibility Officer (DAO)

- 2.3.1. The Digital Accessibility Officer will develop and implement a plan, reviewed by the Digital Accessibility Council following System policies, and this SAP. To contact, send an email message to TEES-a11y@tamu.edu.

- 2.3.2. The Digital Accessibility Officer will ensure that appropriate procurement standards and processes for accessibility validation are established and implemented.

- 2.3.3. The Digital Accessibility Officer will seek to provide awareness and role-based training for agency employees concerning digital accessibility following state and federal guidelines.

- 2.3.4. The Digital Accessibility Officer will provide the guidance necessary to achieve compliance with mandatory requirements.

2.4. TEES Accessibility Committee (Committee)

- 2.4.1 The Committee shall function as a steering committee and will be a standing committee reporting to the Deputy Director or designee.



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2.4.2 Members of the Committee shall be appointed by the Deputy Director or designee. Programs that are impacted by digital accessibility compliance should be a part of this committee including:

- Executive Sponsor,
- CIO or IT Portfolio Manager,
- Procurement,
- Communications,
- Developer Lead,
- Lead Designer,
- HR Lead, and
- Faculty/Research representative.

2.4.3 The Committee shall be responsible for the following activities or additional activities as directed by the Deputy Director or designee.

- Review and revise the Digital Accessibility plan.
- Ensure contracts include appropriate language including accessibility compliance requirements for all ICT.
- Make digital accessibility part of all phases of the product lifecycle to decrease bugs/accessibility issues released into production through checklists and process improvements.
- Improve cultural awareness of the roles and responsibilities related to digital accessibility compliance and skills needed by agency employees to support compliance through training and resources.
- The Committee will meet no less than twice each year.

3. EXCEPTION

3.1 The DAO will review procurement and contract requests for exceptions to State DIR Accessibility Rules, make determinations regarding requests, ensure that requests meet the requirements for an exception, and forward



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requests to the Deputy Director, or designee, with a recommendation regarding approval. (See 29.01.04.E0.02 Digital Accessibility Exceptions)

Related Statutes, Policies, or Requirements

- Sections 504 and 508 of the [Rehabilitation Act of 1973](#)
- Americans with Disabilities Act –
- [§2054.460, Texas Government Code](#)
- [TAC 206 State Websites](#)
- [TAC 213 Electronic and Information Resources](#)
- [Regulation 29.01.04, Accessibility of Electronic and Information Resources](#)
- [29.01.04.E0.02, Digital Accessibility Exceptions](#)

Appendix

For additional information please see internal procedures at the end of this SAP as well as the [TEES Digital Accessibility](#) webpages.

Definitions

ADA

The Americans with Disabilities Act (ADA) was the first major legislative effort to secure an equal playing field for individuals with disabilities.

- Title I Employment addresses software and hardware used in the workplace
- Title II State and Local Government Activities prohibits disability discrimination by all public entities at the federal, state, and local level.
- Title III covers commercial entities that operate the physical building requirements for public accommodations — such as hotels, libraries, museums, train stations, airports, restaurants, movie theaters, retail stores, and hospitals.
- Title IV of the ADA covers telephone and television access for people with hearing and speech disabilities.

Archived web content - (1) Was created before the date 06/24/2026, reproduces paper documents created before 06/24/2026 or reproduces the contents of other physical media created before 06/24/2026; (2) Is retained exclusively for reference, research, or recordkeeping; (3) Is not altered or updated after 06/24/2026; and (4) Is organized and stored in a dedicated area or areas clearly identified as being archived.

Conventional electronic documents - web content or content in mobile apps that is in the following electronic file formats: portable document formats (“PDF”), word processor file formats, presentation file formats, and spreadsheet file formats.



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Electronic Information Resources (EIR) – Includes information technology and any equipment or interconnected system or subsystem of equipment used to create, convert, duplicate, or deliver data or information. EIR includes telecommunications products (such as telephones), information kiosks and transaction machines, web sites, multimedia, and office equipment such as copiers and fax machines. The term does not include any equipment that contains embedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, thermostats or temperature control devices, and medical equipment that contain information technology that is integral to its operation, are not information technology. If the embedded information technology has an externally available web or computer interface, that interface is considered EIR. Other terms such as, but not limited to, Information and Communications Technology (ICT), Electronic Information Technology (EIT), etc. can be considered interchangeable terms with EIR for purposes of applicability or compliance with this chapter. (TAC 213.1)

Exception – A justified, documented non-conformance with one or more standards or specifications of ADA Title II 35.201 Exceptions, TAC Chapter 206 and/or Chapter 213, which has been approved by the Executive Director of an Agency.

Information and Communication Technology (ICT) - ICT refers to technologies that provide access to information through telecommunications. Information technology and other equipment, systems, technologies, or processes, for which the principal function is the creation, manipulation, storage, display, receipt, or transmission of electronic data and information, as well as any associated content. Examples of ICT: computers and peripheral equipment; information kiosks and transaction machines; telecommunications equipment; customer premises equipment; multifunction office machines; software; applications; websites; videos; and electronic documents. ICT supersedes Electronic and Information Technology (EIT).

Mobile applications (“apps”) - software applications that are downloaded and designed to run on mobile devices, such as smartphones and tablets.

WCAG - the [Web Content Accessibility Guidelines \(“WCAG”\)](#) is a series of web accessibility guidelines and testing success criteria (SC) published by the Web Accessibility Initiative (WAI) of the World Wide Web Consortium (W3C). WCAG has three levels: A, AA, and AAA. TEES confirms to the most recent published guidelines as required by Texas Administrative Code, Section 508, and ADA

Web content - the information and sensory experience to be communicated to the user by means of a user agent, including code or markup that defines the content’s structure, presentation, and interactions. Examples of web content include text, images, sounds, videos, controls, animations, and conventional electronic documents.



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