

29.01.04.E0.01 Electronic and Information Resources Accessibility

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Next Scheduled Review: January 24, 2027

Standard Administrative Procedure Summary

The Texas A&M Engineering Experiment Station (TEES) is committed to providing a working and research environment that ensures equal access and opportunity to individuals with disabilities in compliance with Federal, State, and System requirements. Consistent with this commitment, TEES strives to provide Electronic and Information Resources (EIR) that are accessible to all authorized users and which meet Federal requirements as well as State, System, and Agency policy and procedures.

The purpose of this SAP is to guide TEES employees in compliance with EIR 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).

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 these procedures, related to the development, procurement, maintenance, or use of EIR. These procedures also apply to web page development or revisions and/or third-party services. Any request for an exception to DIR Accessibility Rules or this SAP, must be submitted to the TEES EIR Accessibility Coordinator for review and approval.

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 an EIR Accessibility Subcommittee to monitor the State required TEES EIR compliance plan. Meetings will be held at least twice per year to review and discuss accessibility issues. The TEES EIR Accessibility Coordinator 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 TEES Chief Information Officer (CIO), or designee, will serve as the TEES EIR Accessibility Coordinator to measure the adherence to this SAP and ensure exceptions are processed. To contact, send an email message to coe-accessibility@tamu.edu.

- 2.2.2. Specific accessibility accommodation requests for EIR shall be reviewed by the TEES EIR Accessibility Coordinator when presented. 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. The TEES survey may be completed by the Agency CIO or designated EIR Accessibility Coordinator.

2.3. Electronic and Information Resources (EIR) Accessibility Coordinator

- 2.3.1. The TEES EIR Accessibility Coordinator will develop and implement a plan, reviewed by the EIR Accessibility Steering Committee, by which EIR will be brought into compliance with State DIR Accessibility Rules, System policies, and this SAP.

- 2.3.2. The TEES EIR Accessibility Coordinator will ensure that appropriate procurement standards and processes for accessibility validation are established and implemented.

- 2.3.3. The TEES EIR Accessibility Coordinator, assisted by the EIR Accessibility Subcommittee, will seek to provide awareness and role-based training for TEES employees concerning EIR that are subject to State DIR Technical Accessibility Standards and this SAP.

- 2.3.4. The TEES EIR Accessibility Coordinator will provide the guidance necessary to achieve compliance with mandatory requirements.

2.4. TEES EIR Accessibility Committee (Committee)

- 2.4.1 The Committee shall function as a steering committee and will be a standing committee reporting to the TEES Deputy Director or designee.
- 2.4.2 Members of the Committee shall be appointed by the Deputy Director or designee.
- 2.4.3 The Committee shall be responsible for the following activities or additional activities as directed by the Deputy Director or designee.
 - Reviewing and revising an accessible technology plan,
 - Ensuring the state baseline requirements are achieved and setting timelines for established success indicators.
 - Implementing projects and activities to meet accessible technology goals.
 - Documenting progress toward identified goals establishing an accessible technology annual report process for senior executive review.
 - The Committee will meet no less than twice each year.

3. EXCEPTIONS

- 3.1 The EIR Accessibility Coordinator 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 requests to the Deputy Director, or designee, with a recommendation regarding approval.
- 3.2. The Deputy Director, or designee, will review and, if applicable, approve exceptions to Agency, System or State DIR Accessibility policies.
- 3.3 The EIR Accessibility Coordinator will maintain exception requests in accordance with the Texas A&M University System Records Retention Schedule and/or until the excepted product is no longer in use.

Related Statutes, Policies, or Requirements

Sections 504 and 508 of the [Rehabilitation Act of 1973](#)

Americans with Disabilities Act –

[Title II State and Local Governments
Accessibility of State ... Government Websites](#)

[§2054.460, Texas Government Code](#)

[TAC 206 State Websites](#)

[TAC 213 Electronic and Information Resources](#)

System [Regulation 29.01.04, Accessibility of Electronic and Information Resources](#)

TEES EIR Accessibility Exception Request

Appendix

For additional information please see internal procedures at the end of this SAP as well as the TEES and university [IT Accessibility](#) websites.

Definitions

Accessible - Describes an EIR that can be used in a variety of ways and the use of which does not depend on a single sense or ability (TAC 213.1); a web page that can be used in a variety of ways and that does not depend on a single sense or ability (TAC 206.1).

DIR Accessibility Rules – Rules issued by the Texas DIR regarding the development, procurement, maintenance and use of EIR by institutions of higher education and set forth in [Title 1, Chapter 206, Rule §206.70](#) of the Texas Administrative Code and in [Title 1, Chapter 213](#) of the Texas Administrative Code.

Electronic and Information Resources (EIR) - Includes information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, duplication, storage, or delivery of data or information. The term includes, but is not limited to, telecommunications products (such as telephones), information kiosks and transaction machines, websites, multimedia, and office equipment such as copiers and fax machines. The term does not include 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, HVAC (heating, ventilation, and air conditioning) equipment such as thermostats or temperature control devices and medical equipment where information technology is integral to its operation are not electronic and information resources.

Note: EIRs are not limited to computer hardware or software, but also include services performed on such hardware and software (such as maintenance services). EIRs also include electronic subscription services, such as databases available via Internet websites. Furthermore, EIRs aren't limited to those that are

directly developed, procured, maintained, or used by a TAMU System member, but also include EIRs used by a contractor of a TAMU System member, if the contract either requires the use of such EIRs or requires the contractor to use such EIRs, to a significant extent, in performing a service or furnishing a product.

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

Contact Office

Engineering Information Technology
(979) 458-8697

Appendix

EIR Accessibility Website Internal Policy

Key Issue

All electronic documents found on the College of Engineering and Texas A&M Engineering Experiment Station (TEES) websites must be brought into compliance with state and federal statutes on accessibility. Our goal is 100% compliance. This document focuses on the College of Engineering and TEES key entry point websites.

Document Accessibility Policy

Accessibility policy for electronic documentation:

- Only fully accessible, secure documents and forms will be uploaded to the College of Engineering and TEES websites.
- Forms
 - Adobe PDF fillable forms
 - These are downloadable, and sensitive information can be input without violating our strict policies aimed at securing personal data.
 - All current fillable PDF forms on the website must be taken down and replaced with accessible versions.
 - LaserFiche forms
 - An alternative to a PDF form is LaserFiche.
 - Qualtrics or WordPress
 - For information-gathering forms (e.g., no personal information is asked), use Qualtrics if accessibility is built in.
 - The Engineering Communications Web Services Team can assist with producing WordPress forms for this purpose as well. This allows for an accessible form that is not attached to a single user account.
- All accessible PDFs/documents/forms uploaded to the College of Engineering or TEES websites will have a finite shelf life. They will only remain on the website for a predetermined amount of time, based on how long they're needed. The website will not be used to archive outdated documents.

Additional information regarding background, recommendations for compliance, action plan, and timeline is available for review by request.