Standard Administrative Procedure Statement
Any Electronic and Information Resources (EIR) developed, procured, or changed by the Texas A&M Engineering Experiment Station (TEES) must comply with the Electronic and Information Resources Accessibility Standards unless an exception is met.

Reason for Standard Administrative Procedure
This Standard Administrative Procedure (SAP) applies to TEES procedures involved in the development, procurement, or maintenance of EIR.

Procedures and Responsibilities

1. ELECTRONIC AND INFORMATION RESOURCES

Any EIR developed, procured, or changed by TEES must comply with:

1.1. The Technical Accessibility Standards (see table below); and

1.2. The “Functional Performance Criteria” described in Rule §213.35 of the Texas Administrative Code; and

1.3. The “Information, Documentation, and Support Requirements” described in Rule §213.36 of the Texas Administrative Code.

1.4. Significant Difficulty or Expense. If the total dollar value being paid for that EIR does not exceed $25,000, the purchase of an EIR does not have to comply with the Technical Accessibility Standards. This exception is based on a determination that compliance with the Technical Accessibility Standards under such circumstances would impose a significant difficulty or expense on TEES.

1.4.1 This exception does not apply to a TEES purchase where multiple copies of the same EIR are obtained that have an individual dollar value less than $25,000, but a total cumulative dollar value of the purchase is greater than $25,000.

1.4.2 This exception does not apply to a TEES purchase where EIRs with a total dollar cumulative value greater than $25,000 are obtained and divided into multiple purchases in an effort for some or all of the purchase to fall below the $25,000.
1.5. Other procurement exceptions may apply. The TEES Purchasing Office should be contacted for these exceptions.

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<th>EIR Category</th>
<th>Technical Accessibility Standards</th>
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<td>Software Applications and Operating Systems</td>
<td>Title 1, Rule §213.30 of the Texas Administrative Code</td>
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<td>Web Sites</td>
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<td>Title 1, Rule §213.30 of the Texas Administrative Code; and</td>
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<td>Desktop and Portable Computers</td>
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2. EIR PROCUREMENT PROCEDURE

TEES Purchasing Office has an EIR Procurement Procedure for use within the procurement function whenever a contract or other acquisition document requires a vendor to:

   a. Provide an EIR to TEES for use; or
   b. Develop an EIR for TEES; or
   c. Provide and use a specific EIR; or
   d. Provide and use an EIR to a significant extent in performing the services or furnishing the products identified in that contract.

2.1.1. The procedure includes a process for handling exception requests – a process which complies with the standards and specifications of Rule §213.37 of the Texas Administrative Code (Compliance Exceptions and Exemptions).

2.1.2. The procedure ensures all appropriate terms and conditions needed to meet accessibility requirements are addressed in EIR acquisition documents and contracts.

2.1.3. TEES Chief Financial Officer and the Chief Information Officer shall periodically jointly review the procedure to ensure it addresses current laws and Technical Accessibility Standards, and that its provisions are technically appropriate.
3. RESPONSIBILITIES

3.1. TEES Information Technology Services (ITS) will serve as the TEES Accessibility Coordinator pursuant TAC 213.41. To contact ITS call (979) 847-8585.

3.2. Accessibility training opportunities and technical assistance will be coordinated through the TEES Accessibility Coordinator and posted on the website.

3.3. The Accessibility Coordinator will conduct and complete an accessibility survey. Based on the survey, a plan shall be established by which all EIRs that are subject to the Technical Accessibility Standards will be brought into compliance with the specifications and standards of Title 1, Chapter 213, Subchapter C of the Texas Administrative Code (Accessibility Standards for Institutions of Higher Education) and Title 1, Rule §206.70 of the Texas Administrative Code (Accessibility and Usability of Institution of Higher Education Web Sites).

3.4. The Agency Director delegates responsibility to all division and center heads, or their equivalent, to ensure that the above procedures are implemented in their respective divisions.

Related Statutes, Policies, or Requirements
Section 508 Technical Standards (Workforce Rehabilitation Act)

System Policies and Regulations
TEES SAP 29.01.99.E0.01 – Web Accessibility and Usability

Definitions
The following definitions shall be used in procedures implementing this SAP.

- **Accessible:** Designed to support access that does not depend on a single sense or ability, and can be used in a variety of ways.

- **Assistive Technology:** Any item, piece of equipment, or system, whether acquired commercially, modified, or customized, that is commonly used to increase, maintain, or improve functional capabilities of individuals with disabilities.

- **Buy Accessible Wizard:** A web-based application (http://www.buyaccessible.gov) that guides users through a process of gathering data and providing information about Electronic and Information Resources and Section 508 of the Workforce Rehabilitation Act (as amended), or other tools/resources developed by or for the
Federal Government to indicate product/service compliance with Section 508 standards.

- **Commercially Unavailable:** An electronic or information resource for specific function or business area that is not readily available in the commercial marketplace for purchase or development.

- **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, or delivery of data or information. The term electronic and information resources includes, but is not limited to, telecommunications products (such as telephones), information kiosks and transaction machines, World Wide 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, 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 Information Technology.

  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 Chapter 206 and/or Chapter 213, which has been approved by the Director of an Agency or the President or Chancellor of an Institution of Higher Education.

- **Exemption:** A justified, documented non-conformance with one or more standards or specifications of Chapter 206 and/or Chapter 213, which has been approved by the Texas Department of Information Resources and which is applicable statewide.

- **Product:** Electronic and Information Technology.
• **Information Technology** (as used in the EIR definition): Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. The term includes computers (including desktop and laptop computers), ancillary equipment, desktop software, client-server software, mainframe software, web application software and other types of software, firmware and similar procedures, services (including support services), and related resources.

• **Self Contained, Closed Products**: Products that generally have embedded software and are commonly designed in such a fashion that a user cannot easily attach or install assistive technology. These products include, but are not limited to, information kiosks in information transaction machines, copiers, printers, calculators, fax machines, and other similar products.

• **Technical Accessibility Standards**: Accessibility standards for Electronic and Information Resources set forth in Title 1, Chapter 213, Subchapter C of the *Texas Administrative Code* (Accessibility Standards for Institutions of Higher Education) and Title 1, Rule §206.70, Subchapter C of the *Texas Administrative Code* (Accessibility and Usability of Institution of Higher Education Web Sites).

• **Telecommunications**: The transmission, between or among points specified by the user, of information of the user’s choosing, without change in the form or content of the information as sent and received.

• **Voluntary Product Accessibility Template (VPAT)**: A web-based summary to assist contracting officials and other buyers in making preliminary assessments regarding the availability of commercial Electronic and Information Resources, products, and services with features that support accessibility. The VPAT forms and additional information are available at http://www.section508.gov.

**Contact Office**
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