

29.01.04.E0.01

Electronic and Information Resources Accessibility

Approved June 19, 2017

Next Scheduled Review June 19, 2022

Standard Administrative Procedure Statement

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 and State, System, and agency policy and procedures.

Reason for Standard Administrative Procedure

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

plan. Meetings will be held as needed to review and discuss accessibility issues. The TEES EIR Accessibility Coordinator shall chair meetings.

- 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 review by the Deputy Director, or designee.

2.3. Electronic and Information Resources (EIR) Accessibility Coordinator

- 2.3.1. The EIR Accessibility Coordinator will develop and implement a plan by which EIR will be brought into compliance with State DIR Accessibility Rules and this SAP.

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

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

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

4. EXCEPTIONS

- 4.1. The EIR Accessibility Subcommittee will review 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 EIR Coordinator with a recommendation regarding approval.

- 4.2 The EIR Coordinator will further review exception requests and forward such requests to the Deputy Director, or designee, with a recommendation regarding approval.
- 4.3. The Deputy Director, or designee, will review and, if applicable, approve exceptions to State DIR Accessibility Rules.
- 4.4. The EIR Coordinator will maintain exception requests in accordance with the Texas A&M University System Records Retention Schedule.

Related Statutes, Policies, or Requirements

[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](#)

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

TEES EIR Accessibility Exception Request

Appendix

For additional information please look at: <http://webaccess.tamu.edu/>

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

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