

STANDARD ADMINISTRATIVE PROCEDURE

29.01.04.M0.02 Accessibility of Electronic and Information Resources

Approved August 13, 2015

Revised March 19, 2018

Next Scheduled Review: March 19, 2023

SAP Statement

The use of Electronic and Information Resources (EIR) supports the overall operation and mission of Texas A&M University (Texas A&M). Ensuring these resources are accessible is required by state and federal laws and supports the success of Texas A&M's mission.

Definitions

EIR owner – A person responsible for a business function at Texas A&M who determines controls for, and oversees the development, acquisition, and/or use of, EIR supporting that business function.

Official Procedure and Responsibilities

1. APPLICABILITY

1.1. This procedure applies to products and services described below.

1.1.1. EIR products developed, procured, or materially changed, by a Texas A&M employee or third party, acting as an agent of, or on behalf of, Texas A&M, or through a procured services contract (i.e., vendor contract); and,

1.1.2. EIR services provided through hosted or managed services contracts.

1.2. This procedure does not apply to EIR that have been exempted by the Texas Department of Information Resources (DIR). A list of exempt EIR are posted under the Accessibility section of the DIR website.

- 1.3. The intended audiences for this procedure include:
 - 1.3.1. Texas A&M employees who purchase EIR products and/or services, or any other entity that purchases EIR on behalf of Texas A&M.
 - 1.3.2. Individuals or entities (e.g., faculty, application developers, web content managers, vendors or third parties) that develop, procure, and/or change EIR at Texas A&M.
 - 1.3.3. Unit heads that own or operationally support EIR.

2. GENERAL

- 2.1. Texas A&M is required to comply with accessibility standards and requirements for EIR found in Texas Administrative Code, Title 1, Chapter 206 ([TAC 206](#)) and Chapter 213 ([TAC 213](#)).
- 2.2. Unless an exemption is granted for specific technologies pursuant to [1 TAC §213.37](#), all EIR must comply with the following requirements.
 - 2.2.1. The appropriate Technical Accessibility Standards based on EIR category (see Table 1).
 - 2.2.2. The “Functional Performance Criteria” described in [1 TAC §213.35](#).
 - 2.2.3. The “Information, Documentation, and Support” described in [1 TAC §213.36](#).
- 2.3. Texas A&M is required to make procurement decisions and utilize contract language which support the acquisition of accessible EIR products and services.

Table 1: List of Technical Accessibility Standards by EIR Category

EIR Category	Technical Accessibility Standards
Software Applications and Operating Systems	1 TAC §213.30
Websites	1 TAC §206.70 Web Content Accessibility Guidelines (WCAG) 2.0, Level AA
Telecommunications Products	1 TAC §213.31
Video and Multimedia Products	1 TAC §213.32
Self-Contained, Closed Products	1 TAC §213.33
Desktop and Portable Computers	1 TAC §213.34

3. ROLES AND RESPONSIBILITIES

- 3.1. The President of Texas A&M shall:
 - 3.1.1. Designate an EIR Accessibility Coordinator.
 - 3.1.2. Approve exception requests for a significant difficulty or expense as described by [§2054.460](#), Texas Government Code (see [1 TAC §213.37](#)).

Responsibility under this provision may not be delegated.
 - 3.1.3. Ensure appropriate staff receives training necessary to meet EIR accessibility-related rules and requirements.
- 3.2. The EIR Accessibility Coordinator shall:
 - 3.2.1. Develop, support, and maintain EIR accessibility rules, standards, and procedures;
 - 3.2.2. Establish goals for making EIR accessible;
 - 3.2.3. Process EIR accessibility exception requests and maintain records of approved exceptions; and
 - 3.2.4. Develop and support a plan by which EIR will be brought into compliance; the plan shall include a process for corrective actions to remediate non-compliant items.
- 3.3. The EIR owner shall be responsible for ensuring that EIR owned and/or operationally supported by the unit comply with this procedure. Operational responsibility for compliance with this procedure may be delegated by the EIR owner to appropriate personnel within the unit.

4. PROCURED EIR

- 4.1. Texas A&M personnel shall follow EIR procurement procedures and processes which support the acquisition of accessible EIR. [Guidance for procuring accessible EIR](#) can be found on the [Texas A&M IT Accessibility website](#).
- 4.2. Texas A&M personnel who acquire EIR shall require vendors to provide accessibility information for EIR products or services, through one of the following methods:
 - 4.2.1. Voluntary Product Accessibility Templates (VPATs) or other equivalent reporting templates (preferred); or
 - 4.2.2. Credible evidence of the vendor's capability or ability to produce accessible EIR products and services. Such evidence may include, but is not limited

to, a vendor's internal accessibility policy documents, contractual warranties for accessibility, accessibility testing documents, and examples of prior work results.

5. ACCESSIBILITY TESTING and VALIDATION

- 5.1. The EIR owner is responsible for ensuring that EIR developed, procured, or materially changed are compliant with the technical accessibility standards. [Accessibility testing tools and resources](#) can be found on the [Texas A&M IT Accessibility website](#).
- 5.2. Accessibility testing for information resource technology projects, as described in [1 TAC §213.38\(g\)](#), shall include the following actions.
 - 5.2.1. Accessibility testing shall be coordinated with the EIR Accessibility Coordinator.
 - 5.2.2. Accessibility testing validation procedures and results shall be documented and a copy provided to the EIR Accessibility Coordinator in a timely manner.

6. EXCEPTIONS

- 6.1. For each EIR that does not comply with accessibility standards and requirements of this procedure, an exception request must be submitted by the EIR owner. [Information about Accessibility Exception Requests](#), including the form, can be found on the [Texas A&M IT Accessibility website](#).

Related Statutes, Policies and Requirements

[Americans with Disabilities Act of 1990 \(ADA\)](#)
[Section 504 of the Rehabilitation Act of 1973](#)
[Section 508 of the Rehabilitation Act of 1973](#)
[Texas Administrative Code \(TAC\) 206, Institution of Higher Education Websites](#)
[Texas Administrative Code \(TAC\) 213, Accessibility Standards for Institutions of Higher Education](#)
[Texas Government Code 2054, Subchapter M. Access to Electronic and Information Resources by Individuals with Disabilities](#)
[System Regulation 29.01.04 - Accessibility of Electronic and Information Resources](#)
[SAP 29.01.99.M0.01 - Web Accessibility Procedures \(including Linking and Indexing\)](#)
[W3C's Web Content Accessibility Guidelines \(WCAG\) 2.0](#)

Contact Office

CONTACT: Direct technical questions regarding EIR accessibility to the Division of Information Technology by contacting itaccessibility@exchange.tamu.edu.

Office of Responsibility:

[Vice President for Information Technology and Chief Information Officer](#)