

## Electronic and Information Resources Accessibility Compliance Plan

### Introduction

The University of North Texas System (UNTS) is committed to providing a work environment that affords equal access and opportunity to otherwise qualified individuals with disabilities, in compliance with federal and state law. Consistent with this commitment, UNTS strives to provide electronic and information resources (“EIRS”) that are accessible to all members of the University community and that meet the requirements of the Texas Department of Information Resources.

Accessibility rules established by the Texas Department of Information Resources (TxDIR) were developed to ensure that employees with disabilities have access to and the use of resources comparable to the access and use available to employees without disabilities. In addition, members of the public with disabilities who are seeking information or other services from UNTS should also receive access to and the use of electronic and information resources comparable to the access and use provided to members of the public without disabilities.

In accordance with these rules (see Texas [Administrative Code Title 1, Part 10, Chapter 213](#) (“TAC 213”), UNTS developed the EIR Accessibility Compliance Plan which is designed to assist UNTS departments with meeting the rules for developing, procuring, maintaining and using electronic resources in order to meet accessibility requirements.

### Definition of Electronic and Information Resources

Electronic and information resources are defined as follows:

- 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.
- Telecommunications products (such as telephones), information kiosks and transaction machines, World Wide Web sites, multimedia, and office equipment such as copiers and fax machines.

Electronic and information resources do 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, and are not information technology

## **Responsibilities for Complying with EIR Accessibility Rules**

Departments or individuals are required to comply with DIR accessibility rules and with UNTS policy and procedures related to the development, procurement, maintenance or use of electronic and information resources.

UNTS has appointed an EIR Accessibility Coordinator to oversee support and maintenance of the EIRS policy and plan, as well as to coordinate training on compliance with the Electronic and Information Resources Accessibility Policy (*UNTS policy number pending approval and numbering*). The EIR Accessibility Coordinator is the Director of Management and Risk Services in Information Technology Shared Services. The Accessibility Coordinator also reviews exception or exemption requests related to acquisition of electronic and information resources.

Purchasing and Payment Services monitors compliance with accessibility rules, UNTS policy and procurement procedures in regard to purchases made under purchasing contract, purchase orders or P-cards.

## **Procedures for Complying with EIR Accessibility Standards**

When purchasing electronic and information resources, departments should:

1. Check TAC 213 to determine whether the resources being purchased fall under the provision of that code.
2. If the resources are deemed to be EIRS and are being acquired through an RFP or require a contract, contact Purchasing and Payment Services to get their guidance on inserting clauses in the RFP and/or contract requiring the vendor to comply with TAC 213. If the resources are being acquired through a standard purchase order or by purchasing card transaction, determine by either testing the item(s) being purchased or through documentation provided by the vendor whether they are compliant with TAC 213.

## **Standards for Electronic and Information Resources**

All electronic and information resources that are developed, procured, or changed through a procured services contract, and all electronic and information resources services provided through hosted or managed services contracts, must comply with accessibility requirements.

Below is a list of electronic and information resources that are specified as having to meet accessibility criteria.

- [Software Applications and Operating Systems](#)
- [Telecommunications Products](#)
- [Video and Multimedia Products](#)
- [Self Contained, Closed Products](#)
- [Desktop and Portable Computers](#)

- [Information, Documentation and Support](#)

### **Functional Performance Criteria for EIR**

(1) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for assistive technology used by people who are blind or visually impaired shall be provided.

(2) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for assistive technology used by people who are visually impaired shall be provided.

(3) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for assistive technology used by people who are deaf or hard of hearing shall be provided.

(4) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.

(5) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for assistive technology used by people with disabilities shall be provided.

(6) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.

### **Purchasing from Vendors**

The Texas Department of Information Resources has established master contracts with vendors who are approved to do business with UNTS. Departments may purchase resources from these vendors in accordance with EIRS. Resources include software, hardware, printers, data storage and technology services. Note: Vendors are required to provide information to the Texas Department of Information Resources that ensures that they are compliant with EIRS rules.

### **Exemptions/Exceptions**

Departments may seek exceptions for meeting accessibility requirements if the rule imposes significant difficulty or expense to UNTS. Examples of such exceptions are sole source software that is critical to the operation of a department or a research project and that doesn't meet accessibility standards, or a special-purpose (e.g., "hardened" laptop computer) that cannot be modified to make it accessible.

Exception requests must include the following:

- A plan for alternative means of access for persons with disabilities
- Justification for the exception including relevant cost avoidance estimates

Exception requests must comply with the requirements for meeting an exception and must be sent to the EIRS Accessibility Coordinator, who will review the request and forward it to the Chancellor with a recommendation regarding adoption.

### **Examples of Alternative Access Devices**

- Product documentation
- Voice
- Fax
- Teletypewriter
- Internet posting
- Captioning
- Text-to-speech synthesis
- Audio descriptions

### **Training**

The EIRS Accessibility Coordinator will develop a training program to educate the UNTS community about the need for compliance with accessibility requirements as well the procedures to follow to adhere to those requirements.

### **Reference Information**

*UNTS Policy*

UNTS Electronic and Information Resources Accessibility Policy #: to be determined

### **Electronic and Information Resources Accessibility Standards**

*Texas Administrative Code, Title 1, Chapter 213*

TAC 213.31-41: [Electronic and Information Resources Accessibility Standards for Institutions of Higher Education](#)

### **Web Sites**

*Texas Administrative Code, Title 1, Chapter 206*

TAC 206.70-75: [Institution of Higher Education Web Sites](#)

### **Other Resources**

*Buy Accessible Wizard*

[http://www.section508.gov/BAWizard\\_Tutorial/bawizard\\_framework.html](http://www.section508.gov/BAWizard_Tutorial/bawizard_framework.html)

The Buy Accessible Wizard is a tool that helps Federal Government officials who acquire E&IT products or services make decisions that result in compliance with Section 508. It will create and maintain records for use in solicitation and demonstrating due diligence in compliance.

The Wizard helps you acquire Electronic and Information Technology (E&IT) product or service deliverables that best meet the standards of Section 508 for accessibility by users with disabilities. It is a Web-based application, available through the Internet.

*Accessibility Tools*

See "[Tools](#)" located on the Statewide EIR Accessibility website developed by the Texas Department of Information Resources

Questions regarding the EIRS plan should be directed to EIRS Accessibility Coordinator:

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