



## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

### Operating Policy and Procedure

**HSCEP OP:** 56.07, **Electronic and Information Resources Accessibility**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish rules for procurement, development, maintenance, and use of electronic and information resources that will be accessible to persons with disabilities.

**REVIEW:** This HSCEP OP will be reviewed in October of every even-numbered year by the Electronic Information Resource (EIR) Accessibility Coordinator, the IT Managing Director of Business Services, the Assistant Vice President of Student Services or his/her designees, the Office of General Counsel, the Assistant Vice President for Marketing and Communications for Institutional Advancement, with revisions forwarded to the IT CIO and the president.

#### **POLICY/PROCEDURE:**

##### **I. Definitions.**

- A. Accessible – Describes an electronic and information resource that can be used in a variety of ways and (the use of which) does not depend on a single sense or ability.
- B. 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.
- C. Electronic and Information Resources (EIR) - Includes information technology and any equipment or interconnected system or subsystem of equipment used to create, convert, duplicate, store, or deliver data or information. EIR includes 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 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.
- D. Exception – Justified and documented non-compliance with one or more standards or specifications of Chapter 206 and/or Chapter 213 of the Texas Administrative Code, approved by the agency head or the President or Chancellor of an Institution of Higher Education.
- E. Exemption – Justified and documented non-compliance with one or more standards or specifications of Chapter 206 and/or Chapter 213 of the Texas Administrative Code, approved by the department and applicable statewide.
- F. Voluntary Product Accessibility Template (VPAT) – Vendor-provided documentation assessing a commercial off-the-shelf EIR's compliance with technical accessibility standards.

## II. Policy/Procedure.

- A. Electronic and information resources (EIR) includes 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.
- B. All EIR products developed, procured, or changed through a procured services contract, and all EIR services provided through hosted or managed services contracts, shall comply with the provisions of Chapter 206, State Websites, and Chapter 213, Electronic and Information Resources, of the Texas Administrative Code (TAC), as applicable, unless such requirement imposes a significant difficulty or expense, as determined and exempted by the TTU President or Chancellor as mandated by Texas Administrative Code §213.37
- C. In order for an EIR product or service to be considered accessible, the product must offer an alternate format or method of comparable quality for providing information, including product documentation, to people with disabilities. Additionally, it must work with the assistive technology commonly used to increase, maintain, or improve functional capabilities for individuals with disabilities.
- D. Required accessibility compliance is divided into three areas:
  - 1) Electronic and Information Resources
    - a. Software applications and operating systems
    - b. Telecommunications products
    - c. Video and multimedia products
    - d. Self-contained, closed products
    - e. Desktop and portable computers

The specific technical standards for each of the above category of EIR are documented at [Texas Administrative Code 213, Subchapter C](#).

### 2) Procurement

- a. Before any purchases of EIR can be approved, vendors, regardless of originating state, must certify that their products comply with the TAC §202, State Websites, and §213, Electronic and Information Resources, as applicable, and provide credible evidence of the vendor's capability or ability to product accessible EIR products and services for every product under consideration using one of the following methods:
  - 1. Voluntary Product Accessibility Template (VPAT);
  - 2. Electronic document that addresses the same accessibility criteria in substantively the same format as the VPAT; or
  - 3. URL to a web page that explains how to request a completed VPAT for any product under contract.
- b. The degree of accessibility of a given product should be determined by the procuring department. The IT Accessibility Coordinator is available to assist departments and areas in making this determination.
- c. Departments shall coordinate purchases of EIR with Procurement Services and the IT Accessibility Coordinator to ensure compliance with the Texas Administrative Code and this policy.
- d. All purchases must follow the established TTUHSC El Paso Operating Policies for procurement found [here](#).

### 3) Websites

- a. Per TAC §206, State Websites, all university public entry points must be accessible.

1. Specific technical standards for the websites per the Texas Administrative Code is found [here](#).

b. Key public entry points are web pages that an institution of higher education has specifically designed for the public to access official information. Designated TTU key public entry points are:

1. TTUHSC El Paso home page: <https://el Paso.ttuhs.edu/>
2. Texas Tech Physicians of El Paso homepage: <https://eptexastechphysicians.org/>
3. TTUHSC El Paso Impact homepage: <https://www.ttuhscepimpact.org/>
4. Texas Tech Oral Health Clinic homepage: <https://ttdentalcare.com/>

### III. Responsibilities

- A. Under the provisions of TAC §213, an IT Accessibility Coordinator must be appointed for the university; the TTUHSC El Paso CIO has appointed the Associate Director for IT Assurance & Strategic Planning as the TTUHSC El Paso IT Accessibility Coordinator.
- B. As required by state law, TTUHSC El Paso has designated an Electronic and Information Resources Accessibility Coordinator (EIRAC) who leads by planning strategically, policy, training and advocacy, compliance monitoring and reporting, and accommodation [requests](#).
- C. For information pertaining to academic policies regarding students with disabilities, please review [HSCEP OP 77.14, Accessibility and Establishing Accommodation for Students with Disabilities](#).

- IV. **Disclaimer Statement.** TTUHSC El Paso reserves the right to interpret, change, modify, amend or rescind any policy in whole or in part at any time without the consent of employees.

While EIR works to ensure equal access, the success of the student according to accommodation and essential functions will be determined by the respective department in each school in the Texas Tech University Health Sciences Center El Paso.

TTUHSC El Paso is committed to ensuring equal access to web-based information and services for all constituencies as well as complying with standards outlined within the [Texas Administrative Code, Title 1, Part 10, Chapter 206 State Web Sites](#) and [The Federal Government Section 508 standards](#).

We also endorse the guidelines of the [World Wide Web Consortium \(W3C\)](#) as the standard for World Wide Web accessibility and have developed institutional website publishing standards. These standards are available for review [here](#). Also, to improve the accessibility of the TTUHSC El Paso websites, we currently use various tools for site validation and tools available through the World Wide Web Consortium (W3C).

If you use assistive technology and the format of any material on our website interferes with your ability to access the information, please [email us](#) or use the points of contact listed above for assistance. To enable us to respond in a manner most helpful to you, please indicate the nature of your accessibility problem, the preferred format in which to receive the material, the web address of the requested material and your contact information.

Additional information about accessibility programs in Texas is available from the [Governor's Committee on People with Disabilities](#).

#### State Regulations

- 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

#### Federal Regulations

- Section 504 of the Rehabilitation Act of 1973
- Section 508 of the Rehabilitation Act of 1973, as referenced by Texas Administrative Code
- Title II of the Americans with Disabilities Act of 1990 (ADA)