

# **Texas Funeral Service Commission**

## **EIR Accessibility Policy**

### **Purpose**

The purpose of the Electronic and Information Resources (EIR) Accessibility Policy is to guide the Texas Funeral Service Commission in its compliance with accessibility rules in accordance with the Texas Administrative Code, Title 1, Chapters 206 and 213.

This policy sets forth guidance for the Texas Funeral Service Commission (Commission) with regard to the accessibility of all electronic and information resources developed, procured, or changed by Users including but not limited to:

- Telecommunication products, such as telephones;
- Transaction machines;
- Applications;
- Internet and intranet websites;
- Multi-media (including videotapes); and
- Office equipment, such as copiers and fax machines

### **Scope**

- This policy applies to all Users and EIR owners while employed with the Commission. All Users and EIR owners are responsible for understanding and complying with the terms and conditions of this policy.
- This policy applies to, but is not limited to, electronic and information resources developed, procured, maintained, or used by the Commission directly.

### **Policy**

#### **1. General**

The Commission's electronic and information resources must be accessible to Users with all levels of ability. The Commission must comply with all provisions of Chapter 2054, Subchapter M of the Texas Government Code and Texas Administrative Code Chapters 206 and 213.

#### **2. Responsibilities**

The Commission must ensure provisions of this policy for its website and electronic and information resources are fulfilled.

#### **3. Request for Accommodation**

Reasonable efforts shall be made to accommodate Users of EIR with enabling software, assistive devices, or other means. When a User is unable to access the Commission's EIR, he or she may contact the Commission to request that an alternate format or method to access the information be provided. The Commission shall provide instructions on its website for requesting an accommodation.

#### **4. Exception from Compliance**

Only the Commission's Executive Director may grant an exception from complying with an accessibility rule. EIR owners of inaccessible EIR shall submit an exception request to the executive director for each developed EIR which does not comply with appropriate standards and specifications. Any approved exception shall include a plan for alternate methods of access for persons with disabilities.

#### **5. Commission EIR Accessibility Implementation and Remediation Plan**

The Commission EIR Accessibility Implementation and Remediation Plan describes methods and procedures the agency shall follow to ensure that its EIR developed, procured, or changed by Users is accessible. The plan also outlines exception provisions.

## Compliance

The Executive Director is responsible for ensuring adherence to this policy.

## Disciplinary Action

Instances of failure to adhere to this policy will be brought to the attention of the Executive Director.

## Contact Information

Contact the Statewide Accessibility Coordinator.

## Definitions and Acronyms

- **508 compliance:** The technical standards issued by the US Access Board implementing Section 508 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. § 794 (d). In particular, the standards related to web accessibility contained in 36 CFR Part 1194.
- **Accessibility:** Strategies, guidelines, and resources to help make the EIR accessible to people with disabilities. EIR accessibility means that people with disabilities can perceive, understand, navigate, and interact with EIR. Accessible EIR that can be used in a variety of ways and that does not depend on a single sense or ability.
- **Alternate format:** Alternate format usable by people with disabilities may include, but are not limited to, Braille, ASCII text, large print, recorded audio, and electronic formats that comply with this policy .
- **Alternate method:** Different means of providing information, including product documentation, to people with disabilities. Alternate methods may include, but are not limited to, voice, fax, relay service, TTY, Internet posting, captioning, text-to-speech synthesis, and audio description.
- **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.
- **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, 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. For example, HVAC 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.
- **EIR accessibility standards:** Texas accessibility standards for electronic and information resources that comply with the applicable specifications contained in 1 TAC 206 and/or 1 TAC 213.
- **EIR owner:** An individual or group with primary responsibility for an EIR. This might include the author of a document, manager or project manager of an EIR application / project.
- **Exception:** A justified, documented non-conformance with one or more standards or specifications of Chapter 206 and/or Chapter 213 of this title, which has been approved by the agency head.
- **PDF:** Portable Document Format file types (refer to Adobe's website for further information on tools enabling access to PDF files for the visually impaired).
- **State website:** A website that is connected to the Internet and is owned, funded, or operated by or for a state agency or institution of higher education, including the home page, all subordinate pages, and other key public entry points.
- **User:** Any individual (including, but not limited to, DIR personnel, temporary employees, employees of independent contractors, vendors, or volunteers) who is authorized to access DIR electronic and information resources.
- **W3C:** World Wide Web Consortium is an international consortium where member organizations, a full-time staff, and the public work together to develop web standards.