# Guide to Completing the Voluntary Product Accessibility Template

## Purpose:

Per Texas Administrative Code (TAC) 213.38 Procurements, West Texas A&M University requires an accurately completed Voluntary Product Accessibility Template (VPAT) on the reliably tested, current version of electronic and information resources (EIR) products and services sought for purchase, as a preliminary means of determining Section 508 accessibility compliance.

This guide gives vendors instructions on how WTAMU expects them to complete the VPAT.

## Applicable Section Criteria:

Sections 1194.31 Functional Performance Criteria, and 1194.41 Information, Documentation and Support are always applicable and must be complete.

Sections 1194.21 Software Applications and Operating Systems, and 1194.22 Web-based Internet Information and Applications are applicable for any web application and must be complete.

Other Section Criteria must be complete when applicable.

## Who Should Complete:

An EIR product or services technical specialist should complete the VPAT, as WTAMU requires a measure of technical detail in VPAT responses.

## Process to Complete:

Perform EIR testing on administrative and end user interfaces, features, and functions as appropriate to determine the level of compliance with each applicable Section Criterion of the Section Detail Tables.

Detail exactly how specific features or functions of the EIR do or do not meet the Criterion in the Remarks and Explanations for that Criterion of Section Detail Tables.

Use the *standard definitions* (listed below) for Supporting Features to enter the overall level of compliance for each Section Criterion of Section Detail Tables.

Complete the Summary Table’s Supporting Features, and Remarks and Explanations, with the overall level of compliance for all Criteria, using the *standard definitions* (listed below) for Supporting Features and general comments for Remarks and Explanations.

Maintain the integrity of VPAT data, and update the data with new EIR releases and versions.

## Instructions to Complete:

### Identifying Information –

* Enter the Date.
* Enter the Name of Product (include the version number or release date).
* Enter the Contact for more Information (include name, phone, and email).
* Insert a Product Testing Statement (include operating systems, browsers, assistive technologies, and versions used during testing).

### Section Detail Tables –

Complete Supporting Features for each Criterion in the Section Detail Tables using these *standard definitions* to enter the Criterion’s overall level of compliance.

* Supports – FULLY meets the letter and intent of the Criterion.
* Supports with Exceptions – does not fully meet the letter and intent of the Criterion, but does give some level of access.
* Supports through Equivalent Facilitation – gives alternative methods to meet the intent of the Criterion.
* Does not Support – does not meet the letter or intent of the Criterion.
* Not Applicable – the Criterion does not apply.

Complete Remarks and Explanations for each Criterion in the Section Detail Tables describing exactly how specific features or functions of the EIR do or do not meet the Criterion.

### Summary Table –

Complete Supporting Features for each Criterion in the Summary Table using the *standard definitions* defined above and listed below to enter the Criterion’s overall level of compliance.

* Supports.
* Supports with Exceptions.
* Supports through Equivalent Facilitation.
* Does not Support.
* Not Applicable.

Complete Remarks and Explanations for each Criterion in the Summary Table with general comments on the overall level of compliance.

## Questions:

Contact the WTAMU accessibility coordinator, 806-651-1241, [accessibility@wtamu.edu](mailto:accessibility@wtamu.edu), with questions regarding this guide.