

AAdministrative
Services
Letter

10-02

**Important Language to Include
on Public Meeting Notices
and/or All Information Available
to the Public**

Signed By	/s/ Marie Stephans, Chief Administrative Services Division	Number	10-02
Distribution	All Employees	Date Issued	February 24, 2010
Subject	Important Language to Include on Public Meeting Notices and/or All Information Available to the Public	Expires	When Canceled
Guide Section	Equal Employment Opportunity	Reference	California Government Code, Section 11135(a); Title 28, Code of Federal Regulations, Chapter I, Part 35, Subpart E, Section 35.163; The Americans with Disabilities Act of 1990; California Public Resources Code, section 72002 (c) (5) and Federal Executive Order No. 12898 of 1994); Cancels ASL 09-07

State and federal laws require that all public meetings, hearings, workshops, and training classes are fully accessible to persons with disabilities and that all public documents be made available in an alternative format when requested.

In addition, state and federal laws require that public documents relating to human health and the environment be concise, understandable, and readily accessible to the public, including Limited English Proficient (LEP) individuals. The requirement also includes all public documents be made available in another language when requested.

To accomplish the above measures, it is the policy of the Air Resources Board that the following standard language be incorporated on all public documents. This includes, but is not limited to, notices of board hearings, public meetings, workshops, training classes, fact sheets, and public documents:

Standard Language for Board Hearing Agendas

"If you require a special accommodation or language needs for any of the following:

- An interpreter to be available at the hearing.
- Have documents available in an alternate format (i.e. Braille, large print) or another language.
- A disability-related reasonable accommodation.

Please contact the Clerk of the Board at (916) 322-5594 or by facsimile (fax) at (916) 322-3928 as soon as possible, but no later than 10 business days before the scheduled board hearing. TTY/TDD/Speech to Speech users may dial 711 for the California Relay Service."

Standard Language for Examinations, Interviews, Public (Community) Meetings, Seminars, Training Classes, and Workshop Documents

"If you require a special accommodation or need this document in an alternate format (i.e. Braille, large print) or another language, please contact (event/meeting/document coordinator) at (direct telephone number) or (email address) as soon as possible, but no later than 10 business days before the scheduled event/meeting. TTY/TDD/Speech to Speech users may dial 711 for the California Relay Service."

Standard Language for Agendas, Brochures, Bulletins, Fact Sheets, Letters, Presentations, Public Notices, Regulations, Reports, and Web Pages

"If you need this document in an alternate format (i.e. Braille, large print) or another language, please contact (document coordinator) at (direct telephone number) or (email address). TTY/TDD/Speech to Speech users may dial 711 for the California Relay Service."

General Information

Using this standard language on all our notices, instructs all individuals who to contact for full access to our public meetings and documents.

When a request for a disability-related accommodation, an alternate format (i.e. Braille, large print), or another language, the event/meeting/document coordinator shall contact the [Equal Employment Opportunity \(EEO\) Office](#) for assistance in completing the request.

- For disability-related accommodation requests, the event/meeting/document coordinator shall contact the [Reasonable Accommodation Coordinator](#) at (916) 323-4916.
- For alternate format (i.e. Braille, large print), or another language requests, the event/meeting/document coordinator shall complete the [Language Services Request ASD/MSB 256](#) and provide the signed ASD/MSB 256 to the EEO Office at a minimum of 10 business days before the event/meeting/hearing.

Explanation of The California Relay Service

California Relay Service (CRS) provides specially trained operators to relay telephone conversations back and forth between people who are deaf, hard of hearing, or speech-disabled and all those they wish to communicate with by telephone. Specially trained Communication Assistants (CA) complete all calls and stay on the line to relay messages electronically over a text telephone, so called TTY for "Teletype", Telecommunication device for the deaf (TTD) or verbally for Speech to Speech users.

Questions regarding this Administrative Services Letter should be directed to the [Equal Employment Opportunity Officer](#) at (916) 323-7053.