Units/departments and event sponsors are responsible for providing equal access to their program events and materials. UC ANR Accommodations Management may be able to support units/departments, organizations, and programs requesting Interpretation and Translation services for UC ANR-sponsored events and communications. Through current vendor services agreements Disability Management can provide logistical support and connect our employees with resources, service providers, and funding information.

Early and careful planning is critical, as video interpretation services require a minimum of 2 weeks prior notification. Please contact Jodi Rosenbaum, Disability and Accommodations Coordinator at [disabilitymanagement@ucanr.edu](mailto:disabilitymanagement@ucanr.edu) for more information.

**Interpretation and Translation Services Options**

**American Sign Language (ASL) Interpreting**

[Eaton Interpreting Services](http://www.eatoninterpreting.com), Inc. is a Certified Small Business that utilizes independent contractors to provide on-site and Video Remote sign language interpreting services twenty-four hours a day/seven days a week. UC Agreement #: UCDPO00027002

* Contact Disability Management, [disabilitymanagement@ucanr.edu](mailto:disabilitymanagement@ucanr.edu), to receive approval to utilize Eaton Interpreting Services, then Contact: 916-721-3636 or [schedulers@eatoninterpreting.com](mailto:schedulers@eatoninterpreting.com).
* Disability Management will require the following information from the caller: (1) Location Identification Number, (2) Program or Unit Number, (3) Name of Employee coordinating services.
* UC ANR HR will fund ASL services through December 31, 2024

**All Language Interpretation Services**

[Language Line](https://www.languageline.com/) provides expertise to overcome language barriers 24/7/365 with On-Demand and On-site Interpreting in 240+ languages. In addition, Language Line Translation supports all types of content and sizes of projects in 290+ languages. UC Agreement #: UCDPO00029601

* Contact: 800-221-4207 for services. Disability Management approval in advance is **not** required.
* UC ANR HR will fund Interpretation services through December 31, 2024
* Caller will need to provide the following information to receive services: (1) Department Code, (2) Program and Program Code, (3) Name of Employee coordinating services.

**Translation Services**

UC ANR News and Outreach in Spanish (NOS) provides in-housetranslation services. Prior to contracting out for external translation services, NOS must evaluate and review the request to determine if the work can be done locally. Please contact Ricardo Vela ([rvela@ucanr.edu](mailto:rvela@ucanr.edu)) for more information. If it is determined NOS will not be able to provide the service, please see the information below.

[Language Line Translation](https://www.languageline.com/) supports technical and scientific translation projects of all sizes in 290+ languages. UC Agreement #: UCDPO00029601

* Contact HR, [disabilitymanagement@ucanr.edu](mailto:disabilitymanagement@ucanr.edu), and NOS, [rvela@ucanr.edu](mailto:rvela@ucanr.edu), to determine if Language Line Translation is the most appropriate option
* If deemed appropriate, NOS will load your files into a Language Line dashboard and will coordinate with the department to share the scope, timeline and costing for the project
* Fees paid by local department/unit/program

**Process and Workflow for Services Not Already Listed**

For services not already discussed above, the local department takes a key role in responsibility for identifying a partner and requesting services through both HR and BOC.  The local point of contact will coordinate with the vendor, Business Operations Center and Disability Management Services ([disabilitymanagement@ucanr.edu](mailto:disabilitymanagement@ucanr.edu)) to obtain services.

Please plan timelines accordingly. Even after careful planning, some requests will come too late to get addressed or other logistical problems might prevent the organization from addressing an accommodations request. External contracting out agreements can be time consuming, please reach out to discuss further.

**Contracting Out Policy for Services Not Already Listed**

Effective February 15, 2020, due to Regents Policy 5402: Policy Generally Prohibiting Contracting for Services there shall be a general prohibition on [Contracting Out for Services](https://ucanr.edu/sites/ANRSPU/ELR/Contracting_Out/) (COS) and functions that can be performed by University staff. Due to these policies, contracting out for services requires evaluation and approval by Employee and Labor Relations prior to engaging in a new vendor agreement.

[Vendor Services - Contracting Out Workflow](https://ucanr.edu/sites/ANRSPU/files/337597.pdf)

[Contracting Out Services Blank Form](https://ucanr.edu/sites/ANRSPU/files/390047.pdf)

[Purchase Request Form](https://ucanr.edu/sites/anrstaff/files/314580.pdf)

**Other Available Resources**

* **Transcription and Captions:** <https://www.ucop.edu/electronic-accessibility/_files/transcripts-captions-guidelines.pdf>
* **Zoom:** [Automated Transcripts of Zoom Meetings](https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe-Cloud-Recordings-). Zoom lets you create a post-recording transcript of a recorded meeting that you have uploaded to Cloud Recordings. You can then display the transcript text within the video itself, almost like captions.
* **Captioning Pre-Recorded Events; Posting Pre-recorded and Post-production Recordings**: If you are going to post the/a recorded remote event on a public-facing website, it must be captioned. And if you have a public-facing site with previously embedded videos without captioning, you must caption it prior to posting. Options for captioning can be explored on [UCOP's website accessibility website](https://www.ucop.edu/electronic-accessibility/web-developers/productivity-tools/accessibility-with-zoom.html#captions-transcripts)
* **Using Family, Friends, Minors, Untrained Volunteers, and other untrained professionals is not recommended:**
* May result in breach of confidentiality.
* Increase UC liability due to use of individuals who are not qualified.
* May result in misinterpretation due to lack of adequate technical vocabulary.
* May result in additions, omissions, and changes in information.

|  |  |  |  |
| --- | --- | --- | --- |
| **UC ANR TRANSLATION AND INTERPRETATION SERVICES** | | | |
| Department and Program Information | | | |
| Services must be for genuine UC ANR activities and initiated by a UC ANR Employee or approved Contingent Worker (CWR). HR may request further information from the Employee or CWR following the service. | | | |
|  |  |  |  |
| **DEPARTMENT INFORMATION** | | **PROGRAM INFORMATION** | |
| **Dept Code** | **Department Description** | **Program Code** | **Program Description** |
| 401100 | 4-H FOUNDATION | AU1 | Administrative Unit |
| 205200 | ACADEMIC HR | CO1 | Cooperative Extension |
| 220000 | ADMINISTRATIVE CSIT | INS1 | Statewide Institute |
| 303402 | AG ISSUES CNTR | REC1 | Research and Extension Center |
| 303600 | ANR FIRE NETWORK | SP1 | Statewide Program: 4H Youth Development |
| 305000 | ANR STATEWIDE SPECIALISTS | SP2 | Statewide Program: Informatics and GIS |
| 200000 | ASSOC VP - BUSINESS OPERATIONS | SP3 | Statewide Program: Expanded Food and Nutrition (EFNEP) |
| 300000 | ASSOCIATE VICE PRESIDENT | SP4 | Statewide Program: UCANR Fire Network |
| 202000 | BUILDING SERVICES | SP5 | Statewide Program: CalFresh Healthy Living |
| 203000 | BUSINESS OPERATIONS CENTER | SP6 | Statewide Program: Master Gardener Program |
| 303100 | CA INST FOR WATER RESOURCES | SP7 | Statewide Program: Integrated Pest Management |
| 303407 | CALIFORNIA NATURALIST PROGRAM | SP8 | Statewide Program: Sustainable Agriculture (SAREP) |
| 303412 | CALIFORNIA STATE 4-H OFFICE | SP9 | Statewide Program: Environmental Stewards |
| 303411 | COMMUNITY NUTRITION AND HEALTH | SP10 | Statewide Program: Master Food Preserver |
| 206000 | CONTRACTS AND GRANTS OFFICE | SP11 | Statewide Program: Ag Issues Center |
| 208000 | CONTROLLER AND BUSINESS SERV | SP12 | Statewide Program: Community Nutrition and Health |
| 966067 | COOPERATIVE EXTENSION |  |  |
| 965051 | DESERT REC |  |  |
| 401000 | DEVELOPMENT OFFICE |  |  |
| 208200 | EH&S / RISK SERVICES |  |  |
| 230000 | FACILITIES, PLANNING & MGMT |  |  |
| 208300 | FINANCIAL SERVICES |  |  |
| 404000 | GOVT & COMMUNITY RELATIONS |  |  |
| 965050 | HANSEN REC |  |  |
| 965050 | HANSEN REC |  |  |
| 965057 | HOPLAND REC |  |  |
| 301000 | IMM OFFICE AVP |  |  |
| 201000 | IMM OFFICE AVP - BUS OPS |  |  |
| 208100 | IMM OFFICE CONTROLLER BUS SERV |  |  |
| 205100 | IMM OFFICE OF HR |  |  |
| 402000 | IMM OFFICE OF VICE PRES |  |  |
| 303403 | INFORMATICS & GIS SW PROGRAM |  |  |
| 965060 | INTERMOUNTAIN REC |  |  |
| 209200 | IT SERVICES |  |  |
| 305100 | KEARNEY AGRICULTURAL CNTR |  |  |
| 965058 | KEARNEY REC |  |  |
| 965059 | LINDCOVE REC |  |  |
| 303406 | MASTER FOOD PRESERVER PROGRAM |  |  |
| 403100 | NEWS & OUTREACH IN SPANISH |  |  |
| 303300 | NUTRITION POLICY INSTITUTE |  |  |
| 205000 | OFFICE OF HUMAN RESOURCES |  |  |
| 406000 | OFFICE OF INNOVATION |  |  |
| 209000 | OFFICE OF IT |  |  |
| 303500 | ORGANIC AG INSTITUTE |  |  |
| 304100 | PROGRAM PLANNING & EVALUATION |  |  |
| 304200 | PROGRAM SUPPORT UNIT |  |  |
| 210000 | PUBLISHING & PRODUCTION |  |  |
| 965062 | REC SYSTEM FUNDED PROJECTS |  |  |
| 965000 | RESEARCH & EXT CENTERS |  |  |
| 207000 | RESOURCE PLANNING & MANAGEMENT |  |  |
| 965053 | SIERRA FOOTHILL REC |  |  |
| 303408 | SMALL FARM CNTR |  |  |
| 965055 | SOUTH COAST REC |  |  |
| 205300 | STAFF HR |  |  |
| 303404 | STATEWIDE IPM PROGRAM |  |  |
| 304000 | STATEWIDE PROGRAM OPERATIONS |  |  |
| 303400 | STATEWIDE PROGRAMS |  |  |
| 304300 | STATEWIDE PROGRAMS & REC OPS |  |  |
| 403000 | STRATEGIC COMMUNICATIONS |  |  |
| 303200 | STRATEGIC INITIATIVES |  |  |
| 303401 | SUSTAINABLE AG RESEARCH & EDU |  |  |
| 303409 | SW MSTR GARDENER PROGRAM |  |  |
| 100010 | UCANR CONTINGENT WORKERS |  |  |
| 966001 | UCCE ALAMEDA COUNTY |  |  |
| 966004 | UCCE BUTTE |  |  |
| 966093 | UCCE CAPITOL CORRIDOR MCP |  |  |
| 966094 | UCCE CENTRAL SIERRA NEVADA MCP |  |  |
| 966006 | UCCE COLUSA |  |  |
| 966007 | UCCE CONTRA COSTA COUNTY |  |  |
| 966095 | UCCE FRESNO MADERA MCP |  |  |
| 966011 | UCCE GLENN COUNTY |  |  |
| 966012 | UCCE HUMBOLDT |  |  |
| 966013 | UCCE IMPERIAL COUNTY |  |  |
| 966014 | UCCE INYO/MONO COUNTIES |  |  |
| 966015 | UCCE KERN COUNTY |  |  |
| 966016 | UCCE KINGS COUNTY |  |  |
| 966017 | UCCE LAKE COUNTY |  |  |
| 966018 | UCCE LASSEN COUNTY |  |  |
| 966019 | UCCE LOS ANGELES COUNTY |  |  |
| 966021 | UCCE MARIN COUNTY |  |  |
| 966022 | UCCE MARIPOSA COUNTY |  |  |
| 966023 | UCCE MENDOCINO COUNTY |  |  |
| 966024 | UCCE MERCED COUNTY |  |  |
| 966025 | UCCE MODOC COUNTY |  |  |
| 966027 | UCCE MONTEREY COUNTY |  |  |
| 966028 | UCCE NAPA COUNTY |  |  |
| 966031 | UCCE NEVADA\_PLACER COUNTY |  |  |
| 966030 | UCCE ORANGE COUNTY |  |  |
| 966032 | UCCE PLUMAS/SIERRA COUNTIES |  |  |
| 966033 | UCCE RIVERSIDE COUNTY |  |  |
| 966035 | UCCE SAN BENITO COUNTY |  |  |
| 966036 | UCCE SAN BERNARDINO COUNTY |  |  |
| 966037 | UCCE SAN DIEGO COUNTY |  |  |
| 966039 | UCCE SAN JOAQUIN COUNTY |  |  |
| 966040 | UCCE SAN LUIS OBISPO COUNTY |  |  |
| 966041 | UCCE SAN MATEO COUNTY |  |  |
| 966042 | UCCE SANTA BARBARA COUNTY |  |  |
| 966043 | UCCE SANTA CLARA COUNTY |  |  |
| 966044 | UCCE SANTA CRUZ COUNTY |  |  |
| 966045 | UCCE SHASTA COUNTY |  |  |
| 966047 | UCCE SISKIYOU COUNTY |  |  |
| 966049 | UCCE SONOMA COUNTY |  |  |
| 966050 | UCCE STANISLAUS COUNTY |  |  |
| 966051 | UCCE SUTTER/YUBA COUNTIES |  |  |
| 966052 | UCCE TEHAMA COUNTY |  |  |
| 966053 | UCCE TRINITY COUNTY |  |  |
| 966054 | UCCE TULARE COUNTY |  |  |
| 966056 | UCCE VENTURA COUNTY |  |  |
| 400000 | VICE PRESIDENT CENTRAL OFFICE |  |  |
| 405000 | VICE PRESIDENT PROGRAMS |  |  |
| 305001 | VICE PROVOST ACAD PERSNL & DEV |  |  |
| 966000 | VICE PROVOST OF RESEARCH & EXT |  |  |
| 303000 | VICE PROVOST SI & SW PROGS |  |  |
| 308000 | VICE PROVOST UCCE |  |  |
| 209100 | WEB GROUP |  |  |
| 965052 | WEST SIDE REC |  |  |
| 303405 | WESTERN IPM CNTR |  |  |
| 240000 | WORKPLACE INCL & BELONGING |  |  |
| 303410 | YOUTH, FAMILIES & COMMUNITIES |  |  |