



**NIEHS**  
National Institute of  
Environmental Health Sciences

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
National Institutes of Health

# 2011 Annual Report for the National Clearinghouse for Worker Safety and Health Training







U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
National Institutes of Health

# 2011 Annual Report for the National Clearinghouse for Worker Safety and Health Training

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Annual Report for the National Clearinghouse for Worker  
Safety and Health Training 2011

2010/2011 Year End Report



# National Clearinghouse for Worker Safety and Health Training

**A**NNUALLY, MDB, INC. HIGHLIGHTS ITS WORK PROVIDING AN EXTENSIVE RANGE OF COMMUNICATION AND TECHNICAL ASSISTANCE SERVICES TO THE NATIONAL INSTITUTE OF ENVIRONMENTAL HEALTH SCIENCES WORKER EDUCATION AND TRAINING PROGRAM (NIEHS WETP) IN THE CLEARINGHOUSE FISCAL YEAR-END REPORT. THE 2011 FISCAL YEAR-END REPORT COVERS NIEHS WETP CLEARINGHOUSE ACTIVITIES FROM SEPTEMBER 15, 2010 TO SEPTEMBER 14, 2011.

MDB, INC. HAS COMPLETED ITS 1ST YEAR IN THE NEW CONTRACT PERIOD PROVIDING TECHNICAL AND RESEARCH SUPPORT FOR THE NIEHS WETP AND ENSURING THE EFFECTIVE OPERATION OF THE NIEHS WETP NATIONAL CLEARINGHOUSE.

## Overview

This contract year was largely focused on issues of worker safety and health in green jobs, environmental justice, training, and the response of the 2011 Earthquake in Japan and Hurricane Irene.

Staff also spent time on several other tasks: 1) Coordinating the Fall 2010 Awardee Meeting and Workshop: Back to Basics; 2) Coordinating the Spring 2011 Meeting and Workshop: Deepwater Horizon Lessons Learned Workshop: Improving Safety and Health Training for Disaster Cleanup Workers and the subsequent report; 3) Coordinating the Fall 2011 Awardee Meeting and Workshop: Eliminating Health and Safety Disparities at Work; 4) Developing worker safety and health products (e.g., finalizing the American Recovery and Reinvestment Act (ARRA) Communications Report, the Nanotechnology and Training White Paper, and the environmental justice (EJ) and Jobs Training Report; preparing Emergency Response Health Monitoring and Surveillance (ERHMS) document and Department of Energy (DOE) Workforce Guidelines for Home Energy Upgrades comments); 5) Participating in worker safety and health hearings and conferences (e.g., 2010 APHA Conference, 2011 Good Jobs, Green Jobs Conference, and 2011 Brownfields Conference); 6) Meeting with the Department of Energy at Idaho; 7) Participating in the March 2011 Earthquake in Japan and August 2011 Hurricane Irene responses; 8) Providing webinar support; and 9) Plans for 2011 and beyond.

Additionally, staff provided ongoing review of the Strategic Plan in an effort to ensure that the program is on track and meeting the operational goals laid out in the plan.

In the contract year, the Clearinghouse also produced several videos for WETP during FY 2010/2011 to best document the accomplishments and successes of the NIEHS WETP awardees who received ARRA funds. Specific visuals included sit-down interviews, workers in the field explaining (and showing) their work, and existing photos and videos of workers on the job or within training situations.

In response to the March 2011 Japanese earthquake and tsunami, the Clearinghouse developed the **NIEHS Response Training Tool: Controlling Hazards During the 2011 Earthquake and Tsunami Response**. The tool was translated to Japanese. In addition, a new 2011 Earthquake webpage was created to host the training tools and other site-specific federal and local resources specific to the situation.

In response to the August 2011 Hurricane Irene, a new resource page was created to accommodate the new factsheet, **Protecting Yourself While Removing Post-Disaster Debris From Your Home or Business**. The factsheet provides awareness level information on post-disaster hazard for small business owners, residents, and community/faith based volunteer groups conducting post-disaster cleanup activities. The new resource page also includes other NIEHS resources (e.g., NIEHS Hurricane and Flood Response Training Tools and Flyers, Work Zone Safety Training Tool, and Driving Hazards Training Tools) and links to other federal resources to support those who may respond to the Hurricane.

## Prime Task One:

Establish, manage, and operate an information clearinghouse for the distribution of technical information produced by NIEHS WETP

### Monthly Meetings Summaries

Ms. Deborah Weinstock made monthly trips to Research Triangle Park, NC to meet with the Worker Education and Training Branch (WETB) staff to discuss the past, current, and future contract activities, as well as examine remaining budget allocations. Each month, Ms. Weinstock disseminates a new report, which includes a budget spreadsheet and a summary of contract tasks to the WETB. This form of reporting maintains accountability for the project, while introducing a necessary degree of flexibility when faced with changing priorities. Other Clearinghouse team members either accompany Ms. Weinstock or join via teleconference as needed. The meetings provide an opportunity to set priorities and move forward on specific projects.

### Health and Safety Library (HASL) and the Curricula Catalog

The MDB, Inc. IT team, spearheaded by Manfred Stanfield, updated the HASL and the Curricula Catalog.

Timeframe	Documents downloaded from HASL	Curricula Catalog Downloads
2009/ 2010	67,631	3,389 files by 264 users
2010/2011	32,846 files by 4,855	3,343 files by 177 users

A total of 42 courses were added during FY 2011 and 2 existed courses had new materials.

The table below shows the number of items awarded uploaded to, or changed in, the curricula catalog between September 16, 2010 and August 29, 2011.

CPWR – The Center for Construction Research and Training	
Dillard University	--
IAFF	--
ICWUC	--
IUOE	9
Jefferson State Community College	--
LIUNA Training	--
Midwest Consortium	3
NOVA Southeastern University	--
OAI, inc.	26
PETE	--
SEIU Education and Training	--
Teamsters	1
U Mass Lowell	---
UAW	--
UMDNJ	--
University of Texas at Houston	7
USW	14
Utility Workers	--
WRUC	--

## Advisory Board

The Clearinghouse Advisory Board met on May 3, 2011 in Mobile, AL prior to the NIEHS WETP Workshop: Improving Safety and Health Training for Disaster Cleanup Workers. In addition to the members listed below, some Clearinghouse staff and all WETB staff participated in the Advisory Board meeting. Mr. Michael Baker presented the ARRA (The American Recovery and Reinvestment Act) short video, which highlighted WETP awardee accomplishments. Ms. Weinstock provided an overview of the NIEHS Strategic/Operating Plan, the Japan Disaster Response and Resource Page, ARRA full video, comments on the Emergency Responder Health Monitoring and Surveillance Guidance Document, and upcoming meetings and conferences. Members discussed the DOE Collaborative Approach to Integrated Safety and Health Training, the accreditation, certification, and credentialing of the Minimum Criteria, and other possible research and workshop topics. (See Advisory Board Summary attached).

National Clearinghouse Advisory Board

Participants at the May 3, 2011 meeting

Name	Organization	Name	Organization
Craig Slatin	U Mass Lowell	Linda Delp	WRUC
Lamont Byrd	Teamsters	Gary Gustafson	LIUNA Training
Tipawan Reed	OAI, inc.	Mark Catlin	SEIU Education and Training
Doug Feil	PETE	Don Ellenberger	CPWR – The Center for Construction Research and Training
Pat Berntsen	PETE	Carol Rice	Midwest Consortium
Jim Frederick	USW	Beverly Wright	Dillard University
Jim Ridley	IAFF	Kelley Davis	NOVA Southeastern University
Audrey Gotsch	UMDNJ	Kristi Messer	NOVA Southeastern University
Barb McCabe	IUOE	Bob Emery	University of Texas at Houston
Ken Oldfield	Jefferson State Community College	John Devlin	Utility Workers
Luis Vazquez	UAW	Dan Suhr	inXsol
John Morawetz	ICWUC		

## Strategic Plan

At the Advisory Board Meeting, Ms. Weinstock discussed where NIEHS currently was in terms of meeting its operational priorities for each strategic priority. Overall, NIEHS is doing a good job of addressing the operational priorities. Members discussed how to increase communication within the awardee community and with other agencies, including the Department of Energy (DOE) and involvement in upcoming environmental justice conferences.

## Prime Task Two:

Arrange and manage technical meetings and workshops related to scientific, administrative, and regulatory issues that are associated with training for hazardous waste workers and emergency responders.

The National Clearinghouse organized and managed numerous technical meetings and workshops over the contract year. In most of the meetings mentioned below, clearinghouse staff arranged for hotel accommodations and meeting rooms for the participants of the meetings and workshops, as well as played a major role in developing workshop and meeting agendas and sessions. Clearinghouse staff also took detailed notes at each meeting in order to develop accurate meeting reports.

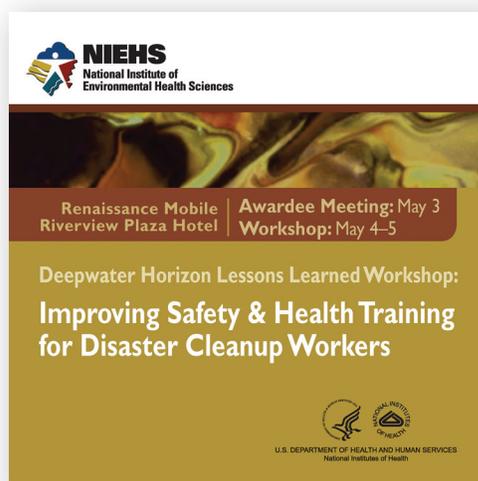
### NIEHS WETP Fall 2010 Workshop: Back to Basics

October 25-26, 2010 • Research Triangle Park, NC

The National Clearinghouse coordinated and assisted in the facilitation of the NIEHS WETP Fall 2010 Awardee Meeting and Workshop: Back to Basics held on October 25-26, 2010 on the NIEHS Main Campus in Research Triangle Park, NC. The conference brought together over 100 NIEHS and WETP awardee representatives and interested parties to review the current issues relating to the various components of the newly awarded cooperative agreements. Issues covered included: basic hazmat training and how the programs have grown and developed since their inception; hazmat and disaster response update to discuss lessons learned from the Gulf oil spill and how they relate to what we've learned about training from previous disasters; environmental remediation and the green jobs issues--what do we really expect from these Stimulus Programs; environmental training and Environmental Justice--expectations and current issues; and the direction of the DOE program given the series of collaboration training meetings that have been held around the complex. The Awardee meeting took place on October 25 and the technical workshop was held on October 25-26, 2010. Conference presentations can be found at: <http://tools.niehs.nih.gov/wetp/events.cfm?id=2496>.



Clearinghouse staff played a critical role in shaping the agenda, developing workshop sessions, and preparing panelists for the workshop and meeting. During the Workshop, Clearinghouse staff, Joy Lee gave a presentation on the *Accomplishments under the American Recovery and Reinvestment Act Funding* report and Tim Fields, gave a presentation on the *Environmental Justice and Jobs Training* report.



### NIEHS WETP Spring 2011 Awardee Meeting and Workshop: Deepwater Horizon Lessons Learned Workshop: Improving Safety and Health Training for Disaster Cleanup Workers

May 3-5, 2011 • Mobile, Alabama

The National Clearinghouse coordinated and assisted in the facilitation of the NIEHS WETP Spring 2011 Awardee Meeting and Workshop: Deepwater Horizon Lessons Learned Workshop: Improving Safety and Health Training for Disaster Cleanup Workers in Mobile, AL from May 3-5, 2011. This meeting examined the training-related Deepwater Horizon Oil response activities (as seen through the eyes of the Worker Education and Training Program, WETP awardees, federal partners, community-based organizations, workers, and other stakeholders) and discussed

elements of pre-incident and deployment-phase training for support personnel performing cleanup work. In addition, policies were explored to best ensure that workers receive training (in a language and a literacy level they understand) before being deployed to work. The Awardee meeting took place on May 3 and the technical workshop was held on May 4-5, 2011. Conference presentations can be found at: <http://tools.niehs.nih.gov/wetp/events.cfm?id=2499>.

Clearinghouse staff took part in shaping the agenda, developing workshop sessions, and preparing panelists for the workshop and meeting. Clearinghouse staff, Don Elisburg gave a presentation on using the contracting mechanism to ensure workers get training. Following the meeting, the Clearinghouse prepared a report that details the outcomes of the meeting.

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### 2011 Environmental Justice Conference: One Community—One Environment

August 23-26, 2011 • Detroit, MI

The National Clearinghouse provided assistance in the facilitation of the 2011 **Environmental Justice Conference: One Community – One Environment**, held on August 23-26, 2011 in Detroit, Michigan. The conference sought to explore models for effective community engagement and capacity building, strategies for addressing pollution sources that impact EJ communities, and environmental workforce development training and job creation. The Clearinghouse provided support to the Environmental Workforce Development and Job Creation track. Tim Fields was a member of the conference planning committee and played a role in the development of the agenda for the Environmental Workforce and Development and Job Creation track. Mr. Fields also gave a short presentation on the Environmental Justice and Jobs Training report. Clearinghouse staff also provided assistance in the abstract selection process for the poster session and represented the Clearinghouse at the Eco Café during the conference.

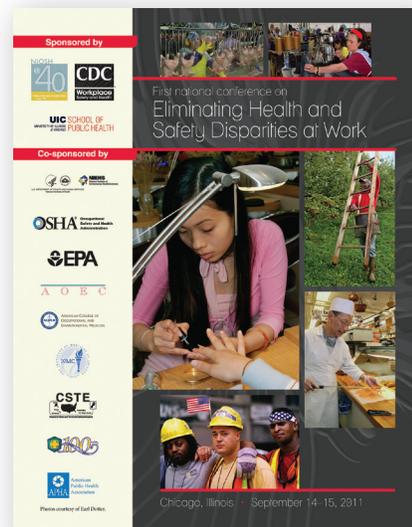


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### WETP Fall 2011 Awardee Meeting and Conference: Eliminating Health and Safety Disparities at Work

September 13-15, 2011 • Chicago, IL

The National Clearinghouse coordinated and assisted in the facilitation of the NIEHS WETP Fall 2011 Awardee Meeting and Conference: Eliminating Health and Safety Disparities at Work. The meeting, sponsored by National Institute for Occupational Safety and Health (NIOSH) and co-sponsored by NIEHS, Occupational Safety and Health Administration (OSHA), and Environmental Protection Agency (EPA), sought to understand the social, cultural, and economic factors that create and perpetuate occupational health and safety disparities. It examined the major research accomplishments and gaps related to the identification of social, cultural, and economic factors that create occupational health disparities. It also identified and shared promising practices for eliminating disparities through innovative intervention programs. The Awardee meeting took place on September 13 and the technical workshop was held on September 14-15. Conference presentations can be found at: <http://tools.niehs.nih.gov/wetp/events.cfm?id=2508>.



The conference sought to bring together representatives from multiple disciplines and perspectives to understand the social, cultural, and economic factors that create and perpetuate occupational health and safety disparities. The conference was built around five white papers:

- - Approaches to Education and Training;
- - Work Organization and Job Insecurity;
- - Workplace Injustice: Discrimination, Abuse, and Harassment;
- - Developing an Integrated Approach to the Health of the Low-Income Workforce; and
- - Effects of Social, Economic, and Labor Policies on Occupational Health.

Clearinghouse staff took part in shaping the agenda, developing workshop sessions, and preparing panelists for the workshop by attending the weekly conference planning calls. Deborah Weinstock coauthored the white paper on effective and promising solutions to meeting the unique challenges of conducting education and training with populations that experience occupational health disparities.

## Prime Task Three:

Facilitate the transmission of technical information related to the development of safety and health training programs for hazardous waste workers and emergency responders.

### Website Development and Website Maintenance

The following activities occurred under website development and maintenance during the year:

- - Provided technical support to Clearinghouse administrators when HTML input errors or server errors occurred.
- - Troubleshoot and fixed site errors as they occurred.
- - Developed 2010 Fall and 2011 Spring and Fall Awardee and Workshop information and resource pages.
- - Organized and updated documents on the Clearinghouse website.
- - Added a 2011 Earthquake page in support of the 2011 Japan disaster.
- - Added a Hurricane Irene page in support of the cleanup and response of the 2011 Hurricane Irene.
- - Uploaded the following key documents and report: NIEHS Japan Earthquake/Tsunami Training Tool; Protecting Yourself While Removing Post-Disaster Debris From Your Home or Business Factsheet; Training Workers for Risks of Nanotechnology; Training for Recovery: Accomplishments under the American Recovery and Reinvestment Act Funding; Training and Safety and Health in the DOE Complex NIEHS/DOE HAZMAT Training Program: 2000 through 2008 and the Path Forward for the NIEHS DOE Training Program; and Environmental Justice and Hazardous Waste Worker Training Programs: 15 Years of Investment in Environmental Justice.
- - Uploaded the New York State Toxic Mold Task Force Report on to the Clearinghouse website.
- - Created a new HTML template for the Newsbrief.
- - Embedded a video on the NIEHS Worker Education and Training Program on the Clearinghouse homepage. Added links to other videos.
- - Created a flickr account for photos.

### 508 Compliance

Clearinghouse staff worked to ensure that documents already posted and those to be posted on the Website were made "508 compliant." In 1998, Congress amended the Rehabilitation Act to require Federal agencies to make their electronic and information technology accessible to people with disabilities. Inaccessible technology interferes with an individual's ability to obtain and use information quickly and easily. Section 508 was enacted

to eliminate barriers in information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that will help achieve these goals. The law applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508 (29 U.S.C. '794d), agencies must give disabled employees and members of the public access to information that is comparable to the access available to others.

During the year, MDB made numerous documents on its Web pages 508 compliant and made videos accessible to the disabled by close captioning the videos. (Please see our 508 report, Attachment B)

## National Clearinghouse Web Statistics

The web statistics that follow compare web traffic in calendar year 2010 to 2011. NIEHS began to use Webtrends in December 2010 to track NIEHS web statistics. So far in 2010, the busiest month was October, and the busiest month for 2011 was January.

Month	2010	2011	% difference
January	23,229	62,862	271%
February	54,969	54,475	99%
March	41,345	50,899	123%
April	67,626	28,788	42.6%
May	78,775	28,864	36.6%
June	79,182	12,787	16.1%

Month	2010	2011	% difference
July	59,588	24,530	41.2%
August	376,127	13,766	3.66%
September	583,502	XXXXX	XXXXX
October	611,781	XXXXX	XXXXX
November	572,381	XXXXX	XXXXX
December	59,555	XXXXX	XXXXX

*\* The huge increase in web traffic in 2010 is likely due to user accessing information on the 2010 Haiti Earthquake and April 2010 Gulf Oil Spill. While we noticed the extreme increase from August-November 2010, to date, we have not been able to identify the cause for this increase. We will continue to monitor the web statistics and further delve into the Webtrends software.*

For the 2010, the busiest day for the Clearinghouse webpage was Tuesday. For 2011, the busiest day was Friday.

The WETP RSS News Feed is the most requested page on the Clearinghouse website for the 2010-2011 contract year. This is followed by the Clearinghouse homepage, the Curricula Catalog, and the events page.

The top referring site by the number of requests is <http://tools.niehs.nih.gov/>. A list of the top ten is below.

Site	2011	2010
<a href="http://tools.niehs.nih.gov/">http://tools.niehs.nih.gov/</a>	47,284	208,112
<a href="http://www.niehs.nih.gov/">http://www.niehs.nih.gov/</a>	17,237	900,453
<a href="http://www.google.com/">http://www.google.com/</a>	5,677	200,182
<a href="http://www.osha.gov/">http://www.osha.gov/</a>	2,829	11,766
<a href="http://search.niehs.nih.gov/">http://search.niehs.nih.gov/</a>	2,131	14,133
<a href="http://www.bing.com/">http://www.bing.com/</a>	802	15,645
<a href="http://localhost/">http://localhost/</a>	665	---
<a href="http://search.yahoo.com/">http://search.yahoo.com/</a>	618	15,942
<a href="http://osha.gov/">http://osha.gov/</a>	612	11,766
<a href="http://www.google.co.in/">http://www.google.co.in/</a>	506	19,181

The top ten list of search phrases people used to find the site were: areas of training, Dillard University; niehs wetp; wetp; training summary; summary of training; training areas; international brotherhood of teamsters; niehs clearinghouse; and hazmat careers.

The most used browser to access the site is Internet Explorer, followed by Firebox, Netscape, Motorola, and Safari.

## Weekly Digital Newsbrief

Since its inception, the National Clearinghouse weekly Newsbrief has served as a unique resource for keeping abreast on issues surrounding worker safety, health, and training. The weekly Newsbrief features current news articles, research studies, government reports, upcoming events, and employment opportunities within the topic areas of emergency preparedness and response, homeland security, environmental cleanup, environmental justice, and chemical safety as they relate to worker training and worker safety. The National Clearinghouse weekly Newsbrief is unique for two reasons: it is the only newsbrief distributed by a federal government agency solely devoted to worker training and safety in the areas mentioned, and rather than feature frontliners, its purpose is to feature articles and documents that don't normally make front page news. The Newsbrief is delivered each Friday to over 1280 recipients.



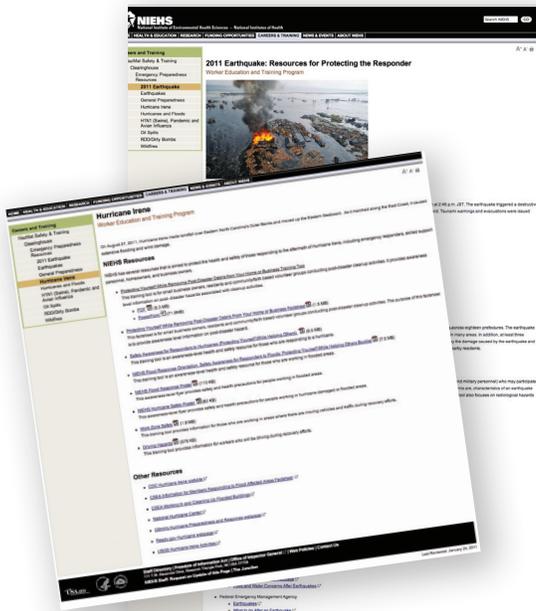
## Resource Pages

The National Clearinghouse created and updated resource pages which contain documents and resources that address government and public emergency preparedness in earthquakes and radiation exposure situations.

On March 11, 2011, a catastrophic 9.0-magnitude earthquake occurred on the northeastern coast of Honshu, Japan. The earthquake triggered a destructive tsunami wave up to 33 feet which hit the coast of Japan within minutes after the earthquake and traveled up to six miles inland. The earthquake and tsunami caused extensive damage to infrastructure in Japan, including damage to roads, railways, and dams and initiated fires in many areas. In addition, the earthquake also caused damage to the Fukushima Daiichi nuclear power plants, which has led to radiation leakage. The National Clearinghouse created a new 2011 Earthquake resource page to include a background on the disaster and new websites from federal and other sources in response to the Japan earthquake. In response to the event, a training tool was compiled to provide workers with awareness-level information on: what earthquakes/tsunamis are, characteristics of an earthquake response, and how to identify and control hazards pertaining to the response and cleanup activities associated with an earthquake. This tool also focuses on radiological hazards created by the Fukushima Daiichi nuclear power plant. This tool is available in English and Japanese.

In response to the destruction caused by Hurricane Irene on the Eastern Seaboard on August 27-28, 2011, the Clearinghouse developed a factsheet entitled "Protecting Yourself While Removing Post-Disaster Debris From Your Home or Business." The purpose of this fact sheet is to provide awareness-level information on post-disaster hazard for small business owners, residents, and community/faith-based volunteer groups conducting post-disaster cleanup activities. This new factsheet, along with other hurricane and flood response training tools and posters are also found on a newly created "Hurricane Irene" resource page. The page also includes other useful resources, including other links and resources from other federal agencies that would be useful to those who will respond to the Hurricane.

In light of the new WETP awards announced in August 2010, the Clearinghouse designed the new awardee fact-sheet that announced the 20 awardees (FY 2010-2014). The website was also updated to reflect the new awardees, and individual awardee web pages were also created or updated accordingly on the WETP Program page.



## Webinar Support

The Clearinghouse provided technical support for several webinars held by WETP staff during the year. Clearinghouse staff provided support for a webinar presentation for TNEC's advisory board in December 2010. Clearinghouse staff supported Sharon Beard in a Minority Worker Training Program webinar held on March 7, 2011. The webinar provided an update on the WETP Program, details on the Brownfields 2011 Conference, and information on upcoming meetings, including the Spring 2011 Awardee Meeting and Workshop in Mobile, AL. Clearinghouse staff supported and facilitated webinars for HDPTP awardees held March 2 and June 20, 2011.

## Prime Task Four:

Develop, analyze, and compile program research products to support new training initiatives and the continuation of program efficacy measures.

Major initiatives that took place under Task 4:

### Development and production of an NIEHS Response Training Tool for 2011 Japan Earthquake

In response to the 2011 earthquake and tsunami in Japan, NIEHS developed the NIEHS Response Training Tool: Controlling Hazards During the 2011 Earthquake and Tsunami Response. This training tool is an awareness-level health and safety resource for U.S. responders (including USAR, medical personnel, rad-techs and military personnel) who may participate in the response. This tool will provide workers with awareness-level information on: what earthquakes/tsunamis are, characteristics of an earthquake response, and how to identify and control hazards pertaining to the response and cleanup activities associated with an earthquake. This tool also focuses on radiological hazards created by the Fukushima Daiichi nuclear power plant. The Clearinghouse had the tool translated into Japanese.



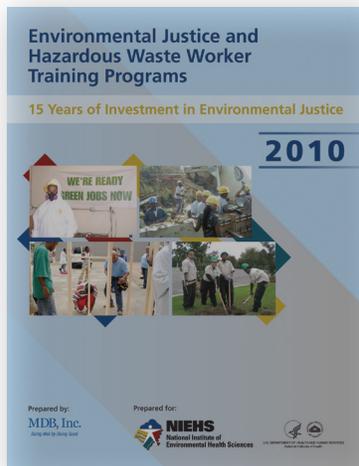
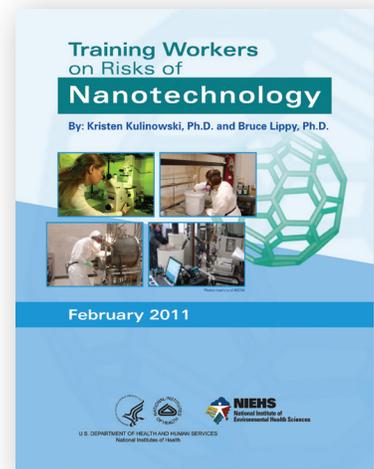
### Development and production of a NIEHS "Protecting Yourself While Removing Post-Disaster Debris From Your Home or Business Factsheet."

In response to Hurricane Irene in August 2011, NIEHS developed the NIEHS "Protecting Yourself While Removing Post-Disaster Debris From Your Home or Business Factsheet." The factsheet provides awareness level information on post-disaster hazard for small business owners, residents and community/faith based volunteer groups conducting post-disaster cleanup activities.



## Nanotechnology and Training White Paper

This guidance document was finalized during the FY2011 contract year. Since its publication, NIOSH has used sections of the guidance as the basis for a chapter on nanotechnology in its industrial hygiene text, called “The Industrial Environment: Its Evaluation and Control.” In addition, Dow Corning Corporation has used images from the guidance for internal purposes. Finally, Kristen Kulinowski, one of the authors of the guidance, used it as the basis for a successful application for a Harwood grant to develop and implement materials and training modules on the safe handling of nanomaterials.

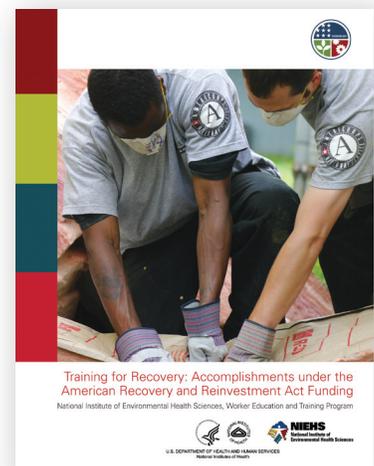


## Environmental Justice and Jobs Training Report

Clearinghouse staff developed an “Environmental Justice and Hazardous Waste Worker Training Programs: 15 Years of Investment in Environmental Justice” report that documents the implications and benefits of federal hazardous waste worker training programs in addressing environmental justice, in particular for the benefit of the residents of low-income and minority communities. The report was started during the previous contract year and was finalized in February 2011. The report can be found on the Clearinghouse website under the National Clearinghouse Highlights section of the home page.

## Training for Recovery: Accomplishments under the American Recovery and Reinvestment Act Funding

The Clearinghouse wrote this report to document the projects and activities of the NIEHS WETP awardees that received Recovery Act funds. It highlighted the subsequent successes and best practices of these worker safety and health training organizations. The report was started during the last contract year and was finalized in February 2011. The report can be found on the Clearinghouse website under the Clearinghouse Reports section.



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## **ARRA Accomplishments and Worker Education and Training Program Videos**

The National Clearinghouse produced several videos for WETP during FY 2010/2011. In order to best document the accomplishments and successes of the NIEHS WETP awardees who received ARRA funds, the video highlights these awardees' activities and projects. Specific visuals included sit-down interviews, workers in the field explaining (and showing) their work, and existing photos and videos of workers on the job or within training situations. This ARRA video was posted on the Clearinghouse homepage. With the footage taken, the Clearinghouse was also able to produce a shorter four minute video that showcases the importance of the Worker Education and Training Program. An additional five videos were produced. The videos feature interviews with:

- Chip Hughes, Branch Chief, Worker Education and Training Branch, NIEHS
- Dr. Gwen Collman, Director, Division of Extramural Research and Training, NIEHS
- Dr. Beverly Wright, Principal Investigator (PI), Dillard University, Deep South Center for Environmental Justice
- Dr. Linda Delp, PI, Western Region Universities Consortium
- Mitchel Rosen, Program Contact, New Jersey/New York Hazardous Materials Worker Training Center.

Each of these interviews, as well as the shorter WETP specific video, is linked to the Clearinghouse website.

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## **DOE/NIEHS Safety Training Collaboration Meeting**

In partnership with DOE's National Training Center and HAMMER, WETP and Clearinghouse staff participated in four Safety Training Collaboration meetings across the DOE complex. Meetings began Oak Ridge, TN during the last contract period and ended in Idaho Falls, ID in October 2010. Representatives from federal, contractor, and union organizations took part in this workshop. The National Training Center (NTC) within the Office of Healthy, Safety and Security (HSS) acted as the lead facilitator for the workshop which included presentations from federal as well as union leadership, HAMMER staff, and NIEHS representatives. The focus of the effort was primarily health and safety training that meets the requirements of Title 10 CFR Part 851, Worker Health and Safety Program Rule. At this meeting, Deborah Weinstock made a presentation on the site's safety and health profile from the Clearinghouse's DOE Needs Assessment report. The goal of all four meetings was to strengthen the safety of site operations; enhance the quality and efficiency of safety training programs; and reduce the redundancy/duplication of safety training programs.

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## **Emergency Responder Health Monitoring and Surveillance (ERHMS) Comments**

On February 4, 2011, the NIOSH issued a request for public comment on the draft "Emergency Responder Health Monitoring and Surveillance" (ERHMS) document. The document proposes a new framework for ensuring responder safety and health by monitoring and conducting surveillance of their health and safety during the entire cycle of emergency response, including the pre-deployment, deployment, and post-deployment phases of a response. The Clearinghouse submitted comments with the hopes of strengthening the language around required pre-deployment training.

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## **DOE Workforce Guidelines for Home Energy Upgrades Comments**

During the Fall 2010 Workshop: Back to Basics, a panel that included Charlotte Brody, BlueGreen Alliance, Don Ellenberger, CPWR, and Eric Werling, EPA, addressed the government's effort to kick start hiring and energy efficiency programs, and the movement that acknowledges that green jobs are only green if they are also safe for the workforce. As a result of the panel, Clearinghouse staff took the lead to facilitate and work with several WETP awardees and Ms. Brody to develop comments in response to DOE's Workforce Guidelines for Home Energy Upgrades. The comments included general and specific comments on Part 1: Standard Work Specification for Energy Efficiency Residential Retrofits and Part 2: Job Task Analysis Outlines. The comments emphasized that worker safety and health needs to be a core focus in the guidelines design. It also addressed the need to include language about protecting the safety and health of the person performing the green job. The comments were submitted on January 7, 2011.

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## **Minimizing Safety and Health Impacts at Disaster Sites: the Need for Comprehensive Worker Safety and Health Training Based on an Analysis of National Disasters in the U.S**

Joy Lee and Deborah Weinstock developed this paper for publication. It has been accepted for publication in The Journal of Homeland Security and Emergency Response. The article can be found at <http://www.bepress.com/jhsem/vol8/iss1/46>.

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### **Partnerships and Representation**

Members of the Clearinghouse staff represent the Clearinghouse and the WETP in various meetings throughout the year.

*The Clearinghouse staff attended and represented the Clearinghouse and the WETP in the following meetings throughout this year:*

- - Daniel Youhas and Deborah Weinstock attended OSHA's National Advisory Committee on Occupational Safety and Health (NACOSH) meeting, September 2010.
- - Deborah attended the HAMMER Steering Committee and Medical Surveillance Subcommittee meetings, October 2010.
- - Deborah and Kate Shorr attended the DOE/NIEHS Safety Training Collaboration Meeting in Idaho, October 2010.
- - Joy Lee participated in the National Response Team, Worker Safety and Health Subcommittee meeting, October 2010.
- - Joy participated in the Gulf SONS Spill 2010 webinar, October 2010.
- - Deborah participated in the Worker Safety and Health Summit call, October 2010.
- - Daniel attended the NIOSH ERHMS meeting, October 2010.
- - Michael Baker and Tim Fields attended the APHA conference, November 2010.
- - Deborah attended National Level Exercise meeting, December 2010
- - Deborah attended training on combating behavior based safety, December 2010.
- - Daniel attended Chemical Safety Board hearing on the Regulation of Offshore Oil and Gas Safety Practices, December 2010.
- - Ryan Campbell listened to the OSHA Regulatory Agenda webcast, January 2011.
- - Deborah and Joy participated in the NRT Worker Safety and Health subcommittee call, January 2011.
- - Daniel attended the GovLoop Live Chat Making Social Media Conversations Meaningful and What's Next, Your Marketing Communications Roadmap meetings, January 2011.
- - Daniel listened to the Safeguarding Our Future, Building Nationwide Network for First Responders webcast, February 2011.
- - Daniel, Ryan, Deborah, and Tim attended the Good Jobs, Green Jobs conference, February 2011.
- - Tim and Ryan attended the Brownfields 2011 Conference, April 2011.
- - Ryan attended a Public Citizen event on BOEMRE, April 2011.
- - Don Elisburg was a panel speaker at the NIOSH Stress Conference, May 2011.
- - Don, Tim, and Ryan attended the HHS EJ Listening Session, June 2011.
- - Ryan attended the FedNet meeting, July and August, 2011.

*The Clearinghouse staff actively participated (e.g., presented, facilitated, sat on advisory boards, etc.) in the following meetings during the year:*

- - Deborah presented on the importance of training disaster site workers at the APHA conference, November 2010.
- - Daniel presented a social networking poster at the APHA conference, November 2010.
- - Deborah assisted in the planning of the NYCOSH 9/11 meeting, February 2011.
- - Tim helped to plan and presented on Environmental Justice and Hazardous Waste Worker Training Programs at Brownfields 2011, April 2011.
- - Tim facilitated the EJ forum at the Brownfields 2011, April 2011.
- - Tim sat on the advisory board of the State of EJ in America Conference, April 2011.

# ATTACHMENT A

**Clearinghouse Advisory Board Meeting**  
Tuesday, May 3, 2011; 9am – 12pm  
Mobile, AL

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## Agenda

- 9:00 Welcome and introductions / show video - Michael Baker
- 9:15 Update on the WETP Strategic Plan/Operating Plan - Deborah Weinstock
- 9:45 Overview and discussion of ongoing Clearinghouse projects - Deborah Weinstock
- 10:15 Break
- 10:30 Discussion of DOE Collaborative Approach to Integrated Safety and Health Training - Deborah Weinstock
- 11:00 Discussion about other possible research projects and workshop topics (including discussion about Trainers' Exchange) - Deborah Weinstock and Don Elisburg
- 11:30 Open session for Advisory Board members to raise issues - Deborah Weinstock
- 12:00 Adjourn

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## Participants:

Craig Slatin, U Mass Lowell	Carol Rice, Midwest Consortium
Lamont Byrd, Teamsters	Beverly Wright, Dillard University
Tipawan Reed, OAI, inc.	Kelley Davis, NOVA Southeastern University
Doug Feil, PETE	Kristi Messer, NOVA Southeastern University
Pat Berntsen, PETE	Bob Emery, University of Texas at Houston
Jim Frederick, USW	John Devlin, Utility Workers
Jim Ridley, IAFF	Dan Suhr, inXsol
Audrey Gotsch, UMDNJ	Deborah Weinstock, Clearinghouse/MDB
Barb McCabe, IUOE	Michael Baker, MBD
Ken Oldfield, Jefferson State Community College	Ryan Campbell, Clearinghouse/MDB
Luis Vazquez, UAW	Don Elisburg, Clearinghouse
John Morawetz, ICWUC	Chip Hughes, WETP
Linda Delp, WRUC	Kathy Ahlmark, WETP
Gary Gustafson, LIUNA Training	Sharon Beard, WETP
Mark Catlin, SEIU Education and Training	Ted Outwater, WETP
Don Ellenberger, CPWR – The Center for Construction Research and Training	Jim Remington, WETP

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## Welcome and Introductions

- - Michael D. Baker welcomed the advisory board members and thanked them for attending the meeting.
- - Michael introduced the ARRA (The American Recovery and Reinvestment Act) short video, which highlighted WETP awardee accomplishments.

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## Update on NIEHS Strategic/Operating Plan

- - In November, Clearinghouse and WETP staff met to discuss plans for the upcoming and future years. We developed a WETP operational plan that is grounded in the strategic plan.
- - We developed a matrix based on the 6 elements that apply across the four WETP programmatic areas. These include metrics, communication, events, partnership, awardee collaborations, and data to analyze. We later added themes.
- - Don Elisburg – at the Richmond retreat, we discussed the programs operating on a topic-by-topic basis. A unified plan needs to be created. How can resources be leveraged? What are the specific action steps? How can awardees be better integrated in current programs? Exploring new tools could lead to greater program success. For example, the DOE program and an integrated training program are outlined in the strawman document. How does the role of the NIEHS in disasters drive new process? New advanced training through SBIR grants could be useful for awardees. How can the HWWTP and funding for the program continue to be improved? The HWWTP has sparked dialogue and initiated other worker training programs.
- - Deborah – regarding communication, the newsbrief and quarterly webinars have been successful. The NIEHS WETP team has received good feedback and participation from attendees. The webinars are separate from PEPH webinars. There may be some additional time needed for the webinar attendees to participate and ask questions.
- - Webinar participation from new networks could be increased. Slides from the webinar presentations should be made available; slides from the green chemistry webinar are available.
- - Chip – The NIEHS is participating in an upcoming EJ webinar. There was a webinar on the Gulf oil spill.
- - SBIR programs can be a contract support tool for the NIEHS awardees as opposed to being grants. Content tool development or database forms were suggested.
- - Gary – The SBIR program would be beneficial for awardees. An OSHA online training program refresher, a one size fits all model, would be helpful for awardees to use the SBIR grantees.
- - From the SBIR perspective, a lot of work is required to obtain funding; the SBIR awardees are in favor of increasing awardee collaborations.
- - Craig – It would be helpful if there was a contract mechanism in place to help awardees update old programs since many don't have the funds for updates.
- - Kathy Ahlmark – there would be different requirements to change the SBIRs from grants to contracts. It would be handled by a different division within NIEHS than handles the grants.
- - Gary – The idea of internal workgroups and webinars could be beneficial for the awardee group. When certain groups are pulled to respond to emergencies, others can prevent loss of momentum by continuing to move forward on work in other areas. Green jobs, Gulf oil spill and Japan disaster workgroups were suggested.
- - Barbara – A wiki for the awardee group would be beneficial. Questions could be posted and awardees could interact and respond accordingly.

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## Overview and discussion of ongoing Clearinghouse projects

- - Japan Resource Page – The Clearinghouse pulled together resources from the RDD, dirty bomb, earthquake, and flood pages from the Clearinghouse and hired Bernie Mizula and Bruce Lippy to create the Japan training tool. The tool has been translated into Japanese.
- - Japan Disaster – HHS team and USAR teams from Los Angeles, CA and Fairfax, VA responded to the Japan disaster. There were many untrained workers in Japan.
- - ARRA Video Clips – The longer ARRA Video is posted to the NIEHS website. The shorter version and individual clips will be posted to the Clearinghouse page.
- - Emergency Responder Health Monitoring and Surveillance Guidance Document – The Clearinghouse along with NYCOSH provided comments on the draft document. The document includes pre-disaster, onsite and post-disaster training elements. There will be a presentation on it during the workshop.
- - Disaster Training Paper was submitted to the Journal of Homeland Security and Emergency Management  
-The paper recommended comprehensive worker training at disaster sites before the disaster occurs. The paper was submitted and reviewers made comments. The comments were addressed and the paper was resubmitted.
- - State of EJ in America Conference – Tim Fields is on the conference Board of Directors. The conference was held in April in DC.
- - EPA's Environmental Justice Conference will be in August 2011 in Detroit. Tim is involved with the planning of the conference and has participated in planning meetings.
- - NIOSH and NIEHS Fall Conference on Eliminating Safety and Health Disparities at Work (Chicago, September 13-15) –The conference will focus on five white papers.
- - Following the Chicago workshop NYCOSH will host a conference acknowledging the 10-year 9/11 anniversary (September 16). The topic will be "Are we Prepared for the next 9/11?"
- - 2012 Trainer's Exchange– the proposed dates are March 26, April 16, or April 23. This will require a 3-day block of time, and will most likely take place in Florida.
- - Deborah is attending the DOE HAMMER Steering and Subcommittee Meetings.

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## Discussion of DOE Collaborative Approach to Integrated Safety and Health Training

- - For the past several years, WETP, the Office of Health, Safety and Security (HSS) and HAMMER have been engaged in workshops at Oakridge, Savannah River, Los Alamos, and Idaho Falls in an effort to identify some of the issues around training and safety and health. The sites all identified the same key issues of concern: quality training and portability, redundant training, and communication. A complex-wide proposal has been drafted and we are waiting for it to be formally released for comment. The strawman document will outline a process and timeline, and plans to move forward with a pilot.
- - Ted – Our efforts started with 851 CFR, and have evolved to this collaborative process.
- - Deborah - After comments come through, the goal will be to have each site have a committee with stakeholders to discuss worker safety and training issues. The NIEHS and National Training Center will be involved to review the courses and see how each site can manage and adopt lessons learned. Apparently since our visit there, Oak Ridge has been having monthly safety and health training meetings.
- - Don - Realistically, the National Training Center is responsible for this incorporation. DOE has 3 safety and health programs, VPP, 851 and ISMS.
- - Chip - The contract relationship between DOE, contractors and the subcontractor is important. As we saw with the BP Oil Spill and we have seen consistently within DOE, the safety and health issues tend to be at the subcontractor level.

- - There have been more demands on the DOE side for training, especially after the ARRA funding. A primary concern is there is more training demand than money for training. John - New training is happening. DOE has to accept it. The draft document is a good document; HAMMER should be the model. The model should be tried first and then funding and politics should be addressed.
- - Jim F - In HHS, enforcement with training is not happening. Comments for the draft document will be released publicly and a public email address will be set up. Meaningful involvement was strongly pushed.
- - Training specific to DOE complex – Contractors and DOE trainers should be familiarized with models that NIEHS uses; this concept has been received very well.
- - Blue Ribbon Commission on America’s Nuclear Future report – the report shows that past disasters such as Three Mile Island and the Japan tsunami had similar disaster response issues.

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### **Possible Workshop Topics**

- - There was a lengthy discussion about accreditation, certification and credentialing. Credentialing using the minimum criteria and that NIEHS would run. A certification standard for the NIEHS would be useful. The HWW industry does a lot of individual work. A required minimum criteria is great and employers are looking to do more than just 40-hour training.
- - Jim - Accreditation has to have portability. No one agency can do it alone; reciprocity of other agencies is needed. Reciprocity with other agencies can be a 9-12 month process.
- - John – accreditation depends on students and trainers. The Interpretative Guidance is a good starting point.
- - Mark Catlin has a You Tube channel and has produced OSHA videos, these have included cameos by Dr. Birnbaum and Don.
- - Tippi – Strategic Plan: Organizational Priority 2 – Capturing program history and maintaining strong leadership development programs. The operational priority is to: Convene a PI forum to share/capture experiences and discuss succession planning, mentoring, staff development, and key program management and leadership components. Also foster more awardee partnerships.
- - For research topics, the MWTP needs a job market analysis and labor market study. The study could focus on sectors of jobs that will disappear in the future and how the green economy would be beneficial.

# ATTACHMENT B

## HHS Interim Section 508 Annual Report

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# Instructions for Completing the Section 508 Annual Report

## Purpose:

The purpose of the Section 508 Annual Report is to assist contracting officials and other persons in HHS in making assessments regarding the deployment of Electronic and Information Technology (EIT) Item(s) and services with features that support accessibility.

## Who should complete the Section 508 Annual Report?

HHS requires a measure of technical detail in the responses submitted in a Section 508 Annual Report in order to effectively determine compliance of the identified EIT Item(s). Therefore, a technical specialist for the manufacturer, developer, or vendor of the EIT Item(s) should complete the Section 508 Annual Report.

It is the responsibility of the manufacturer, developer, or vendor of the EIT Item(s) to maintain the integrity of the data provided in the Section 508 Annual Report. The information provided in the completed Section 508 Annual Report for an EIT Item(s) is considered to be a self-representation unless expressly affirmed otherwise.

## Procedure for Completing the Section 508 Annual Report:

**STEP 1:** Utilizing the information provided in the following table, determine which sections of the **Technical Standards (Subpart B - 1194.21 through 1194.26)** apply to the EIT contract items. Note that the **Functional Performance Criteria (Subpart C – 1194.31)** and the **Information, Documentation, and Support (Subpart D – 1194.41)** sections of the HHS Section 508 Annual Report must be completed for every EIT item.

Item(s)	Applicable Sections
Software	1194.21 Software Applications and Operating Systems 1194.31 Functional Performance Criteria 1194.41 Information, Documentation, and Support
Web	1194.22 Web-Based Internet Information and Applications 1194.31 Functional Performance Criteria 1194.41 Information, Documentation, and Support
Web Application	1194.21 Software Applications and Operating Systems 1194.22 Web-Based Internet Information and Applications 1194.31 Functional Performance Criteria 1194.41 Information, Documentation, and Support
Telecommunications	1194.23 Telecommunications Item(s) 1194.31 Functional Performance Criteria 1194.41 Information, Documentation, and Support
Video/Multimedia	1194.24 Video and Multimedia Item(s) 1194.31 Functional Performance Criteria 1194.41 Information, Documentation, and Support
Self-Contained	1194.25 Self-Contained, Closed Item(s) 1194.31 Functional Performance Criteria 1194.41 Information, Documentation, and Support
Personal Computers	1194.26 Desktop and Portable Computers 1194.31 Functional Performance Criteria 1194.41 Information, Documentation, and Support

**STEP 2:** Determine if the EIT item(s) *does* or *does not* meet the individual Criteria elements listed in the 1st column of each applicable section of the Section 508 Annual Report. Utilizing the guidance provided in the following table, provide the appropriate responses in the **Supporting Features** column (2nd column) of the Section 508 Annual Report document for each Criteria element.

Response	Means...
Supports	Item(s) <b>fully meets</b> the letter and intent of the Criteria.
Supports with Exceptions	Item(s) <b>does not entirely meet</b> the letter and intent of the Criteria, but does provide some level of access.
Supports through Equivalent Facilitation	Item(s) <b>provides alternative methods to meet</b> the intent of the Criteria.
Does Not Support	Item(s) <b>does not meet</b> the letter or intent of the Criteria.
Not Applicable	The Criteria <b>does not apply</b> to the Item(s).

If the EIT Item(s) **Does Not Support** the Criteria, remember that Section 508 allows for Item(s)s to meet the Access Board Standards in innovative, non-traditional ways. The EIT Item(s) can meet the standard (i.e., **Supports through Equivalent Facilitation**) by providing an innovative solution, as long as the feature performs in the same manner as it does for any other user.

**STEP 3:** Utilizing the guidance provided in the following table, document in the **Remarks & Explanations** column (3rd column) for each Criteria listed in the 1st column of the applicable sections of the Section 508 Annual Report document, exactly **how** the EIT Item(s) *does* or *does not* meet the Criteria.

If Supporting Features (2nd column) response is...	Then Remarks & Explanations (3rd column) response should be...
Supports	List exactly <b>what</b> features of the Item(s) <b>do</b> meet the Criteria and describe <b>how</b> the features are used to support the standard.
Supports with Exceptions	List exactly <b>what</b> features of the Item(s) <b>do</b> meet the Criteria and describe <b>how</b> the features are used to support the standard.  <b>AND</b> List exactly <b>what</b> aspects of the Item(s) <b>do not</b> meet the Criteria and describe <b>how</b> they fail to support the Criteria.
Supports through Equivalent Facilitation	List exactly <b>what</b> <i>alternative</i> methods exist in the Item(s) and describe <b>how</b> they are used to support the Criteria.
Does Not Support	Describe exactly <b>how</b> the Item(s) <b>does not</b> support the Criteria.
Not Applicable	Describe exactly <b>why</b> the Criteria are not applicable to the Item(s).

**STEP 4:** Provide the completed Section 508 Annual Report to the OPDIV Contracts Officer.

# Section 508 Annual Report

HHS Requestor:

Date:

Item(s) Name: NIEHS Worker Education and Training Curricula Information and Data Management System (WETCIS)

Version: 2.0

Vendor: MDB, Inc.

Vendor Contact: Deborah Weinstock

## Section 1194.21 Software Applications and Operating Systems

Refer to <http://www.access-board.gov/sec508/guide/1194.21.htm> for details on the criteria listed below.

Criteria	Supporting Features	Remarks and Explanations
(a) When software is designed to run on a system that has a keyboard, Item(s) functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.	Does not support.	Pages do not follow a consistent tab order..
(b) Applications shall not disrupt or disable activated features of other Item(s) that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the Item(s) developer.	Not applicable	The application does not contain any code that disrupts or disables any accessibility features.
(c) A well-defined onscreen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes.	Does not support.	While there is an indication of the current Focus when tabbing through the page, the Focus is not programmatically defined so a screen reader does not read the page in the correct order.
(d) Sufficient information about a user interface element including the identity, operation, and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text.	Does not support.	Input fields and buttons lack labels. There is no alternate text for images (buttons). A screen reader cannot read the buttons or the input fields.
(e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.	Not applicable.	Bitmap images are not used in the application.
(f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.	Supports.	The application uses operating system functions for displaying text. The program does not use unique schemes for writing text on the screen
(g) Applications shall not override user-selected contrast and color selections and other individual display attributes.	Supports.	The application does not change any display attributes.
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	Not applicable.	The application does not use animation.
(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Supports.	All use of color has enough contrast to allow the user to see all text.

Section 1194.21 Software Applications and Operating Systems		
Refer to <a href="http://www.access-board.gov/sec508/guide/1194.21.htm">http://www.access-board.gov/sec508/guide/1194.21.htm</a> for details on the criteria listed below.		
(j) When an Item(s) permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.	Not applicable.	The application does not permit the user to adjust color and contrast settings.
(k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2Hz and lower than 55Hz.	Supports.	Application does not use flashing or blinking.
(l) When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Does not support.	Input fields and buttons lack id tags and labels. There is no alternate text for images (buttons). A screen reader cannot read the buttons or the input fields.

Section 1194.22 Web-Based Internet Information and Applications		
Refer to <a href="http://www.access-board.gov/sec508/guide/1194.22.htm">http://www.access-board.gov/sec508/guide/1194.22.htm</a> for details on the criteria listed below.		
Criteria	Supporting Features	Remarks and Explanations
(a) A text equivalent for every non-text element shall be provided (for example, via "alt," "longdesc," or in element content).	Does not support	The application has few non-textual elements but the ones it does have do not have a text equivalent.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Not applicable.	The application does not use any multimedia presentations.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example, from context or markup.	Supports	No information is conveyed with color.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Not applicable.	The application does not contain documents that use stylesheets.
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not applicable.	The application does not use any server-side image maps.
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	Not applicable.	The application does not use any server-side image maps.
(g) Row and column headers shall be identified for data tables.	Does not support.	The application does not identify row and column headers in generated data tables.
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Not applicable.	Tables in this application do not have two or more logical levels of row or column headers.
(i) Frames shall be titled with text that facilitates frame identification and navigation.	Does not support.	The frames in this application are not titled.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2Hz and lower than 55Hz.	Supports.	All pages were developed to avoid screen flicker. Elements such as <blink> and <marquee> were not used.

### Section 1194.22 Web-Based Internet Information and Applications

Refer to <http://www.access-board.gov/sec508/guide/1194.22.htm> for details on the criteria listed below.

(k) A text-only page, with equivalent information or functionality, shall be provided to make a Web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.	Does not support.	A text-only version of the application's pages has not been provided.
(l) When pages utilize scripting languages to display content or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.	Does not support.	The information provided by Javascript pop-ups does not have functional text for the information displayed.
(m) When a Web page requires that an applet, plug-in, or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).	Not applicable.	The application does not use any applets, plug-ins or other applications to interpret page content.
(n) When electronic forms are designed to be completed online, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Does not support.	Input fields and buttons lack id tags and labels. There is no alternate text for images (buttons). A screen reader cannot read the buttons or the input fields.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Does not support.	The current navigation system does not provide a method that permits users to skip repetitive navigation links.
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Does not support.	The application does not alert the user before the application times out.

### Section 1194.23 Telecommunications Item(s)

Refer to <http://www.access-board.gov/sec508/guide/1194.23.htm> for details on the criteria listed below.

Criteria	Supporting Features	Remarks and Explanations
(a) Telecommunications Item(s) or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.		
(b) Telecommunications Item(s) that include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.		
(c) Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.		
(d) Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.		

**Section 1194.23 Telecommunications Item(s)**

Refer to <http://www.access-board.gov/sec508/guide/1194.23.htm> for details on the criteria listed below.

(e) Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.		
(f) For transmitted voice signals, telecommunications Item(s) shall provide a gain adjustable up to a minimum of 20dB. For incremental volume control, at least one intermediate step of 12dB of gain shall be provided.		
(g) If the telecommunications Item(s) allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.		
(h) Where a telecommunications Item(s) delivers output by an audio transducer which is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided.		
(i) Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications Item(s).		
(j) Item(s) that transmit or conduct information or communication shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats, or other information necessary to provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery.		
(k)(1) Item(s) that have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys.		
(k)(2) Item(s) which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be operable with one hand and shall not require tight grasping, pinching, twisting of the wrist. The force required to activate controls and keys shall be 5 pounds (22.2N) maximum.		
(k)(3) Item(s) that have mechanically operated controls or keys shall comply with the following: If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character.		
(k)(4) Item(s) which have mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.		

### Section 1194.24 Video and Multimedia Item(s)

Refer to ( <http://www.access-board.gov/sec508/guide/1194.24.htm> ) for details on the criteria listed below.

Criteria	Supporting Features	Remarks and Explanations
(a) All analog television displays 13 inches and larger, and computer equipment that includes analog television receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. As soon as practicable, but not later than July 1, 2002, wide-screen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals.		
(b) Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.		
(c) All training and informational video and multimedia Item(s)ions that support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content shall be open or closed captioned.		
(d) All training and informational video and multimedia Item(s)ions, which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content shall be audio described.		
(e) Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.		

### Section 1194.25 Self Contained, Closed Item(s)

Refer to <http://www.access-board.gov/sec508/guide/1194.25.htm> for details on the criteria listed below.

Criteria	Supporting Features	Remarks and Explanations
(a) Self-contained Item(s)s shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the Item(s). Personal headsets for private listening are not Assistive Technology.		
(b) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.		
(c) Where a Item(s) utilizes touch screens or contact-sensitive controls, an input method shall be provided that complies with §1194.23 (k)(1) through (4).		
(d) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.		

<b>Section 1194.25 Self Contained, Closed Item(s)</b> <b>Refer to <a href="http://www.access-board.gov/sec508/guide/1194.25.htm">http://www.access-board.gov/sec508/guide/1194.25.htm</a> for details on the criteria listed below.</b>		
(e) When Item(s) provide auditory output, the audio signal shall be provided at a standard signal level through an industry-standard connector that will allow for private listening. The Item(s) must provide the ability to interrupt, pause, and restart the audio at any time.		
(f) When Item(s) deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45dB, a volume gain of at least 20dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.		
(g) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.		
(h) When an Item(s) permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided.		
(i) Item(s) shall be designed to avoid causing the screen to flicker with a frequency greater than 2Hz and lower than 55Hz.		
(j)(1) Item(s) which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the Item(s) within the 48- inch length on Item(s) which are freestanding, non-portable, and intended to be used in one location and which have operable controls.		
(j)(2) Item(s) which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.		
(j)(3) Item(s) which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor.		
(j)(4) Item(s) which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Operable controls shall not be more than 24 inches behind the reference plane.		

### Section 1194.26 Desktop and Portable Computers

Refer to <http://www.access-board.gov/sec508/guide/1194.26.htm> for details on the criteria listed below.

Criteria	Supporting Features	Remarks and Explanations
(a) All mechanically operated controls and keys shall comply with §1194.23 (k) (1) - (4).		
(b) If a Item(s) utilizes touch screens or touch-operated controls, an input method shall be provided that complies with §1194.23 (k) (1) - (4).		
(c) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.		
(d) Where provided, at least one of each type of expansion slot, port, and connector shall comply with publicly available industry standards.		

### Section 1194.31 Functional Performance Criteria

Criteria	Supporting Features	Remarks and Explanations
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.	Does not support.	Radio buttons, check boxes and submit buttons are not labeled.
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.	Does not support.	Although IE 7 and Firefox (the currently supported web browsers at NIEHS) allow the user to magnify the screen, screen header information is lost on some screens when magnified for 20/70 visual acuity.
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided.	Not applicable.	The application does not require user hearing.
(d) Where audio information is important for the use of a Item(s), at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.	Not applicable.	Audio information is not used in this application.
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.	Not applicable.	The application does not require user speech.
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.	Does not support.	Radio buttons, check boxes and submit buttons all require clicking a specific item via a mouse or keyboard.

### Section 1194.41 Information, Documentation, and Support

Criteria	Supporting Features	Remarks and Explanations
(a) Item(s) support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.	Supports with exceptions	On-line, context sensitive help exists but the icons to display the help do not have alternate text to identify their purpose. Telephone numbers and email addresses for user support are provided.
(b) End-users shall have access to a description of the accessibility and compatibility features of Item(s) in alternate formats or alternate methods upon request, at no additional charge.	Supports.	Telephone numbers and email addresses for user support and accessibility and compatibility information are provided.
(c) Support services for Item(s) shall accommodate the communication needs of end-users with disabilities.	Supports.	All support services, i.e. phone and email, can accommodate the communication needs of the end user through common assistive technologies such as phone relay services, screen magnification or screen readers.