



National Institute of
Environmental Health Sciences

2015 annual report

for the National Clearinghouse
for Worker Safety and Health Training



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Overview

Each year, MDB, Inc. highlights its work providing a range of communication and technical assistance services to the National Institute of Environmental Health Sciences (NIEHS) Worker Training Program (WTP). This report covers the activities of the NIEHS WTP National Clearinghouse for Worker Safety and Health Training from September 15, 2014, to September 14, 2015 – the fifth year in MDB’s contract period.

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2015 Annual Report for the National Clearinghouse for Worker Safety and Health Training

task 1

MDB constantly works to ensure that the Clearinghouse is well-managed and that communications between Clearinghouse and WTP staff remain open and clear. Maintaining smooth operations is not only critical to achieving program objectives, but the proper stewardship of WTP resources.

Monthly Meetings

To ensure continued project success, clear communication, and a mutual understanding of current budgets, Clearinghouse director Deborah Weinstock attends monthly meetings with Worker Education and Training Branch (WETB) staff in Research Triangle Park, North Carolina. These meetings provide WETB and Clearinghouse staff an opportunity to set priorities and identify the steps required to achieve project goals. Each month, Deborah presents a progress and budget report, and reviews accomplishments and upcoming deadlines. Subject matter experts and other Clearinghouse staff join these meetings as necessary, in person or via teleconference, to provide detailed project updates.

Health and Safety Library (HASL) and the Curricula Catalog

The HASL contains a vast collection of diverse, Section 508-compliant materials related to worker safety and health. The Clearinghouse information technology team collects, catalogs, and uploads new materials to the HASL to ensure that it remains a valuable resource for WTP awardees, other members of the training community, and the general public. The public can also access curricular

materials produced by WTP awardees via the Curricula Catalog on the Clearinghouse website.

Between September 1, 2014, and September 14, 2015:

- 59,286 files were downloaded from the HASL
- 13,353 files were downloaded from the Curricula Catalog
- 48 new curricular files were uploaded by WTP awardees
- 10 courses were modified
- 5 new courses were added

** Note: We recognize that the numbers in the first two bullets above are higher than in previous years, and suspect this may be due, in part, to Clearinghouse efforts to restructure the Clearinghouse website.*

WTP Annual Planning Retreat

WETB and Clearinghouse staff held a retreat on December 2-3, 2014, in Charlottesville, Virginia, to discuss current and future issues, events, deliverables, metrics, and partnerships within the various program areas. Staff from the Office of the Director, Bethesda (ODB) joined the meeting to further conversations on NIEHS' role in disasters. The WTP operational matrix was revised during the meeting to align it with the WTP logic model (see sidebar). Discussion focused on how best to communicate the different roles of WTP staff, the Clearinghouse, and WTP awardees. Participants also discussed the next five-year round of awards and how to ensure continued program success.

Clearinghouse Advisory Board

The annual Clearinghouse Advisory Board meeting was held on February 25, 2015, prior to the WTP 2015 Spring Awardee Meeting and Workshop. The Clearinghouse's Michael Baker and Deborah Weinstock facilitated the meeting. Discussion focused on the new WTP operational matrix and clarifications that needed to be made to the matrix, as well as next steps in providing economic analysis of additional WTP programs. Appendix A provides a list of meeting participants and a detailed summary of the day's discussions.

NIEHS WTP FY 2015 Operational Matrix
https://www.wtp.gov/2015/02/25/niehs-wtp-fy-2015-operational-matrix/

Activity	WTP	Clearinghouse	Awardees	ODB
Goal 1: Improved Safety Culture in the Workplace				
1a. Increased Worker Empowerment				
- Ensure worker better concept survives	■	■	■	■
- Ebooks/online training	■	■	■	■
1b. Trained Workers Who Can Identify Workplace Hazards				
- Develop/distribute training preparedness guide to grantees for feedback and finalize	■	■	■	■
- Encourage awardees to develop nano training modules	■	■	■	■
- Develop training modules based on the climate vulnerability assessment	■	■	■	■
1c. Trained workers who understand how to take action				
- DOE TRX	■	■	■	■
- HDPT webinars	■	■	■	■
- Hurricane Sandy Meetings	■	■	■	■
- Integrate disaster resilience materials into training	■	■	■	■
- NRT Training subcommittee	■	■	■	■
- NRT Worker Safety & Health subcommittee	■	■	■	■
- Safer chemicals workshop (Purdue, OI) and using inherently safer technologies	■	■	■	■
- Complete care provider component of SAMHSA mental health resilience project	■	■	■	■
1d. Safer company practices and policies				
Goal 2: Reduced Morbidity and Mortality				
2a. Improved Policies and Regulations/Improved enforcement of health and safety practices/policy/regulation				
- Engage with OSHA/NIOSH regarding chemical plant safety, climate change	■	■	■	■
2b. Updated policy and regulation				
- CNF/DOE	■	■	■	■
- EPA	■	■	■	■
- OSHA	■	■	■	■
Goal 3: Reduced Occupational Health Disparities/Increased Protection and Remediation of Communities				
3a. Increased job opportunities/increased links between workers, workplaces, and communities				
- Continued collaboration with local/state and private contractors	■	■	■	■
- Continued partnership with SAMHSA	■	■	■	■
- Have MWT grantees pilot OHD curricula	■	■	■	■
- OSHA/NIOSH disaster relationships	■	■	■	■
- Partner with DOE	■	■	■	■
- Support Good Jobs Green Jobs Conference	■	■	■	■
- AHERS/DOE collection on Legacy Management pilot training	■	■	■	■
3b. Increased grantee knowledge base				
3c. Improved capacities to effectively train, evaluate, communicate, collaborate, build/sustain partnerships, and accomplish WTP goals				
- Develop and implement communication plan	■	■	■	■
- Compare data in progress reports and OMS for consistency	■	■	■	■
- Continue to use and modify template of the evaluation tool (HDPT)	■	■	■	■
- Continued outreach to state and local governments	■	■	■	■
- Economic benefits pilot	■	■	■	■
- Meet needs to develop current OHD assessments to increase grant awardees and	■	■	■	■
- Finalize the Education and Training modules for HHS EJ	■	■	■	■
- HHS Training WIG	■	■	■	■
- Integrate the economic value of partnerships as a theme moving forward	■	■	■	■
- Market SBIR program to encourage more applications	■	■	■	■
- NRT Training Subcommittee	■	■	■	■
- NRT Worker Safety and Health Subcommittee	■	■	■	■
- Occupational and Environmental Health Capabilities WIG	■	■	■	■
- Post on website worker training modules on OHD once they are finalized	■	■	■	■
- Quantify minority population in non-MWT programs	■	■	■	■
- Update evaluation profiles	■	■	■	■
- Use HRG strategic plan to engage with Native Americans and Hispanics	■	■	■	■
Goal 4: A Sustainable Program Based in Science and That Incorporates Current Technologies and Promotes Innovation in all Aspects of its Mission				
4a. Appropriate levels of funding				
- Create map of places where WTP has responded	■	■	■	■
- Track DOE success stories	■	■	■	■
4b. Use of current technologies in training				
- Get data on which grantees are using what technologies	■	■	■	■
4c. Promotion of innovation through research and grants				
4d. Science-based activities				

Red = HWWT; Green = ECWT; Blue = HDPT; Orange = DOE; Light Blue = SBIR

WTP Operational Matrix

Based on discussions at the WTP annual planning retreat, the Clearinghouse developed an operational matrix to lay out projected activities for the year. This matrix identifies the WTP's priorities, and was shared with the Clearinghouse Advisory Board. Changes were made to the matrix to reflect the board's input.

The 2015 iteration of the operational matrix is tied to the WTP logic model and the activities within the matrix are driven by objectives. This facilitates a more clear connection between deliverables and tasks, and outputs and outcomes. The WTP and its awardees are in the process of aligning the overall program with strategic goals. The desired program outcomes will be shared with program awardees. The 2015 matrix reflects the combined efforts of WTP staff, Clearinghouse staff, WTP awardees, and ODB – each entity has its own column in the matrix.

The matrix is a tool that will be used over the next five years to track progress. While the activities listed within the matrix are the ones we're working on right now, some may be deleted as we accomplish them, others may remain as longer-term items to complete, and new activities may be added.

task 2

In-person information sharing is a valuable service, allowing interaction and give-and-take among experts and stakeholders. The Clearinghouse organized and managed productive technical meetings and workshops during the year. Clearinghouse staff provided logistical support and played a major role in developing the agendas and sessions. PowerPoint presentations and other materials were captured and later posted online, amplifying the impact of the sessions.



WTP 2014 Fall Awardee Meeting and Workshop: Climate Change and Worker Health

October 6-8, 2014, in Research Triangle Park, North Carolina

The workshop focused on the serious health risks that workers in various industries will face as the consequences of climate change become more and more prominent. Workshop participants explored lessons learned and best practices to prepare workers for climate change effects. Participants also engaged in discussions about curricula that can be developed to help to build a more resilient and sustainable workforce and community.

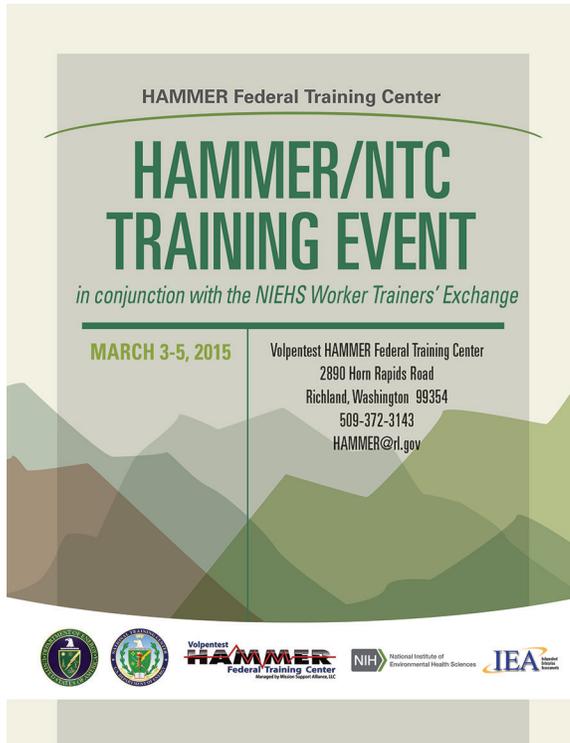


WTP 2015 Spring Awardee Meeting and Workshop: Protecting Workers from Hazardous Chemical Exposures through Training

February 25-27, 2015, in Portland, Oregon

American workers are exposed to thousands of chemicals every day, and new chemicals are being developed faster than their safety can be evaluated. Each year in the United States, many thousands of workers are made sick from chemical exposures, and the long-term effects of chemical exposures in the past are believed to cause as many as 50,000 deaths annually.

The workshop focused on a variety of approaches to protect workers and communities from hazardous chemicals, and how these exposure prevention approaches can best be used in training.



HAMMER/NTC Training Event and the NIEHS Worker Trainers' Exchange

March 3-5, 2015, in Richland, Washington

The 2015 HAMMER/NTC Training Event, held in conjunction with the NIEHS DOE Worker Trainers' Exchange, was an opportunity for trainers to network and share ideas about how to create more effective and empowering training; improve training skills; and exchange ideas, best practices, and techniques. More than 150 trainers and training staff from across the country participated in this unique exchange.

This is the second time that the WTP, in conjunction with the U.S. Department of Energy (DOE) National Training Center (NTC) and the Volpentest HAMMER Federal Training Center (HAMMER), conducted a Trainers' Exchange specifically for health and safety trainers within the DOE complex. In partnership with the DOE, the WTP funds eight consortia to provide safety and health training to the people who make up the workforce engaged in environmental restoration activities at DOE nuclear weapons sites.

task 3

The Clearinghouse, the WTP, and its partners develop a wide array of quality training and related materials that make a difference in the health and safety of workers every day. But the content of those resources is of little value if it is not shared with the people who can benefit from them. That's why it's critical to provide avenues for the smooth delivery of information through multiple channels.

Over the last year, MDB continued to transmit information effectively through essential existing methods – the website, a weekly e-Newsbrief, and worker safety and health booklets – while beginning to reorganize and refresh the website.

Website Development and Maintenance

During this contract year, Clearinghouse staff successfully completed the migration of the Clearinghouse website to ColdFusion 9, which included new enhanced security for the website application. The website was converted to a mobile-friendly responsive Web design layout, which allows the website to work well on both a computer browser and a mobile browser. Clearinghouse staff also implemented completely redesigned and improved Newsbrief subscription signup and login forms that are both responsive and 508 compliant.

New and Updated Web Pages

In response to unfolding events, the Clearinghouse works to ensure that Clearinghouse Web pages provide the latest findings and links. In the past year, Clearinghouse staff updated the Oil Spills page following a spill in California, the Floods page in

response to flooding in Texas, and the Wildfires page as fire season started in the West. The Clearinghouse posted updates and resources in Nepali to the Earthquakes page following the April 25, 2015, earthquake outside Katmandu, and all content on the Hurricanes page was updated to ensure that documents related to response (safety, debris, flood, mold) are conveniently organized and that materials for specific past events (Sandy, Katrina, Irene) are archived. Clearinghouse staff also updated the Resiliency page to include disaster supervisor course materials and disaster care provider course materials in both English and Spanish, and added a new Ebola/Infectious Disease page to provide access to newly-developed Ebola training materials and other infectious disease resources.

The Clearinghouse has also worked to ensure all references on the Clearinghouse website to the Worker Education and Training Program (WETP) and the Minority Worker Training Program (MWTP) have been revised to reflect the new program names – the WTP and the Environmental Career Worker Training Program (ECWTP).

Clearinghouse Website Usage - WebTrends

Statistics outlining webpage use and visits help tell the story of the Clearinghouses' value. During the contract period, more than 21,000 views were made by users in more than 106 countries or territories. As seen in figure below, the most popular pages remain those of the main Clearinghouse and training resources. Users who did not move directly to WTP pages were most often directed from Google, Yahoo, Bing, and The Centers for Disease Control and Prevention (CDC).

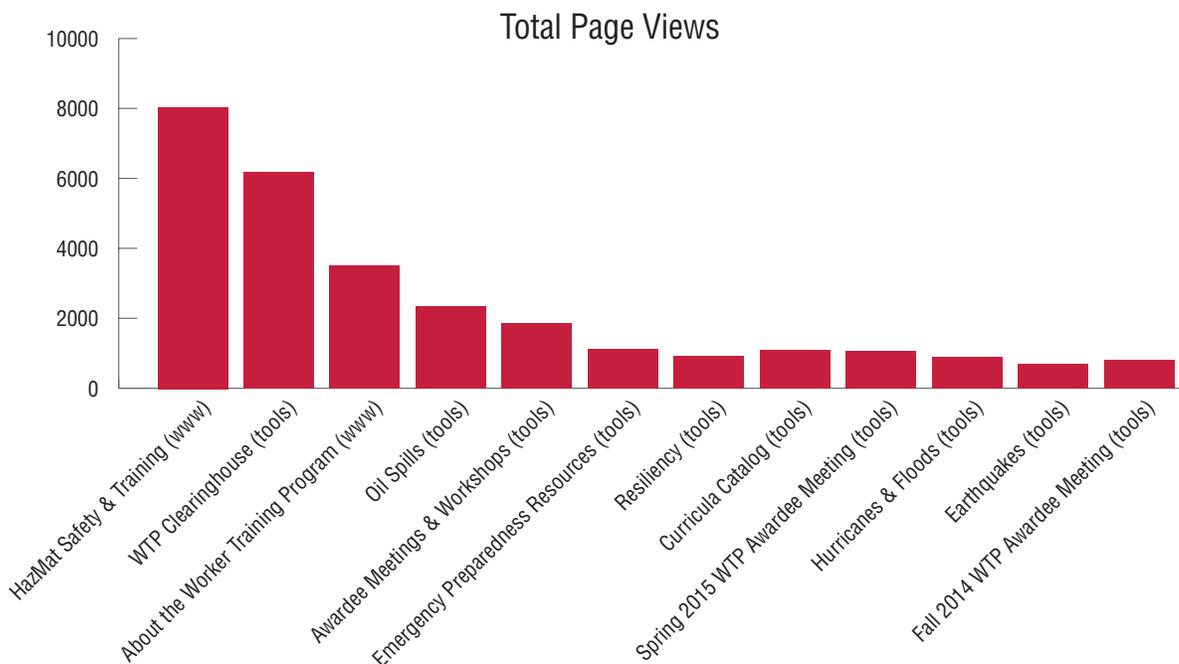


Figure 1

Weekly Digital Newsbrief

The Clearinghouse e-Newsbrief is developed by Clearinghouse and WTP staff and continues to be an important communication tool with WTP awardees, stakeholders, and interested community members. Each issue includes summaries of the latest worker health and safety news from newspapers, magazines, journals, government reports, and the Web, along with links to the original documents. The weekly newsletter also features updates from government agencies that handle hazardous materials and worker safety issues. The Newsbrief is distributed every Friday to nearly 1,500 subscribers.

Emergency Response Worker Safety and Health Booklets

The Clearinghouse has developed, disseminated, and translated awareness-level training tools and companion booklets for workers participating in disaster response and cleanup activities. The pocket-sized booklets may be distributed with the training and used as a resource when workers are on a disaster site. Some of these booklets are produced in more than one language. The

following table shows the number of booklets that were ordered between September 15, 2014, and September 14, 2015:

Table 1

Booklet	Number of Booklets Ordered
Avian Influenza booklet (English)	2,210
Avian Influenza booklet (Spanish)	780
Earthquake booklet (English)	351
Flood Response Orientation booklet (English)	1,790
Flood Response Orientation booklet (Spanish)	391
Hurricane Safety and Health booklet (English)	1,591
Hurricane Safety and Health booklet (Spanish)	382
Hurricane Safety and Health booklet (Vietnamese)	10
Mold Cleanup and Treatment booklet (English)	2,015
Mold Cleanup and Treatment booklet (Spanish)	1,160
Wildfire booklet (English)	20
Total	10,699

Booklet requestors were directed to these WTP resources through a variety of channels, including past contact with NIEHS, word of mouth from awardees, conferences, magazines, and Google.com. The Clearinghouse received requests for mold and flood booklets from Houston-area organizations, including Region 6 Houston North Occupational Safety and Health Administration (OSHA) office, following major floods in Texas during June 2015. Mold and building industry representatives, medical centers, county health departments, and universities also requested mold booklets during the year. Volunteer and union organizations, a county emergency management division, and private industry ordered other disaster booklets.

“I’ve used and distributed your hurricane booklets for years. I was at a FEMA site today for the floods here and they said residents were asking about flood cleanup and mold information and I remembered you had a flood booklet.”

~Flood and Mold Booklet Request from Region 6 Houston North Occupational Safety and Health Administration (OSHA) Office

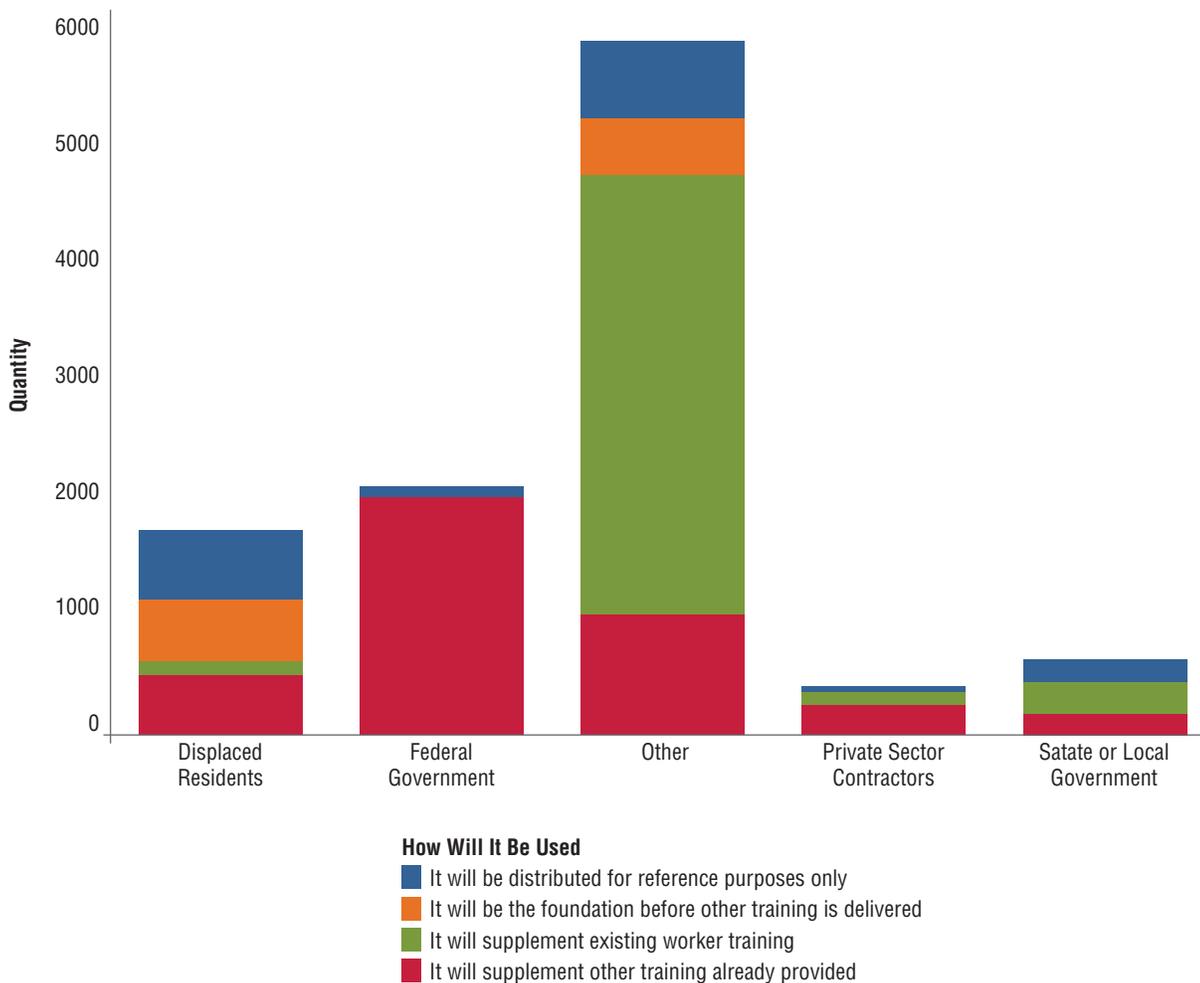


Figure 2: Intended use of books and intended audience(s)

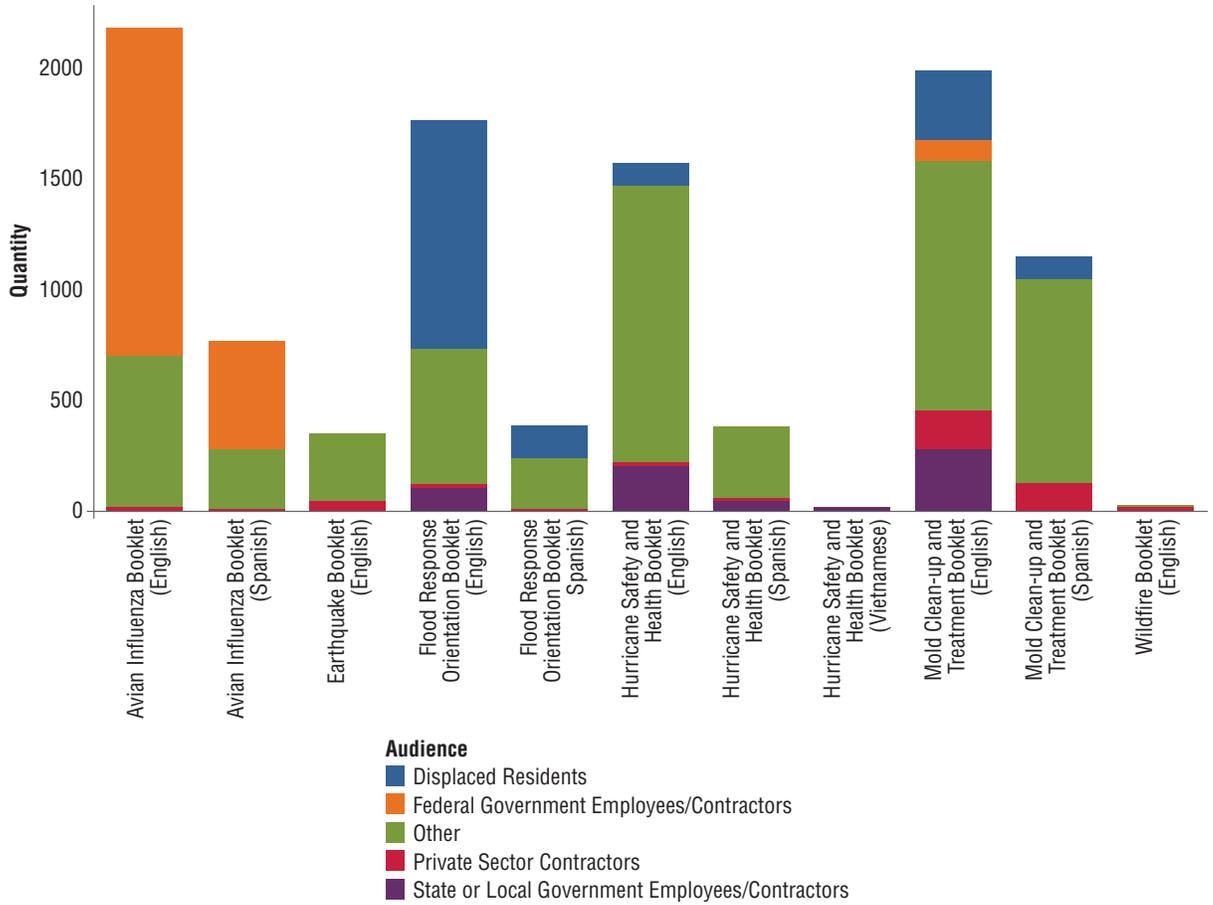


Figure 3: Book Type by Audience

task 4

While disseminating training and technical information, important parts of the WTP's work involve evaluating how well programs are working and developing new programs that reflect emerging needs. Part of the mission is to know what works well, and how well, and to explore and analyze new initiatives and how they relate to worker safety.

During the year, the Clearinghouse supported efforts to address new training needs for workers at risk of exposure to Ebola and other infectious diseases, completed assessments in two other emerging areas of interest, and concluded work on a project to develop and pilot test disaster resilience training materials.

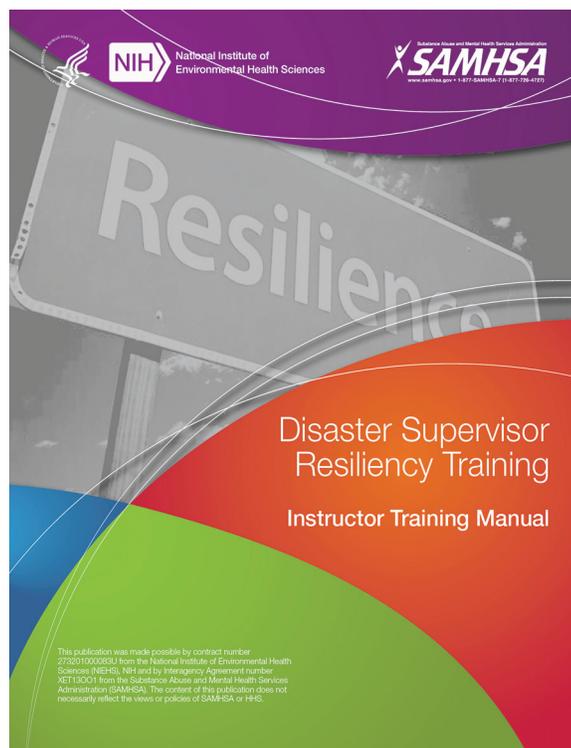
ECWTP Economic Impact Assessment

The Clearinghouse has completed a study undertaken to quantify, evaluate, and document the economic impact of the ECWTP (known as the MWTP until 2014). The study approach was highly interactive, involving WTP awardees, labor and environmental economists, WTP staff, and Clearinghouse staff. The economic impact assessment is currently undergoing NIEHS review. Clearinghouse staff remain in close contact with reviewers and are working with the economist team to respond to questions and concerns.

Climate Change Vulnerability Assessment

As part of the preparation for the 2014 Climate Change and Worker Health Workshop, Clearinghouse staff developed the "Climate Change Vulnerability Assessment." This report was compiled through a review of the current available literature

on climate change and worker health; a review and assessment of available training and resources on worker health and climate change vulnerability-related modules; and consultation and review by the WTP awardee community. The report, now available online, aims to help WTP and its awardee community better plan for the health impacts and programmatic changes due to predicted changes in the global climate.



Disaster Worker Resiliency Training

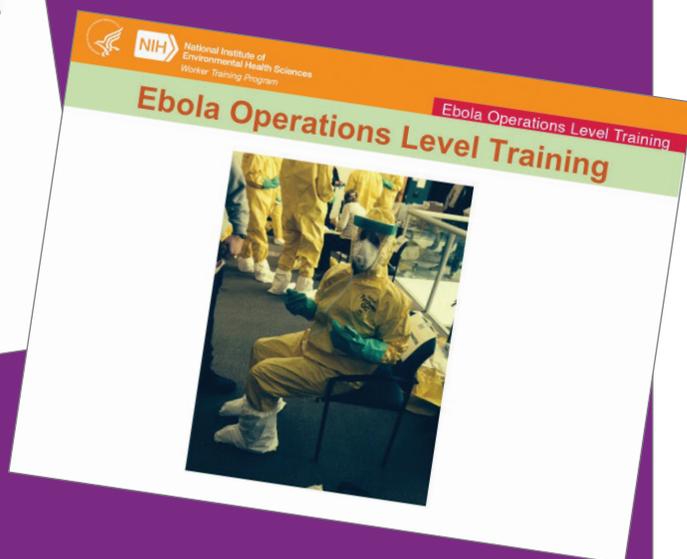
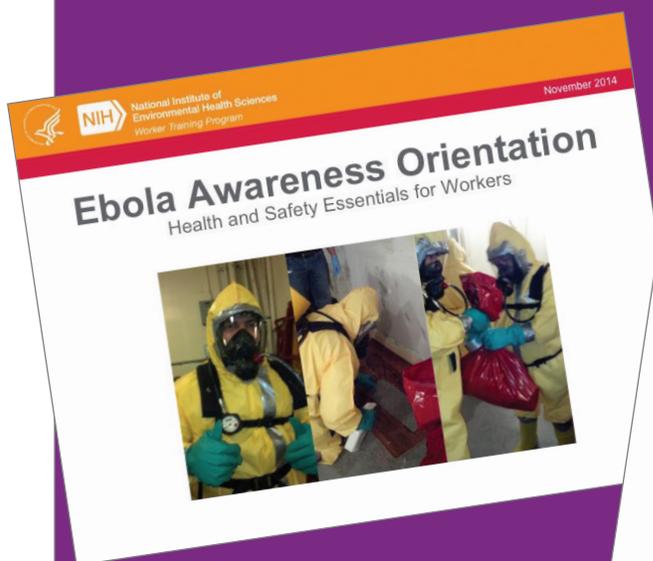
Building upon two years of successful partnership with the Substance Abuse and Mental Health Services Administration (SAMHSA), the Clearinghouse concluded the Gulf Responder

Ebola

Soon after a case of Ebola was reported in Texas, the WTP and the Clearinghouse began receiving inquiries about health and safety training for workers at risk of exposure to Ebola or Ebola-contaminated materials. Awardees were allowed to reprogram funds to address these new training needs. Clearinghouse staff supported WTP efforts by:

- Supporting a series of weekly awardee calls that began in mid-October.
- Developing an Ebola resources Web page of relevant materials.
- Participating in calls with OSHA and providing summaries of the calls.
- Participating in medical waste calls and an interagency meeting at the U.S. Department of Health and Human Services (HHS).
- Tracking awardee activities for use in program updates.
- Supporting interagency collaboration, meeting summaries, and document reviews.

Clearinghouse staff also developed model curricula for Ebola training. In January 2015, the Clearinghouse finalized “Ebola Awareness Orientation: Health and Safety Essentials for Workers,” a document intended to provide awareness-level health and safety training to personnel who work in an industry where some workers may have occupational exposure to Ebola. A full, four-hour operations-level training tool was released in April 2015.



Resilience Training Program in August 2015. Over the past year, Clearinghouse staff organized final pilot trainings for the disaster supervisor course and the disaster care provider course, finished all participant and instructor materials, and had the course materials translated into Spanish. All materials are now available on the Clearinghouse Resiliency Web page and are free for use by the public and educators. To conclude the project, the Clearinghouse provided a final report of all activities and a final evaluation report summarizing project successes and findings.

Partnerships and Representation

Members of the Clearinghouse staff represent the Clearinghouse and the WTP in various meetings throughout the year. The Clearinghouse also assists WTP staff in preparing abstracts, posters, and presentations for major conferences and briefings.

Following is a list of meetings in which Clearinghouse staff participated and publications that Clearinghouse staff co-authored during the 2014-2015 contract year:

- Deborah Weinstock attended the IUOE Advisory Board meeting in West Virginia (September 17)
- Betsy Eagin and Joy Lee attended the 2014 Worker Safety and Health NRT Technical Conference in Washington D.C. (October 28 & 29)
- Deborah Weinstock, Betsy Eagin, and Jonathan Rosen presented/facilitated sessions at the 2014 American Public Health Association Annual Meeting & Exposition in New Orleans. (November 15-19)
- Jonathan Rosen presented at the 2015 NIEHS DOE/Worker Trainers' Exchange in Richland, Washington (March 3-5).
- Jonathan and stakeholders presented at the Disaster Mental Health Conference, in New Paltz, New Jersey (April 17).
- Deborah Weinstock attended the HAMMER Steering Committee Meeting in Washington D.C. (April 23 & 24)
- Betsy Eagin co-authored a publication with WTP director Chip Hughes in the SAMHSA Dialogue, a quarterly newsletter for disaster behavioral

health coordinators, local service providers, federal agencies, and nongovernmental organizations.

- Jonathan Rosen co-authored an article on Hurricane Sandy and environmental justice issues with Chip Hughes and WTP program analyst Jim Remington. The article - *National Institute of Environmental Health Sciences Worker Training Program: Perspectives on the Health and Safety of Workers, Volunteers, and Residents Involved in the Cleanup and Rebuilding of New York City Housing Damaged by Hurricane Sandy* - was published in the journal, Environmental Justice.

Leveraging Partnerships and Funding

Whenever possible, the Clearinghouse leverages existing and new partnerships to deliver products of greater value to WTP and to awardees.

This year, as part of an ongoing partnership with SAMHSA, the Clearinghouse modified the disaster worker resilience training presentation into a podcast that was recorded and developed by SAMHSA. The final podcast serves to expand the reach of the Gulf Responder Resilience Training Program and is an introduction to worker course fundamentals.

The Clearinghouse also worked with the Civil Service Employees Association (CSEA) under the New England Consortium's Hurricane Sandy Supplement to develop a Clean-up Safety guide for disaster clean-up and residential sanitation workers awareness booklet. We were also able to translate the guide into Spanish and print it. We also translated mold guidance into Spanish for the International Chemical Workers Union Council, and printed and distributed additional mold and flood booklets.

appendix A

Clearinghouse Advisory Board Meeting February 25, 2015

Attendees:

- Kathy Ahlmark, NIEHS
- Linda Alerding, Midwest Consortium
- Michael Baker, Clearinghouse
- Sharon Beard, NIEHS
- Linda Delp, University of California, Los Angeles/Western Region Universities Consortium
- Betsy Eagin, Clearinghouse
- Don Elisburg, Clearinghouse (via Skype)
- Bob Emery, University of Texas
- Doug Feil, National Partnership for Environmental Technology Education (PETE)
- Elizabeth Harman, International Association of Fire Fighters (IAFF)
- Chip Hughes, NIEHS
- Barbara McCabe, International Union of Operating Engineers (IUOE)
- Erika Moody, Services Employees International Union (SEIU) Hazmat
- John Morawetz, International Chemical Workers Union Council (ICWUC)
- Kenny Oldfield, Alabama Fire College
- Tipawan Reed, OAI, Inc.
- Jim Remington, NIEHS
- Mitchel Rosen, New York/New Jersey Consortium
- Darius Sivin, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) Craig Slatin, The New England Consortium
- Ebony Turner, Dillard University
- Deborah Weinstock, Clearinghouse

Updates on Ongoing Clearinghouse Activities

Transferring Booklets to a Digital App

- The technical transfer of data is complete and all files and materials are in the MRending Tool. The entire packet is now awaiting clearance from NIEHS as the information must go through their portal to go live. Following NIEHS approval, it must be cleared by the National Institutes of Health.

Booklet Stock

- New mold booklets were just ordered and there are plenty of additional booklets.

Clearinghouse Website Updates

- Updating the website is a lengthy process due to the magnitude of data. The Clearinghouse is being methodical and categorizing existing materials, determining what to keep and where it will end up on the new site. The process of categorizing documents is almost complete and we are now reviewing links, many of which are now out-of-date or do not work.
- Chip Hughes noted that the HASL has been shared with the National Library of Medicine and it will live in their grey literature collection, the *Disaster Information Management Research Center*. They have already promoted some of the courses during Hazmat Week. We hope this helps make the documents accessible to more people.

Resilience Training Update

- The worker course has been piloted and the final version is available online. The Spanish version is ready to be made 508 compliant, at which time it will be posted.
- The supervisor course is undergoing a final review and will be made compliant and posted in the next month.
- The final piece, formerly called the clinician course, has been renamed the care provider course following pilot testing in the Gulf. The materials are being updated and will be pilot

tested in New York before they are finalized.

- Materials will be available online and will be free to be used independently or as part of existing courses. SUNY Stony Brook received Sandy supplement funding and is using the worker course with their cohort. A number of Institute of Medicine Gulf Research Program proposals have plans to use the courses as well.
- Chip noted that this project was an effort to use the BP funding in a way that creates something exciting, new, and that brings together occupational and mental health.
- Craig Slatin noted that Jonathan Rosen of the Clearinghouse should coordinate with the CSEA and Michael Lax in Syracuse to find attendees for the final pilot test. He also noted that Margaret Quinn at University of Massachusetts Lowell has a grant from the National Institute for Occupational Safety and Health (NIOSH) to work with home health care workers. There is a need for disaster-related training in this population and perhaps SAMHSA could be involved in working with them.
- Linda Delp asked how the decision to finalize the materials was made, as feedback constantly evolves. Deborah Weinstock noted that through our evaluation process we modified and retested until we started getting consistent feedback. There will be an entire report on the process used when the project concludes. She further noted that the materials are freely available and it is encouraged that trainers modify them for their individual populations. The core components that are needed are included, but most comments received later in the process are areas that a trainer can customize.
- Tipawan (Tippi) Reed asked if there has been any discussion of applying the resilience training to the ECWTP population.
 - Dillard noted that as they have been involved in the training process, they are looking at applying it to the ECWTP.
 - Tippi noted that OAI is looking at how to integrate it into 40-hour courses.
 - Mitchel (Mitch) Rosen did a pilot test of the worker course in Puerto Rico with their trainers and they are looking at how to integrate it into the refresher course.

responsibility and they are the lead. In others, awardees follow the action but don't lead. Can the order of the dots represent this dynamic? This may help clarify for awardees where to pay specific attention.

- Tippi noted she will present this to her team and they will consider where they can contribute. She will share the group's feedback.
 - Deborah noted that prioritization is something to consider. The concern is that there is constant shifting within an activity, so it's harder to put on paper. An update will attempt to prioritize, with a caveat that it may shift.

Next Steps

- The Clearinghouse will review the current draft, remove dots where they should not be, and attempt to prioritize/order dots. A later edition will be shared for comment.
- Chip noted that when there is a fundable training plan in summer 2015, the matrix can be realigned to funded awardee goals. He noted that it is intended to be helpful in awardees' strategic planning processes, not to dictate what to do.
- Don noted that as the matrix was developed, WTP staff realized that awardee activities drive WTP staff tasks. As such, the blue dots are "expectations" for the next five years.
- Sharon Beard noted that similar to the funding opportunity announcement, each awardee can't respond to the entire list of tasks. The goal here is to help awardees prioritize within that list those that they do plan to address.

Suggested Changes

- Barbara McCabe suggested that matrix objective 3a, partner with DOE, needs to be modified.
- Matrix objectives 1a and 3c: Clearinghouse should be in the ECWTP.
- It is important to note that if the matrix is shared, it does not imply that there is funding for all of this.
- Mitch pointed out that the goals on the matrix do not match with the logic model. The fourth matrix goal (sustainable program) is not included on the logic model. He recommends the logic model include this new goal.

Review of Draft Economic Impact Assessment

- The ECWTP economic impact assessment has been completed and has undergone peer review by three economists. Their concerns were addressed and a final NIEHS review will begin shortly. Once the NIEHS review is complete, the document can be shared and a journal article will be submitted. ECWTP participants have also reviewed a version.
- Deborah reviewed key findings, which included fewer injuries, reduced crime rates, and a reduction of government expenditures. The total value added to \$1.79 billion from 1995 to 2013. Additional benefits that are not quantified are included as vignettes throughout the document. Incarceration is part of the overall savings, not in cost savings only. This may require a better explanation within the report.
- Chip noted that he was struck by this effort to retain and support economists. The most important finding to him was the fact that if you are in the ECWTP, your job potential goes from 21 percent to 58 percent. It's a striking point for a training program to pinpoint the individual potential of getting a job. One strength of this study is having awardees who grappled with individual data to generate these findings.
- Don noted that the history of the program supports the economic benefits of training. This report validates the efforts of the ECWTP, which we knew was different, as despite higher per trainee costs, the economic benefits are powerful. Does this capture those programs that are doing something along the lines of the ECWTP but under the general award? He noted that it can be safely assumed they provide similar value.
- Sharon noted the "Minority Worker Training Program: Guidance on How to Achieve Successes and Best Practices" report is intended to compliment the economic assessment, as it talks about the value of life skills, financial literacy, etc. It covers some of the

items we can put a number on.

- There were a number of data sets used for this assessment. They included:
 - Leveraged funds: A template was completed by each awardee to note in-kind funds, duration of funds, amount of funding from other sources, etc.
 - A trainee survey: Seven questions that included employment status since training and job-related injuries.
 - Progress reports: Success stories from progress reports.
 - Job tracking database from awardees: This information included training provided, job hired, training location, year, wage, employer, demographic data, employment status, and hours worked. Some included an incarceration percentage.

Discussion of Potential Data Sources for Other Program Assessments

- While not all programs have as extensive data records as some ECWTP awardees, there are many other tools and data sets we can gather data from.
 - Leveraged funds
 - Surveys to past participants
 - Progress report success stories
- It would be useful to see if anyone has a job tracking database or some information on wage/employment following training. We found in the ECWTP study that you can make little data useful by mapping to national-level databases, extrapolating with statistical significance.
 - Barbara noted that they may have information on what training was received, trainee's hometown, etc. She noted that some local unions may have work history and wage information. If they removed personally identifiable information and were willing to share, that could be useful.
 - Darius noted that for their trainees, most are employed with the same group/location after training that they were before training. His data would be "boring." He noted that UAW does work with some community partners in Detroit that track later job placement and that data could be interesting.
 - Linda noted that for nonunion trainers,

capturing this information may require a significant amount of work.

- DOE history of training does exist.
- Craig noted that by law we have to be training people who are already employed. We need different matrices about the value of targeted training for a particular workplace. We should look to see if there is added value because of a subsidy that allowed better training. We can look to see how many people are using our curriculum to provide good training. This will require a new set of measurements.
 - Deborah suggested considering the study that universities did with employers to understand how/why they used training. That would provide valuable data and insight.
- Craig noted that Kevin Riley has data. He also noted that one way to measure value is through what managers can do with programs.
- Linda noted that outcome measures for different programs and even different trainee jobs are very different. The types of activities that people are being trained to do vary tremendously – from health to HAZWOPER to manufacturing. She proposed that if there is time, to do a case study and select a particular training type and job and to interview managers and workers to show value through industry-specific case studies. She outlined a study that looks at different sectors and those employers who consistently send trainees (they may be more willing to interview) and to start by better documenting their value and thoughts. This would be a feasible study, with a more solid outcome, as program-wide evaluations may be too broad and superficial.
 - Mitch seconded Linda's suggestion. He noted that much of what the Hazardous Waste Worker Training Program (HWWTP) does is prevention, and that data is hard to get and quantify. Case-based and qualitative studies may be better.
- Bob Emery asked if financial literacy and life skills, growth often seen in veterans in his program, can be captured and valued.
 - Chip noted that the measures have to be "reduced" down to a monetary quantification.
- The idea that government spending creates

dependency is completely countered by this!

- Sharon thanked the principal investigators (PIs) and ECWTP staff for the efforts they gave in getting the data. This report will only help us “tweak” and “strengthen” the program further.
- Tippi noted that she is glad the report demonstrates that the program is worth more than people often say. She also noted that she would like to see more than a 58 percent chance of job placement. This report made her realize how extrapolation of national data doesn’t represent the situation for her trainees, so it enforces the importance of collecting their own data.
- Tippi seconded the idea of focusing on subsets of HWWTP programs. She noted that programs that serve unemployed, pre-employment individuals could be used, as there is some tracking. The support services are not provided – one of the major differences in ECWTP and HWWTP – but there are enough similarities in the data that we could use them.
- Craig noted that NIOSH provides some funding to look at employer perspectives and attitudes on training. Liberty Mutual has done much of this work, and they have access to a database of employers. A study using that data would end up being broader than our programs. If NIOSH was interested in working with us to explore the impact of an OSHA standard, and a program designed to put that standard into action, perhaps we can brainstorm with them.
- Sharon noted that some people mentioned that insurance policies mandate training. This would be worth looking at. If we can show risks are so high, you need training, it could be interesting. Emily Young at Liberty Mutual could help with that.
 - Bob Emery explained insurance basics. Each insurer has a Premium Allocation Model (PAM) score. A company would want to find out what percent of the PAM score is reflected by risks and training mitigation. The administrative component of a PAM score would include training. Property insurance and workers’ compensation would be the two that are included. He noted that the presence of a safety program doesn’t impact property rates as much as it does workers’

compensation. Workers’ compensation is impacted by 65 percent of safety. Most safety professionals think that the major insurance line item is workers’ compensation. In reality, it is medical malpractice, then property insurance, then workers’ compensation. Bob offered to share additional information on this from the University of Texas.

- Chip noted that the impact of a prepared workforce on disaster/climate preparedness/risks should be considered.

Workshop Topics

Proposed Ideas

- Pre-employment and job readiness.
- Changing forms of worker representation – reaching workers who need training. (Darius)
- “The Collision of Public Health and Hazmat-Encouraging Collaboration”: Workshop on how the public health and the hazmat world (non-disaster) and other programs (DOE, HWWTP) fit together. (Barbara)
- “When Infectious Disease Comes to Work” (Bob)
- “When People Panic at Work” or “False Fears”
- E-learning and e-classrooms: Incorporate discussions about experiences with electronic materials to enhance training, specific settings for use, etc. We could include discussions about smart classrooms and how to use social media, electronic materials, etc. (Craig)
- E-learning, e-management, and e-research: At the University of Texas School of Public Health there is a technology for momentary assessment that allows you to ping people to see current activity. This eliminates recall bias and provides real-time information. You can also use this as a management technique. (Bob)
- Social media: Often used for marketing and outreach, but it does have potential for organizing communities and health promotion? Looking beyond outreach and marketing to how we advance education and community communication.

- Fostering partnerships among awardees.
 - Some regional groups have crossover in work and it's important to work together and share.
 - It would be nice to have NIEHS' blessing and to see how it can be promoted. (Tippi)
 - Consider partnerships and leverage and how our workshops build capacity to do what they do.
- PI forum: Chance to talk about leadership, what it means, how to capture history and succession plans, etc.
- "Looking Back at Disaster Responses"
- Program integration. (Barbara and Tippi)
- Leave on the list:
 - Accreditation, pros/cons/methods
- Every workshop should have a "Look Back to Basics" and a "Lessons Learned" session. These should cover what is changing, what needs to be communicated. We are always looking for new, hot topics, but we can't ignore our bread and butter. The sessions should consider what we can add to refresher programs. (Doug Feil)
- Financial assessment of other (non-ECWTP) programs. Have the discussion in a larger setting, explore what was done in the ECWTP impact report, and start asking the questions we need answered as we look forward. (Kenny Oldfield)
 - Ways to capture data that support qualitative and quantitative needs. Something as simple as registration forms from everyone, and standardizing demographic data, but also creative ways to collect anecdotal information. We don't all have the same mechanisms to capture that right now. Do we use or capture social media? Think about how we can be proactive in collecting this. (Kenny)

Concluding Notes

- Thank you in advance to those participating in the HAMMER/NTC Training Event and the NIEHS Worker Trainers' Exchange. It will be a diverse week.
- An update went out in January from Chip: Was it useful?
 - Attendees said yes, it was useful.

appendix B

Booklet Orders 2014-2015

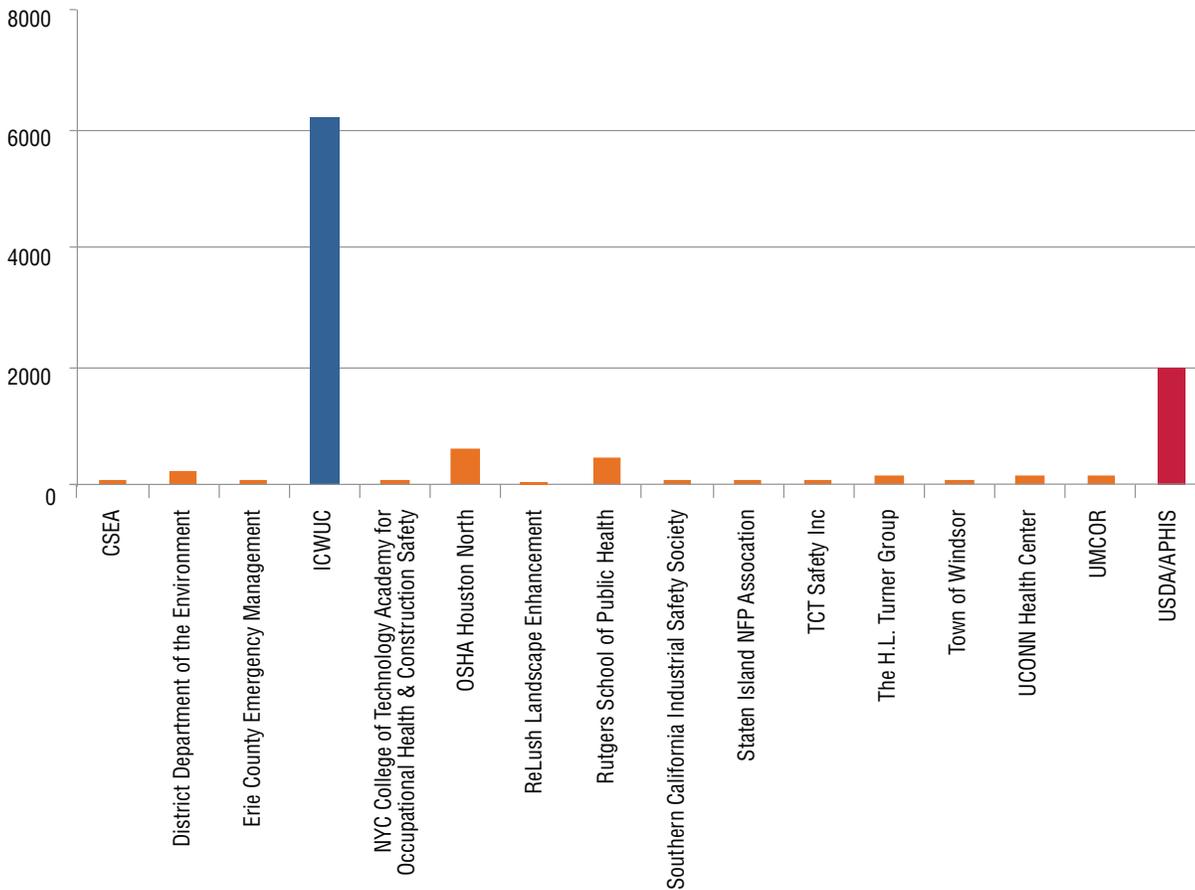


Figure 4: Number of booklets ordered by organization

ORGANIZATION	Avian Influenza booklet (English)	Avian Influenza booklet (Spanish)	Earthquake booklet (English)	Flood Response Orientation booklet (English)	Flood Response Orientation booklet (Spanish)	Hurricane Safety and Health booklet (English)	Hurricane Safety and Health booklet (Spanish)	Hurricane Safety and Health booklet (Vietnamese)	Mold Clean-up and Treatment booklet (English)	Mold Clean-up and Treatment booklet (Spanish)	Wildfire booklet (English)
CSEA									75		
District Department of the Environment									150	100	
Erie County Emergency Management				100							
ICWUC	700	275	300	1450	250	1000	300		1010	900	
NYC College of Technology Academy for Occupational Health & Construction Safety									20	20	
OSHA Houston North				100	100	100			200	100	
ReLush Landscape Enhancement				5	1	5	1				
Rutgers School of Public Health						250			250		
Southern California Industrial Safety Society			30								
Staten Island NFP Association			10	25	25	25	25			25	10
TCT Safety Inc	10	5	10	10	5	10	5		10	5	10
The H.L. Turner Group						100			100		
Town of Windsor									100		
UConn Health Center						100	50	10			
UMCOR			1	100	10	1			100	10	
USDA/APHIS	1500	500									

Table 2: Detailed summary of booklets ordered by each organization

appendix C

NIEHS Worker Training Program Curricula Information and Data Management System (WETCIS)

Section 508 Annual Report

HHS Requestor: Superfund Research Program (SRP)

Date: 10/08/2014

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

Version:

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, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually	Supports	Pages follow a consistent tab order.
(b) Applications shall not disrupt or disable activated features of other products 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 product developer.	Not applicable	The application does not contain any code that disrupts or disables any accessibility features.
(c) A well-defined on-screen 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.	Supports	Current focus is indicated onscreen. Focus indicator moves among the interactive interface elements as the input focus changes.

(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.	Supports	All images and buttons have descriptive alternative text.
(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 and information. Color is not used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.
(j) When a product 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 2 Hz and lower than 55 Hz.	Supports	The application does not use flashing or blinking text, objects, or other elements.
(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.	Supports	All input fields and buttons contain tags and labels. Alternative text is available for all images/buttons.

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.

Criteria	Supporting Features	Remarks and Explanations
(a) A text equivalent for every non-text element shall be provided (e.g., via “alt”, “longdesc”, or in element content).	Supports	All non-text elements have appropriate descriptive alternative text.
(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 only.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Supports	The pages are formatted such that style sheets are not required to properly render the content.
(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 or client-side image maps.
(g) Row and column headers shall be identified for data tables.	Supports	All data tables use row and column headers.
(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.	Supports	All frames in the application are titled with text that identifies the frame and facilitates navigation.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Supports	All pages were developed to avoid screen flicker. Elements such as <blink> and <marquee> are not used.
(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.	Supports	All pages can be displayed as text-only. No content is displayed in images, buttons, or JavaScript that is not also displayed in text.
(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.	Supports	All JavaScript elements can be read by Assistive Technology.
(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 on-line, 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.	Supports	All input fields and buttons have associated tags and labels to allow users using assistive technology to access all information, field elements, and functionality required for completion and submission of the form, including all directions and cues.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Supports	Hidden text and links, readable by screen readers, are available to allow a user using assistive technology 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. The user is alerted after the session has timed out.

Section 1194.23 Telecommunications Products		
<i>Refer to http://www.access-board.gov/sec508/guide/1194.23.htm for details on the criteria listed below.</i>		
Criteria	Supporting Features	Remarks and Explanations
(a) Telecommunications products 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 products which 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.		
(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 products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.		

<p>(g) If the telecommunications product 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.</p>		
<p>(h) Where a telecommunications product 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.</p>		
<p>(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 product.</p>		
<p>(j) Products 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.</p>		
<p>(k)(1) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys.</p>		
<p>(k)(2) Products 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 lbs. (22.2N) maximum.</p>		
<p>(k)(3) Products which 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.</p>		
<p>(k)(4) Products 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.</p>		

Section 1194.24 Video and Multimedia Products

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, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and 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 productions which 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 productions 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 Products

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 products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the product. 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 product utilizes touchscreens 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.		
(e) When products 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 product must provide the ability to interrupt, pause, and restart the audio at anytime.		
(f) When products 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 45 dB, a volume gain of at least 20 dB 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 a product 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) Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.		
(j) (1) Products 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 product within the 48 inch length on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls.		

(j)(2) Products 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) Products 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) Products 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) through (4).		
(b) If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that complies with §1194.23 (k) (1) through (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 slots, ports and connectors 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.	Supports	All information can be retrieved because input fields and buttons have associated tags and labels. Alternative text is available for all images.
(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.	Supports	The application provides support for assistive technology through the use of tags, labels, and alternative text.
(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 product, 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	The application does require the use of a keyboard for data entry and data submission.

Section 1194.41 Information, Documentation, and Support

Criteria	Supporting Features	Remarks and Explanations
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.	Supports	On-line, context sensitive help exists and the icons to display the help have alternate text to identify their purpose. Telephone numbers and email addresses for user support are also provided.
(b) End-users shall have access to a description of the accessibility and compatibility features of products 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 products 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.

appendix D

WTP Clearinghouse Section 508

Section 508 Annual Report

HHS Requestor: Worker Training Program (WTP)

Date: 10/9/2015

Item(s) Name: Worker Training Program Clearinghouse website

Version:

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, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually	Supports	Pages follow a consistent tab order.
(b) Applications shall not disrupt or disable activated features of other products 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 product developer.	Not applicable	The application does not contain any code that disrupts or disables any accessibility features.
(c) A well-defined on-screen 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.	Supports	The web browser built-in screen and form field focus indications are utilized.

(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.	Supports	All images and buttons contain appropriate alternative text to describe each image and button.
(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 and information. Color is not used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.
(j) When a product 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 2 Hz and lower than 55 Hz.	Supports	The application does not use flashing or blinking text, objects, or other elements.
(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.	Supports	All input fields and buttons contain tags and labels. Alternative text is available for all images/buttons.

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.

Criteria	Supporting Features	Remarks and Explanations
(a) A text equivalent for every non-text element shall be provided (e.g., via “alt”, “longdesc”, or in element content).	Supports	All non-text elements have appropriate descriptive alternative text.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Supports	All multimedia presentations contain text-based closed captioning text that is synchronized with the media.
(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 only.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Supports	The pages are formatted such that style sheets are not required to properly render the content.
(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 or client-side image maps.
(g) Row and column headers shall be identified for data tables.	Supports	All data tables incorporate row and column headers.
(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.	Not Applicable	Frames are not used in this application.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Supports	All pages were developed to avoid screen flicker. Elements such as <blink> and <marquee> were not used.
(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.	Supports	All pages can be displayed as text-only. No content is displayed in images, buttons, or JavaScript that is not also displayed in text.
(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.	Supports	All JavaScript elements can be read by Assistive Technology.

(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 on-line, 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.	Supports	Input fields and buttons contain id tags and labels. There is alternate text for images (buttons). A screen reader can read the buttons or the input fields.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Supports	The application uses the NIEHS layout which allows 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. The user is alerted after the session has timed out

Section 1194.23 Telecommunications Products
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 products 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 products which 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.		
(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 products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.		

(g) If the telecommunications product 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 product 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 product.		
(j) Products 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) Products which 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) Products 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 lbs. (22.2N) maximum.		
(k)(3) Products which 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) Products 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 Products
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, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and 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 productions which 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 productions 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 Products
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 products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the product. 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 product utilizes touchscreens 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.		
(e) When products 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 product must provide the ability to interrupt, pause, and restart the audio at anytime.		
(f) When products 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 45 dB, a volume gain of at least 20 dB 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 a product 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) Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.		
(j) (1) Products 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 product within the 48 inch length on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls.		
(j)(2) Products 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) Products 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) Products 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) through (4).		
(b) If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that complies with §1194.23 (k) (1) through (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 slots, ports and connectors 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.	Supports	Radio buttons, check boxes and submit buttons are 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.	Supports	The application currently supports browsers that allow users to magnify the screen.
(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.	Supports	Transcripts are provided for any audio that is available on the website.
(d) Where audio information is important for the use of a product, 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	Use of the application does not require user hearing.
(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.	Supports	Radio buttons, check boxes and submit buttons can all be selected by clicking a specific item via a mouse or keyboard.

Section 1194.41 Information, Documentation, and Support

Criteria	Supporting Features	Remarks and Explanations
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.	Not Applicable	The website does not provide support documentation to the end user.
(b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.	Not Applicable	The website does not provide a description of the accessibility and compatibility features of the website.
(c) Support services for products 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.



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