



**NIH** National Institute of  
Environmental Health Sciences

# 2016 ANNUAL REPORT

for the National Clearinghouse  
for Worker Safety and Health Training





National Institute of  
Environmental Health Sciences

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 22, 2015, TO SEPTEMBER 21, 2016 – THE BASE YEAR IN MDB’S CURRENT CONTRACT PERIOD.

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Report on contract activities performed by MDB, Inc. on Contract HHSN273201500075U# between September 22, 2015 and September 21, 2016  
2016 Annual Report for the National Clearinghouse for Worker Safety and Health Training



# TASK 1

NIHS WTP NATIONAL CLEARINGHOUSE MANAGEMENT, COORDINATION, REPORTING, AND ADVISORY BOARD ESTABLISHMENT.

For the Clearinghouse to succeed and fulfill its mission, it must first be well-managed and maintain clear and open communications with WTP staff. MDB has established and adhered to management systems that facilitate smooth operations, the sharing of critical and timely information, and regular interaction with WTP staff. These management procedures and practices ensure that the Clearinghouse achieves program objectives and uses WTP resources effectively and efficiently.

## Monthly Reports and Meetings

Core management tools are regular reports and meetings that ensure clear communication about short- and longer-term plans, program updates, and the status of budgets. Clearinghouse director Deborah Weinstock attends monthly meetings with Worker Education and Training Branch (WETB) staff in Research Triangle Park, North Carolina. During these meetings, WETB and Clearinghouse staff set priorities and identify the steps required to achieve project goals. Each month, Deborah presents a progress and budget report, highlights accomplishments, and reviews upcoming deadlines. When appropriate, subject-matter experts and other Clearinghouse staff participate in these meetings as well, in person

or via teleconference, to provide more detailed project updates.

A new innovation during this contract year has been the use of a new type of summary report, which MDB developed and delivered each month to provide a more user-friendly, big-picture look at accomplishments.

## Strategic Planning

Going beyond the monthly meetings and reports and provide a longer-term consideration of the program, WETB and Clearinghouse staff held an annual planning meeting on December 8-9, 2015, 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 reflect new program priorities. Discussion focused on the role of evaluation, new Ebola and Infectious Disease awardees and WTP's role in 50th anniversary events.

## Clearinghouse Advisory Board

The annual Clearinghouse Advisory Board meeting was held on September 19, 2016 prior to the WTP 2016 Fall Awardee Meeting and Workshop. The Clearinghouse's Michael Baker and Deborah Weinstock facilitated the meeting. Discussion focused on the role of the Clearinghouse, reviewing the WTP operational matrix, preparing for the upcoming WTP/Clearinghouse annual planning meeting, and reviewing plans for upcoming workshops.



## TASK 2

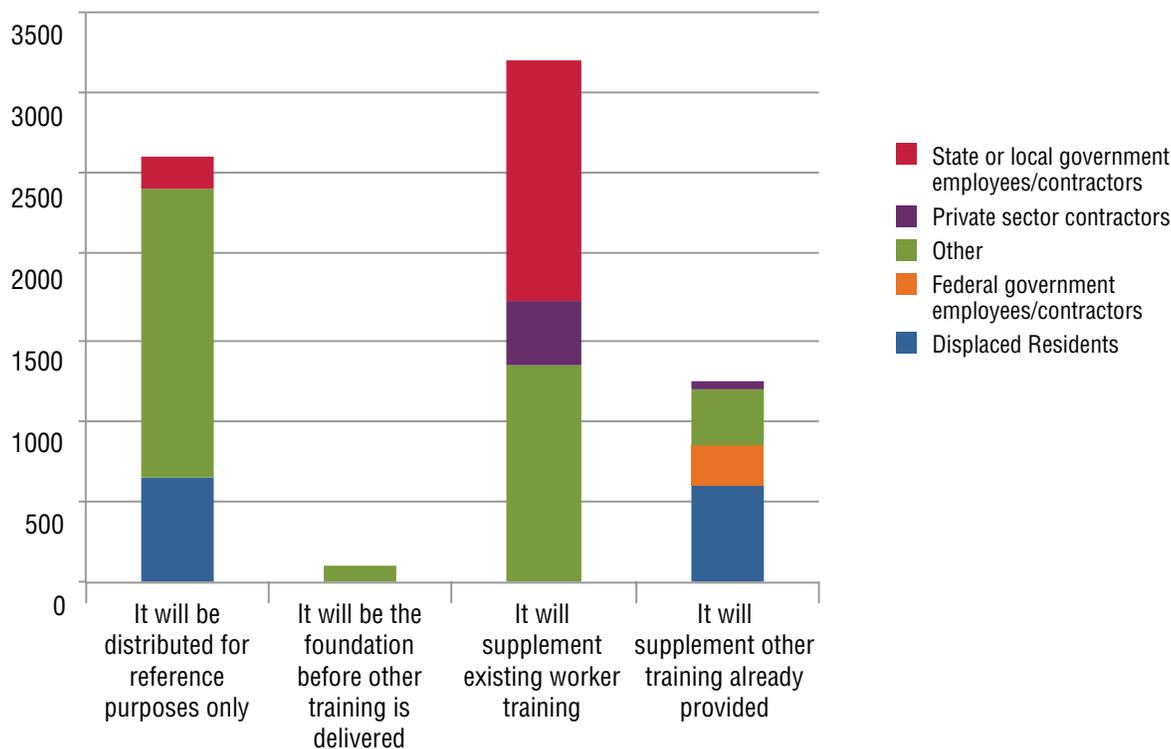
DEVELOP, ANALYZE, COMPILE AND DISSEMINATE PROGRAM RESEARCH PRODUCTS TO ENHANCE ON-GOING INITIATIVES AND TO SUPPORT NEW TRAINING INITIATIVES AND THE CONTINUATION OF PROGRAM EFFICACY MEASURES. THIS INCLUDES DEVELOPMENT OF PROGRAM MATERIALS, RESEARCH PRODUCTS, INFORMATION DISSEMINATION AND EXPERT EDITORIAL REVIEW, PARTNERSHIPS & REPRESENTATION, SUPPORT FOR HDPTP, ECWTP AND DOE.

During the year, the Clearinghouse supported efforts to address current events, develop new trainings, share information related to the new infectious disease awardee program, advance the role of WTP in NIEHS-wide initiatives and highlight WTP's role within the context of the Institute's commemoration of 50 years of achievements. The Clearinghouse continues to distribute training and awareness booklets for emergency events and training around the country.

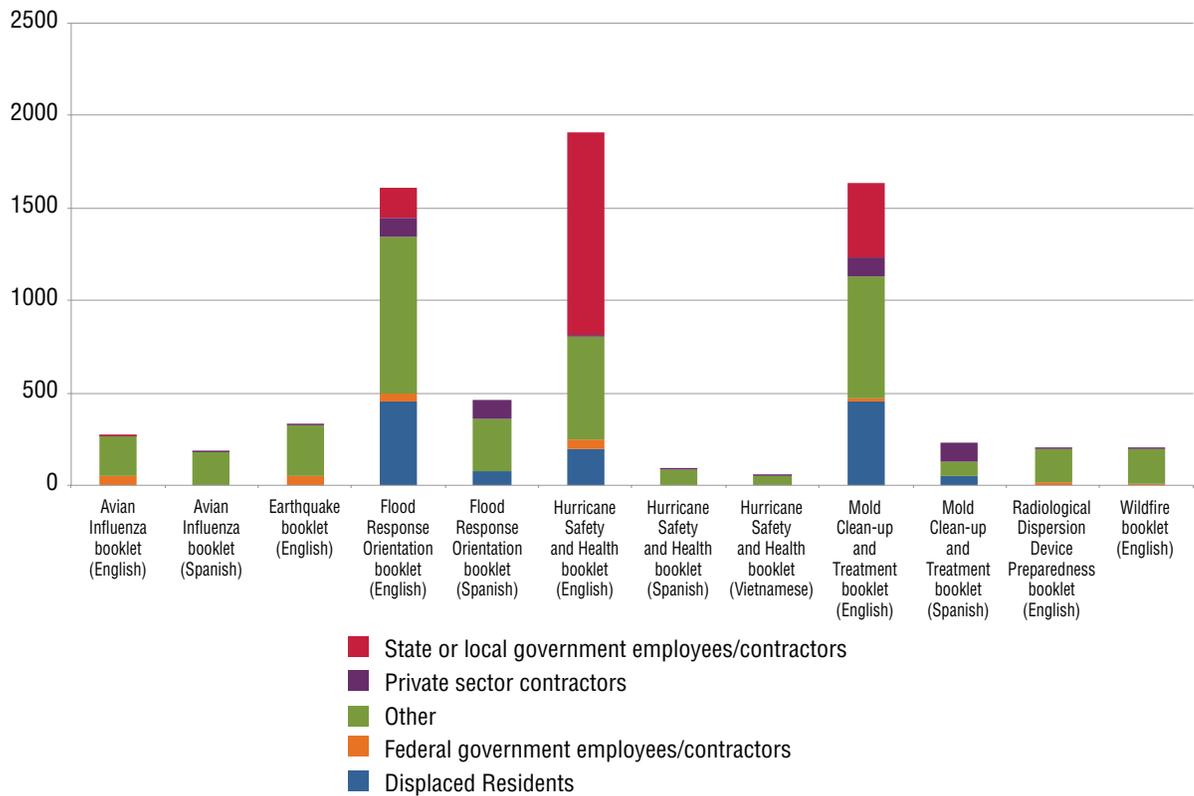


- The Clearinghouse has developed, disseminated, and translated awareness-level training tools and companion booklets for workers participating in disaster response and cleanup activities. The pocket-sized booklets may be distributed with the training and used as a resource when workers are on a disaster site. Some of these booklets are produced in more than one language. Booklets continue to be distributed to grantees and organizations familiar with the Clearinghouse, of note however is multiple request this year from organizations who found the Clearinghouse via an online search/Google and requested books. Notable new requests were received from the National Park Service and East Baton Rouge Parish.
- To increase access to booklets, the Clearinghouse partnered with CPWR to successfully migrate all booklet content into downloadable ‘App’ format. The app’s are available for Android® and iPhone® and have been successfully submitted to the Apple Store.
- The following table shows the number of booklets that were ordered between September 1, 2015, and September 1, 2016:

Booklet	2016
Avian Influenza booklet (English)	270
Avian Influenza booklet (Spanish)	183
Earthquake booklet (English)	330
Flood Response Orientation booklet (English)	1606
Flood Response Orientation booklet (Spanish)	458
Hurricane Safety and Health booklet (English)	1910
Hurricane Safety and Health booklet (Spanish)	83
Hurricane Safety and Health booklet (Vietnamese)	52
Mold Cleanup and Treatment booklet (English)	1639
Mold Cleanup and Treatment booklet (Spanish)	233
Radiological Dispersion Device booklet (English)	199
Wildfire booklet (English)	201
<b>TOTAL</b>	<b>7164</b>



**Booklets by Purpose of Training and Intended Audience**



**Booklet Type by Intended Audience**

## Partnerships & Representing WTP

Under the task’s “partnerships & representation” activities, MDB staff members attended and participated in the following events over the course of the year:

- Deborah Weinstock attended the HAMMER Steering Committee and Subcommittee Meetings in October 2015 in Richland, Washington.
- Jonathan Rosen attended the National COSH Conference in December 2015 in Baltimore, Maryland.
- Deborah Weinstock presented at the National Environmental Justice Conference in February 2016 in Washington D.C.
- Jonathan Rosen attended the AIHA meeting in May 2016 in Baltimore, Maryland.
- Betsy Galluzzo attended The New Republic’s The Next Frontier of Climate Change - Climate Justice event in June 2016 in Washington D.C.
- Deborah Weinstock attended the DOE Trainers’ Exchange on June 7-8, 2016, in Albuquerque, New Mexico.

- Joy Lee attended the OSHA National Advisory Committee on Occupational Safety and Health Emergency Response and Preparedness Subcommittee meetings in June 2016 in Washington D.C.
- Joy Lee attended the Disaster Health Education Symposium: Innovations for Tomorrow conference in September 2016 in Washington D.C.
- Deborah Weinstock attended the 2016 National Cleanup Workshop in September 2016 in Washington D.C.
- Ryan Campbell attended the Nuclear Cleanup Caucus on September 14, 2016, in Washington D.C.
- Betsy Galluzzo and Joy Lee wrote abstracts for the International Oil Spill Conference, scheduled for 2017.

The Clearinghouse had a major role in representing WTP at the American Public Health Association (APHA) Annual Meeting, November 1-4, 2015, in Chicago, Illinois. Deborah Weinstock, Jonathan Rosen, Betsy Galluzzo and Joy Lee attended and presented at the conference. MDB staff authored all abstracts for the

sessions below and presented where noted:

- Protecting workers from biological threats: Ebola as a driver for biosafety training in the US
- Building Capacity for Ebola and Infectious Disease Training in the US: The NIEHS WTP Ebola Biosafety Worker Training Program—*Deborah Weinstock presented*
- Training for Ebola Exposures and Basic Infection Protection for Airline Workers
- PPE Training for New Jersey's Healthcare Providers
- Meeting the Diverse Population and Training Needs of a Union Consortium
- Protecting disaster response workers: Turning lessons learned into actions
- Integrating Disaster Mental Health and Resiliency Training into Existing Occupational Health and Safety Programs
- Supervisors' role in balancing personal, work demands, and team needs in addressing disaster worker mental health—*Jonathan Rosen presented*
- Lessons learned from Disaster Research Exercises in California and Texas—*Betsy Galluzzo presented*
- Poster: Worker Training Needs in Preparation for Impacts of Climate Change—*Joy Lee presented*

## Support for the Hazmat Disaster Preparedness Training Program (HDPTP)

MDB continued developing a deployment guide for researchers who may conduct research in the aftermath of a disaster. This effort is closely aligned with the NIEHS Disaster Research Response Program.

Following workshops conducted in Boston (see Task 3), MDB created a series of three videos using footage from the meeting and interviews with attendees. Videos were created that highlighted EJ and promoted the concept of disaster research and the DR2 program. One video focused on the history and growth of the WTP and SRP programs at NIEHS. These videos were submitted to the NIEHS FEST Video Contest for the upcoming NIEHS 50th Anniversary Celebration.

## Environmental Career Worker Training Program (ECWTP)

MDB has continued to support efforts to share the results of the 2015 Economic Impact study for the ECWTP program. Efforts in the contract year included designing a flyer and executive summary and updating graphics. A peer-reviewed article has also been drafted for future publication. Deborah Weinstock joined Sharon Beard at the National Environmental Justice Conference and together they presented the economic analysis of the ECWTP program and shared results from the economic impact study.

## DOE – Integrated Safety Management

MDB helped organize and participated in planning for the 2016 DOE Trainers' Exchange. Deborah continued efforts to engage with Defense Nuclear Facilities Safety Board/DOE through the Labor Training Work Group and Medical Surveillance subcommittee. MDB also developed recommendations for a Safety Conscious Work Environment training evaluation plan and participated in a briefing for the DOE Office of Environmental Management.



## TASK 3

ARRANGE AND MANAGE TECHNICAL MEETINGS AND WORKSHOPS RELATED TO SCIENTIFIC, ADMINISTRATIVE, AND REGULATORY ISSUES ASSOCIATED WITH TRAINING FOR HAZARDOUS WASTE WORKERS AND EMERGENCY RESPONDERS.

While the Clearinghouse provides a wealth of information electronically and in printed form, there is no substitute for having people meet face to face. This year's in-person technical meetings and workshops fostered information-sharing and discussion between experts and stakeholders. Clearinghouse staff provided logistical support and played a major role in developing the agendas and sessions. PowerPoint presentations and other materials were later posted online, amplifying the impact of the sessions.

## Setting the Stage for the Worker Training Program: 2015-2020

September 28-30, 2015 | Research Triangle Park, North Carolina



The semi-annual WTP Awardee Meeting brought awardees together to provide program updates, exchange information regarding training and identify new areas of interest to awardees. As the first meeting since MDB received a new five-year award, this was an opportunity for WTP grantees to share their plans for the next five years in each of the program areas.

The workshop focused on a variety of topics that offered opportunities to identify and leverage program collaborations, strengths, and data. Grantees were

encouraged to consider ways of integrating their research within the consortium and jointly with other grantees. The workshop yielded meaningful discussions and set the stage for future efforts in the WTP.

## Responding to Emerging Health Threats through Research and Training: Workshop & Community Tour

July 18 & 20, 2016 | Boston, Massachusetts



With 2016 marking the 50th anniversary of environmental health science research within the National Institutes of Health, a special workshop focused on NIEHS's role responding to various environmental health events and reflect on historical themes.

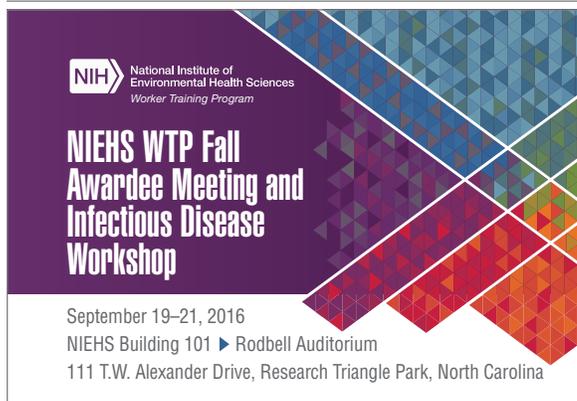
The Division of Environmental Health Sciences was established in 1966, and was elevated to a full-fledged institute in 1969. Throughout 2016, NIEHS celebrated this milestone, and the MDB-organized workshop was an important way to highlight the role of the Institute.

A community engagement tour was organized by local organizations and grantees and was held the day before the Workshop. The tour gave participant a first hand look at an environmental justice neighborhood that was also featured a the site of a fake disaster during the DR2 workshop on July 19.

This workshop provided a forum for WTP grantees, key stakeholders, and experts to discuss the training models, priorities, and implementation related to infectious disease. The meeting helped WTP and its partners better understand the risks emerging infectious diseases pose to workers and how to implement adequate interventions to mitigate that risk across a broad scope of occupational settings.

### NIEHS WTP 2016 Infectious Disease Workshop and Awardee Meeting – Let’s Get Viral!

**September 19-21, 2016 | Research Triangle Park, North Carolina**





# TASK 4

FACILITATE THE TRANSMISSION OF TECHNICAL INFORMATION RELATED TO THE DEVELOPMENT OF SAFETY AND HEALTH TRAINING PROGRAMS FOR HAZARDOUS WASTE WORKERS AND EMERGENCY RESPONDERS THROUGH WEB SITE DEVELOPMENT AND MAINTENANCE.

The WTP Clearinghouse website has long been a key way to share training, technical, and related materials that benefit health and safety of workers. Simply producing and organizing high-quality resources isn't enough. Creating and maintaining a good, easy-to-use platform that facilitates the dissemination of information

is critical. Over the last year, MDB continued to transmit information effectively through essential existing methods, while beginning to reorganize and refresh the website.

## Website Development and Maintenance

Clearinghouse staff provided user support that included resetting passwords, creating accounts, deleting accounts, updating email addresses, investigating data-input errors, and uploading progress reports. MDB also ran broken link checks and made corrections to links as needed.

During the contract year, MDB completed the task of switching all website content to an HTTPS domain.

MDB also worked with NIEHS' web contractors to ensure that public site changes did not impact WTP tools pages.

MDB has begun the process of reorganizing Clearinghouse pages. Building on past work, staff proposed a new structure, copied existing content onto a development server for controlled access during the re-organization process, developed standardized templates for page layout and extensively catalogued existing materials on all WTP tools pages. New content will be organized and links to existing resources updated during the redesign process.

In addition to the redesign efforts, staff continued to update content for infectious disease pages, as well as content that may be useful to organizations working on the Flint, Michigan water crisis. Throughout the year, new resources were added for all emergency response areas.



# TASK 5

SUPPORT OF THE WTP NATIONAL CLEARINGHOUSE, INCLUDING HAZWOPER TRAINING INFORMATION COLLECTION, CURRICULA CATALOG, WEEKLY DIGITAL NEWSBRIEF AND ISSUE AND TREND IDENTIFICATION.

A central function of the National Clearinghouse, as the name so clearly states, is to serve as a central repository of information on training and curriculum. But, in addition to maintaining and continuously improving the go-to source for information, the Clearinghouse also sends new information out to interested parties. This year, MDB not only upgraded technical aspects of the Clearinghouse, while adding new features, but it developed new proactive tools to keep grantees informed and engaged.

## HAZWOPER Training Information Collection (HASL) and Curricula Catalog

The Health and Safety Library (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 public. The public can also access curricular materials produced by WTP awardees via the Curricula Catalog on the Clearinghouse website.

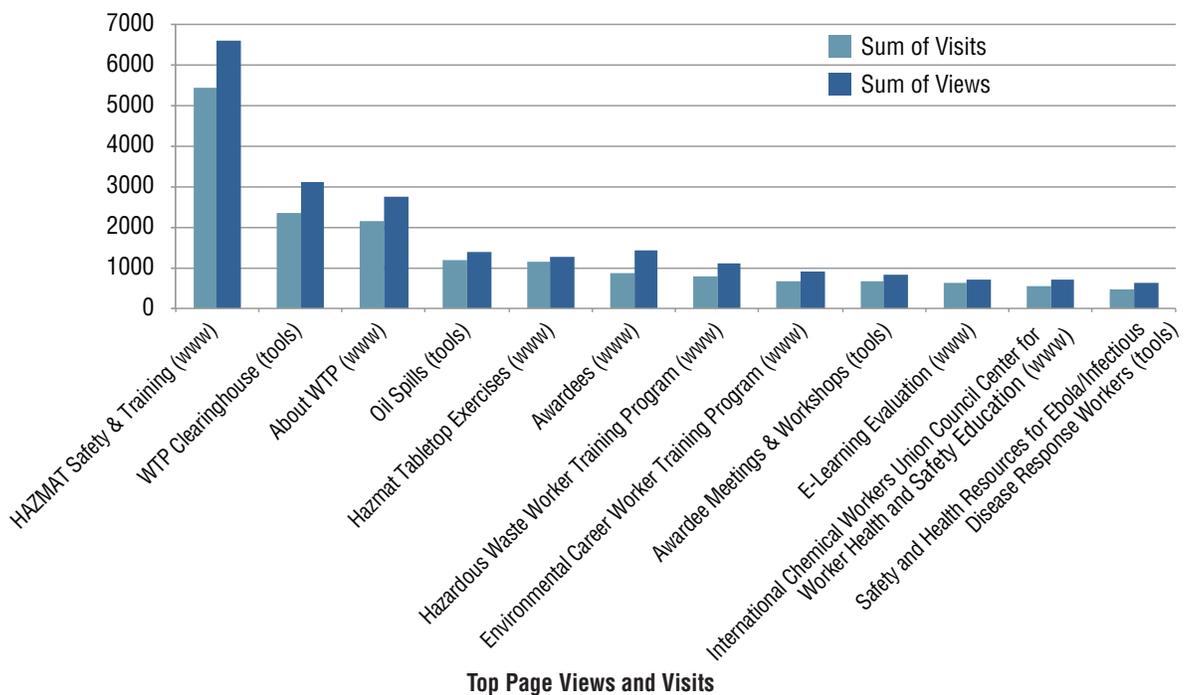
Staff this year added an area for grantees to add note activities related to Flint, Michigan water issues. Within the Curricula Catalog, staff updated the 'Pending Course Record' email so when someone enters a justification for the course on the course entry screen (too few students, etc.) the justification will appear in

the body of the email. Staff made updates to reflect new awards and awardees.

HASL and Curricula Catalog downloads and uploads reflect a large increase compared to FY 2015. In this year 53 courses were modified and 117 new files uploaded with 28 courses added. The same time period last year yielded only 48 new files, 10 modifications and 5 new courses.

### Between September 1, 2015, and September 1, 2016:

- 61,306 files were downloaded from the HASL
- 65,551 files were downloaded from the Curricula Catalog
- 117 new curricular files were uploaded by WTP awardees
- 53 courses were modified
- 28 new courses were added



**PAGE VIEW** - A page view represents a hit to any file designated among the page file types. The most common examples are files ending in .html, .htm, .php, .asp, .cfm, or .aspx.

**VISIT** - A visit is a session of continuous activity where all hits are recorded in the log file for one visitor to a web site. The visit starts the moment of the first hit on the web site and continues until the session ends through inactivity. By default, if a visitor is inactive for 30 minutes or more during a session, the visit is terminated and a new visit begins when activity resumes.

Statistics outlining webpage use and visits help tell the story of the Clearinghouses' value. During the contract period, more than 52,567 views were made by users in more than 160 countries or territories. As seen in figure below, the most popular pages remain those of the main Clearinghouse and information on awardees and events. Oil spills and the new Infections Disease pages saw high numbers of visitors. Users who did not move directly to WTP pages were most often directed from major search engines such as Google, Yahoo, and Bing. Additional users were directed to the pages from Grants.nih.gov, the DR2 program webpage (hosted by NLM), the Centers for Disease Control and Prevention (CDC), NIEHS' new Kids Environment, Kids Health pages and from awardee pages.

## Weekly Digital Newsbrief

The Clearinghouse e-Newsbrief – produced by Clearinghouse and WTP staff and distributed every Friday to nearly 1,500 subscribers – remains an important communication tool for reaching 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.

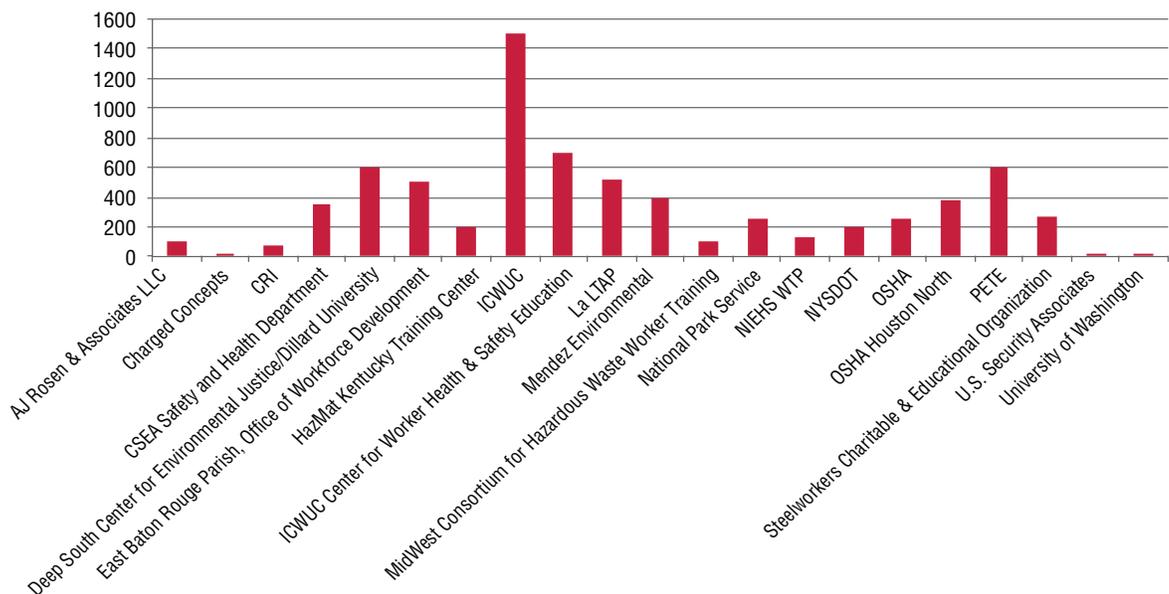
Recognizing that there was news and information that warranted a special outreach effort for WTP grantees, the Clearinghouse this year began producing and distributing quarterly Awardee Updates to focus on specific issues related to awardees.

## Issue and Trend Identification

In addition to providing WTP updates on emerging issues and trends, Clearinghouse staff reviewed the National Incident Management System Refresh and provided WTP comments in April of 2016.

# APPENDIX A

## 2015-2016 BOOKLET ORDER DETAILS



Total number of booklets ordered by organization

Organization Name	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)	Radiological Dispersion Device Preparedness booklet (English)	Wildfire booklet (English)	Grand Total
AJ Rosen & Associates LLC				50					50				100
Charged Concepts	2		2	2		2			2		2	2	14
CRI	36	6		6	6		6			6		6	72
CSEA Safety and Health Department						100			250				350
Deep South Center for Environmental Justice/ Dillard University				200		200			200				600
East Baton Rouge Parish, Office of Workforce Development						500							500
HazMat Kentucky Training Center			50	50		50			50				200
ICWUC				500	200	400			400				1500
ICWUC Center for Worker Health & Safety Education	100	100	100	100					100		100	100	700
La LTAP				10		500			10				520
Mendez Environmental				100	100				100	100			400
MidWest Consortium for Hazardous Waste Worker Training			50	50									100
National Park Service	50		50	50		50			20		20	10	250
NIEHS WTP				60		30			30			5	125
NYSDOT	4			100					100				204
OSHA				100	25				100	25			250
OSHA Houston North				150	50				150	25			375
PETE	50	50	50	50	50	50	50	50	50	50	50	50	600
Steelworkers Charitable & Educational Organization	25	25	25	25	25	25	25		25	25	25	25	275
U.S. Security Associates	2	2	2	2	2	2	2	2	2	2	2	2	24
University of Washington	1		1	1		1						1	5

**Total booklets ordered by each organization by type**



# APPENDIX B

## WTP EBOLA CONTRACT REPORT

A summary of activities performed by MDB, Inc. between May 18, 2015-May 17, 2016 under contract GS00F0001S; Order HHSN273201500033U

### National Training Needs Assessment and Gap Analysis, and Convene a Stakeholder Meeting

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#### **Needs Assessment**

MDB used a multi-step process to develop a needs assessment and gap analysis for Ebola training needs. This process included identifying and meeting with stakeholders, reviewing guidelines and training, a literature search and an evaluation of workers who may be involved in EVD activities and their needs.

## ***Guidance Assessment & Literature Review***

### **Guidance Assessment**

A gap analysis and review of major guidance related to worker protection was conducted early in the assessment process.

- CDC Guidance
  - Guidance on Personal Protective Equipment To Be Used by Healthcare Workers During Management of Patients with Ebola Virus Disease in U.S. Hospitals, Including Procedures for Putting On (Donning) and Removing (Doffing)
  - Interim Guidance for Environmental Infection Control in Hospitals for Ebola Virus
  - Interim Guidance for U.S. Residence Decontamination for Ebola and Removal of Contaminated Waste
- OSHA Standards considered applicable in the event of possible worker exposure to the Ebola virus, depending on the specific work task, setting, and exposure to biological or chemical agents.
  - General Duty Clause (Section 5(a)(1) of the OSHAct
  - Bloodborne Pathogens (1910.1030) standard
  - Hazard Communication (29 CFR 1910.1200) standard
  - Personal Protective Equipment (PPE) (29 CFR 1910.132) standard
  - Respiratory Protection (1910.134) standard
  - HAZWOPER (1910.120) standard applies to infectious materials.

### **Literature Review**

A literature search of PubMed and Web of Science was conducted to highlight the latest research and lessons learned related to Ebola and communicable disease outbreaks, occupational health, and biohazard training. Key search terms were broken into three areas (health and safety, training, and communicable disease) and included topics such as occupational health, teaching/methods, communication, health and safety, communicable diseases, Ebola, pandemic, severe acute respiratory syndrome (SARS), and influenza. A proximity search was conducted in Web of Science for

specific diseases. Articles included from each category reflect only those that have undergone peer review, thus excluding opinion and editorials from the last year that do not present data or best practices. Due to the limited number of publications on Ebola proceeding 2014, peer-reviewed publications from the last 10 years were included. After creating a bibliography from each search engine and reviewing all abstracts, articles focusing exclusively on the delivery of patient care or of relevance only to locations outside the U.S. were excluded. Additional articles specific to U.S. Department of Defense installations or deployments were further excluded. Thirty-eight articles met inclusion criteria and were reviewed. Abstracts and full text documents were accessed via the NIEHS Library system.

### ***Stakeholder Experience***

To understand issues that individual organizations and facilities faced and the types of training developed, a questionnaire was created to allow anonymous responses by stakeholder meeting participants. Results were used to generate location-specific conversations during each stakeholder meeting. The online nature of the questions allowed for honest responses and included skip logic that customized questions based on the type of training (if any) created by a respondent and the population served. In total, 55 complete responses were received.

### ***Stakeholder Meetings***

To support the development of the needs assessment, MDB organized a series of 4 stakeholder meetings during the summer of 2015. Meetings were held:

- June 26, Washington D.C.
- July 2, New York City, New York
- July 7, Washington D.C.
- July 15, Oakland, California

Prior to each meeting, stakeholders were identified jointly by MDB, WTP and local host agencies and WTP grantees. Stakeholders representing workers, healthcare facilities, local, state and federal government agencies and health care associations were invited to participate in meetings. Prior to

each meeting MDB sent invitation letters, arranged logistics, created unique slides and communicated with interested participants who were unable to attend. Prior to each meeting attendees were provided an optional digital questionnaire to complete that afforded an opportunity to provide information on locally available trainings, guidance, local challenges and needs in advance of the meeting. At each meeting an MDB facilitator led discussion and a staff member took notes. MDB provided literature and gap analysis summaries for discussions and included location specific results of the pre-meeting responses to help identify areas of success and in need of improvement in each city. Summaries were created following each meeting and content informed the final needs assessment report.

Master trainers were included in the stakeholders invited to each meeting, thus, at the direction of the COR a separate master trainer meeting was not held.

### ***Training Assessment***

Over several days, MDB searched the Internet looking for existing Ebola training courses that met the following criteria: 1) sponsored by an academic, response, professional, government, or other credible organization; 2) created within the past 15 years; 3) content has specific learning goals and objectives and 4) included a focus on biosafety or infectious diseases.

Courses were categorized by level of training (awareness, hands-on, operations, comprehensive), audience, delivery methods, duration, and cost. In total, 71 courses were identified with 52 awareness classes, nine operations level, six comprehensive, one clinical care and three train-the trainer courses.

### ***Report & Publication***

All elements of the process, including stakeholder meetings and interviews helped inform all analysis of best practices, model programs, challenges and worker needs. The final “Ebola Biosafety and Infectious Disease Response Training: Needs Assessment and Gap Analysis for the NIEHS WTP” was graphically designed and posted to the clearinghouse website. Following the

report release, MDB drafted a publication, based on the analysis, entitled “Special Report: Ebola Virus Training: A Needs Assessment and Gap Analysis” for submission to the Journal of Disaster Medicine and Public Health Preparedness. The draft was provided to WTP for NIEHS clearance in spring 2016.

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### **Training Resource Web page**

As new materials, guidance, and resources were produced by WTP, grantees and reputable federal agencies, MDB quickly reviewed items and posted content to the Ebola Tab of the Clearinghouse Web pages. As the list of materials grew in length, MDB suggested a new structure of the Ebola page that organized materials based on occupation or task and highlighted materials and existing trainings from grantees. Prior to contract award, MDB developed the Ebola Awareness Orientation: Health and Safety Essentials for Workers and the Ebola Operations Level Training for WTP and during the contract MDB ensured updated versions were available on the page and answered questions about each training.

Following the release of the Ebola FOA, MDB posted and made Section 508 compliant a list of Frequently Asked Questions for stakeholders interested in submitting an application.

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### **Training Activity Coordination**

Started under a different contract vehicle, MDB created a detailed tracking system to catalogue ongoing Ebola trainings held by awardees. Courses were classified as awareness/operations level, by length, location and target worker population. Following contract award, at the direction of the COR, and due to changing priorities, this tracking was ended in favor of the training assessment undertaken in the needs assessment.

Following the needs assessment release, MDB drafted basic competencies, topics, and suggested performance objectives for Awareness and Operations level courses, based on our experience developing the 2014 trainings and on results and findings of the needs assessment.

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## Program Evaluation

MDB's evaluation expert, Sue Ann Sarpy developed a comprehensive process for systematically evaluating the NIEHS WTP Ebola Biosafety and Infectious Disease Response training. The overall purpose of the report was to develop common metrics to be used by the new program awardees to measure program impact. The evaluation includes background on existing training efforts, an analysis of the application of the logic model to evaluation and an in-depth analysis of existing evaluation literature. The report presents information and recommendations regarding a systematic evaluation process including standardized measures of training-related health and safety outcomes that can be used to evaluate the NIEHS Infectious Disease Response training efforts. The report also provides relevant information and resources that can be used by training providers to ensure continuous improvement of the NIEHS WTP Infectious Disease Response training programs.

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## Other Support & Contract Management

### *Stakeholder & Interagency Cooperation Support & Participation*

Clearinghouse Director Deborah Weinstock and as needed, staff members Betsy Galluzzo, Jonathan Rosen and Kevin Yeskey participated in monthly Interagency Ebola conference calls with CDC, WTP, NIOSH, and OSHA.

Over the course of the contract, MDB drafted abstracts about WTP and Clearinghouse Ebola work for the 2016 American Public Health Association Annual Meeting (APHA), the American Industrial Hygiene Conference and Expo (AIHCE), the Preparedness Summit and the National Healthcare Coalition Preparedness Conference. MDB staff presented at the 2015 APHA annual meeting, and NYCOSH 2015 Annual Meeting.

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### **Awardee Meeting & Webinar**

Prior to the May 28, 2015 Ebola Biosafety Training Initiative Awardee Meeting, MDB organized room

and site logistics, tracked RSVP's and helped in the creation of meeting agendas. Staff members provided on-site support and organized and operated the WebEx platform for those unable to attend in person. MDB created a meeting summary, shared it for review with WTP staff and stakeholders and posted the final report on the clearinghouse website.

MDB also provided limited logistical support for the September 18 FOA Informational Meeting.

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### **Pathogen Safety Data Sheets (PSDS)**

One gap identified in the needs assessment was a lack of easy to read, immediately available information for workers about biological hazards and safety measures. To address this gap, the MDB team, led by Jonathan Rosen, who worked closely with Dr. Nina Jaitly, began the Pathogen Safety Data Sheet Project. Initially, the project aimed to develop PSDS that provide accurate, user friendly information on infectious disease agents, on a real time basis that can be used to assist with hazard assessment and determination programs in a variety of industries to NIEHS stakeholders.

However, after further consideration, the project focus shifted to combine existing infectious disease management guidance, simplified microbiological safety data and evidence based hazard risk assessment practices into training tools, guided by broad end-user needs, in collaboration with Public Health Agency of Canada (PHAC), National Institute of Occupational Safety and Health (NIOSH), National Library of Medicine (NLM), target audience stakeholders, and other public health and occupational safety agencies.

To support this project MDB participated on planning calls with various agencies and representatives of PHAC. MDB then created the Pathogen Safety Data Guide which includes lists of resources and a glossary. To ensure the PSD Guide meets user needs, MDB organized a webinar on April 6 to review the PSD project and provide an opportunity for feedback from stakeholders. Prior to the webinar MDB communicated

with participants and speakers, set up the WebEx platform, hosted a dry run and reviewed presentation materials. Following the event, MDB edited the video for background noise and had the recording made section 508 compliant and posted the webinar and lists of all participant feedback to the clearinghouse website.

MDB also created a training module with instructor guidance. All items were reviewed by a wide variety of stakeholders and were be pilot tested during the summer of 2016 under another contract vehicle.

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### **Contract Management**

MDB provided monthly reports to the COR as part of our routine project management updates.

# APPENDIX C

## NIEHS WORKER TRAINING PROGRAM CURRICULA INFORMATION AND DATA MANAGEMENT SYSTEM (WETCIS) SECTION 508 ANNUAL REPORT

Prepared by MDB, Inc., September 20, 2016

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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 products 1194.31 Functional Performance Criteria 1194.41 Information, Documentation, and Support
Video/Multimedia	1194.24 Video and Multimedia products 1194.31 Functional Performance Criteria 1194.41 Information, Documentation, and Support
Self-Contained	1194.25 Self-Contained, Closed products 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) 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: 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		
<i>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.</i>		
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

## 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
(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.

## 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
(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.

### 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
(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.		

**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
(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).		

## 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
(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.		

### 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
(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.

### Section 1194.31 Functional Performance Criteria

Criteria	Supporting Features	Remarks and Explanations
(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 ANNUAL REPORT

Prepared by MDB, Inc., September 20, 2016

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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
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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) 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: 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		
<i>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.</i>		
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

### 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
(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.

## 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
(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.	Supports	The application does alert the user before the application times 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.		

## 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
<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).		

## 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
(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.		

### 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
(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.

### Section 1194.31 Functional Performance Criteria

Criteria	Supporting Features	Remarks and Explanations
(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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