



National Institute of
Environmental Health Sciences

2017 ANNUAL REPORT



FEMA News Photo

for the National Clearinghouse
for Worker Safety and Health Training

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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 Sept. 22, 2016, to Sept. 21, 2017 – The first option year in MDB’s Current Contract Period.

Operated by MDB, Inc.

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Report on contract activities performed by MDB, Inc. on Contract HHSN273201500075U# between September 22, 2016 and September 21, 2017

2017 Annual Report for the National Clearinghouse for Worker Safety and Health Training



Early in the fiscal year, the role the National Institute of Environmental Health Sciences (NIEHS) plays in disasters was a central topic of discussion during the annual planning meeting. Just 10 months later, as the end of the year neared, that role became abundantly clear as the Worker Training Program (WTP) provided critical health and safety information to workers involved in recovery efforts for hurricanes Harvey and Irma.

Demand for resources available through the National Clearinghouse for Worker Safety and Health Training shot up. Thousands of booklets on mold cleanup, floods, and hurricanes were distributed. The WTP was prepared and the Clearinghouse fulfilled its mission of providing timely, up-to-date information on specific subjects needed by frontline workers on the ground.

But as dramatic and important as those most recent accomplishments are, they should not overshadow the ongoing work of the National Clearinghouse and the breadth of its progress. The risks of hazardous materials and waste are ever-present, and every day the Clearinghouse makes it safer for those who work around these dangerous substances.

Going beyond natural disasters, over the last year the National Clearinghouse made contributions on a range of other issues, from safety culture to pathogen safety. It continued to strengthen partnerships, including enhanced work with the U.S. Department of Energy (DOE) and organizations representing first responders. It moved forward on its information-sharing mission through new journal articles, the development and sharing of awardee success stories, and participation in two dozen conferences.

At the same time, the Clearinghouse improved the infrastructure needed to make information accessible and easy to use. A new and improved, more user-friendly and graphically appealing Clearinghouse website was launched. The reorganized site makes it easier for users to find existing materials and new resources. The benefits of these changes are already evident and will continue to bear fruit in the months and years ahead.

For nearly two decades, MDB, Inc. has operated the National Clearinghouse on behalf of the NIEHS WTP. This report provides an overview of the communication and technical assistance services provided during fiscal year 2017, highlighting key activities and progress made. It covers WTP activities from Sept. 22, 2016, to Sept. 21, 2017.

This annual report is organized by the tasks that are designated in the MDB contract, showing how we undertook and fulfilled those assignments.

TASK 1: Ongoing management and planning, including overseeing and facilitating the deliberations of the Clearinghouse Advisory Board.

TASK 2: Developing, organizing, and disseminating existing and new research products and representing the WTP before a range of partners. Notably, work under this task includes recent work responding to hurricanes in Texas and Florida, new partnerships with DOE, and the testing of a new pathogen safety data guide.

TASK 3: Managing meetings and workshops, including the upcoming meeting on the Minimum Health and Safety Training Criteria document.

TASK 4: Managing and maintaining the newly reorganized Clearinghouse website to provide the smooth distribution of information.

TASK 5: Supporting other Clearinghouse activities, such as the HAZWOPER training information collection, the weekly e-Newsbrief, and identifying new issues and trends.

Following the task-specific summaries, additional details are provided in several appendices.



TASK 1



NIEHS WTP National Clearinghouse management, coordination, reporting, and advisory board establishment.

Monthly Reports and Meetings

Monthly meetings and reports are core management tools used by the Clearinghouse to ensure clear communication about project 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. These meetings provide WETB and Clearinghouse staff an opportunity to set priorities and identify the steps required to achieve project goals. Each month, Deborah presents a progress and budget report, and reviews accomplishments and upcoming deadlines. Subject-matter experts and other Clearinghouse staff join these meetings as necessary, in person or via teleconference, to provide detailed project updates.

Strategic Planning

In addition to the monthly reports and meetings, WETB and Clearinghouse staff held an annual planning meeting in Charlottesville, Virginia, on Nov. 15 – 16, 2016, 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 contribute to conversations on NIEHS' role in disasters. Small-group activities were used during the meeting to ensure everyone in attendance had input into the revised operational matrix. The WTP operational matrix was revised soon after the meeting to reflect new program priorities.

Clearinghouse Advisory Board

The annual Clearinghouse Advisory Board meeting will be held on Oct. 16, 2017, prior to the 2017 NIEHS WTP Fall Workshop. The Clearinghouse's Deborah Weinstock will facilitate the meeting. Discussion will focus on current and future work of the National Clearinghouse.



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 and representation, support for HDPTP, ECWTP and DOE.

During the year, the Clearinghouse supported efforts to address current, unforeseen events, including responding to hurricanes Harvey and Irma, and preparing to respond to Hurricane Maria. It conducted several pilot training sessions for the pathogen safety data curriculum. The Clearinghouse continues to distribute training and awareness booklets to assist in recovery efforts following emergency events and to enhance training around the country, particularly to Texas and Florida in response to the hurricanes.

Information Dissemination

Webinars

Webinars were conducted to continue to engage WTP awardees and share information on the latest emerging topics. These included:

WTP Progress Report Training: 2017 Updates and Tips for a Strong Report

The webinar, held on Feb. 9, 2017, and facilitated by Demia Wright, NIEHS, and Lynn Albert, Clearinghouse, updated awardees on changes to the progress report templates. Awardees learned how to create more useful progress reports that have the information needed for program sustainability, and received tips on WTP Data Management System data entry and uploads.

WTP Evaluation Community of Practice

This webinar, held on March 6, 2017, focused on creating a community of practice that allows WTP awardees to share evaluation methods and lessons learned, and provide feedback to NIEHS on moving evaluation forward for the program. WTP's Demia Wright facilitated the webinar. Awardees Donna McDaniel, Ph.D., and Tippi Reed of OAI, Inc. provided an overview of how to use the Social Ecological Model to guide the evaluation design of the Environmental Career Worker Training Program. Awardees also discussed the utility of the webinars.

Awardee Update

The Clearinghouse continues to prepare and distribute quarterly Awardee Updates that focuses on specific issues related to awardees, including WTP-sponsored events, grantee sponsored events, and other relevant workshops and conferences; training summaries and highlights; and other relevant information.

Emergency Response Booklets

The Clearinghouse continues to develop and disseminate awareness-level training tools and companion booklets for workers participating in disaster response and cleanup activities. The pocket-size 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.

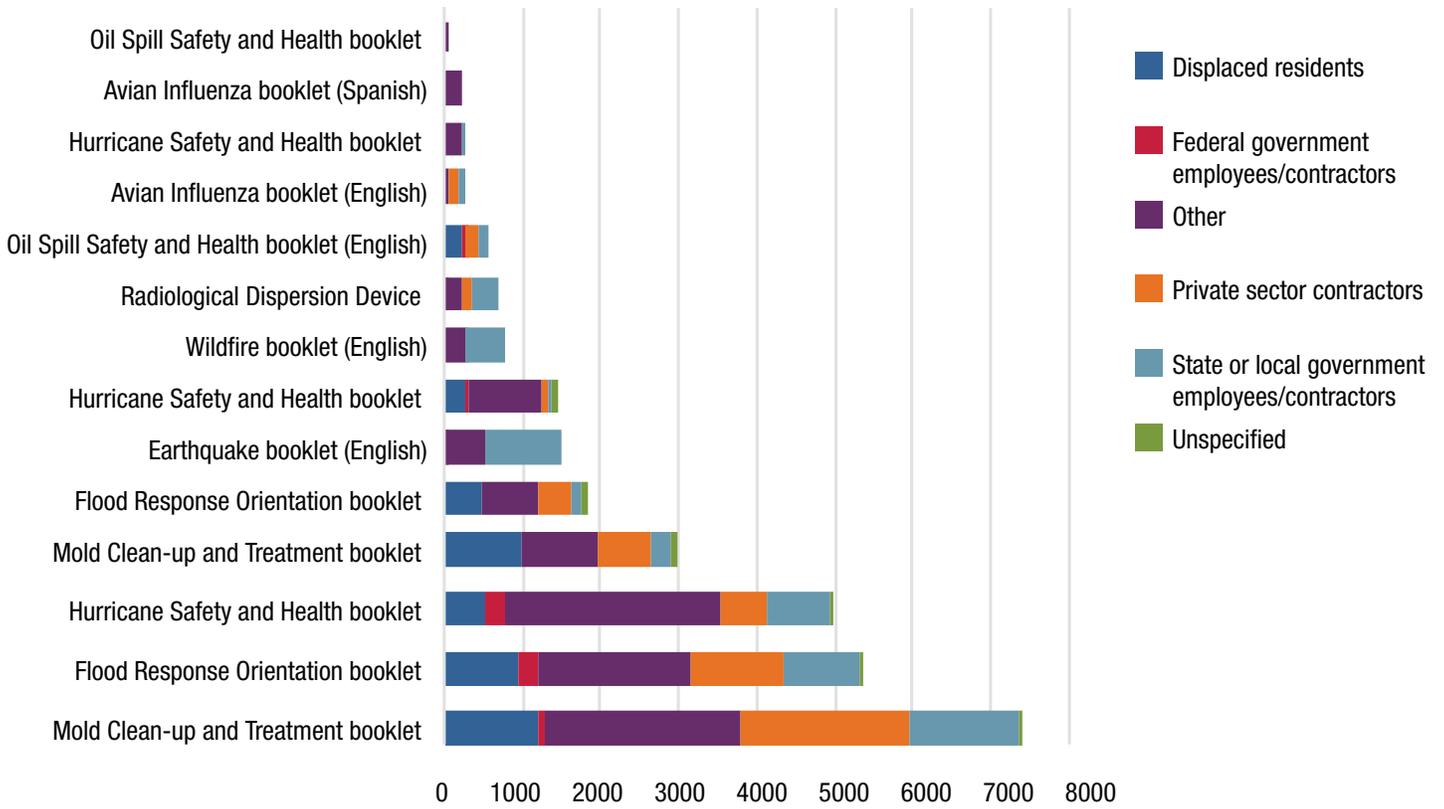
Booklets continue to be distributed to awardees and organizations familiar with the Clearinghouse. People found out about the booklets from visiting the Clearinghouse website, email alerts, involvement in the Disaster Research Response Program (DR2), and online searches. This year, booklets have been sent to those who have been affected by hurricanes Harvey and Irma.

Graphs 1-3 (on pages 6 and 7) show the distribution of the booklets from Sept. 22, 2016, to Sept. 13, 2017.

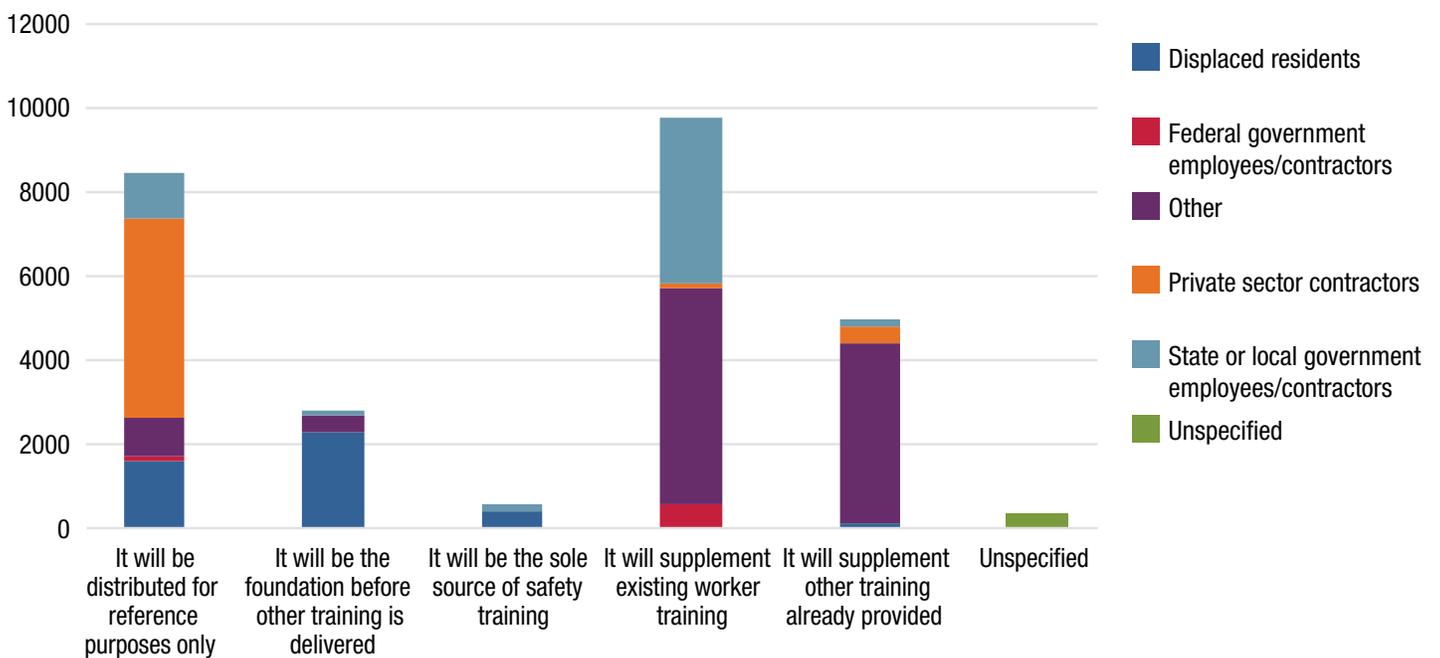
The top five booklets distributed during FY2017 were Mold Clean-up and Treatment (English), Flood Response Orientation (English), Hurricane Safety and Health (English), Mold Clean-up and Treatment (Spanish), and the Flood Response Orientation booklet (Spanish). The majority of these five booklets were distributed to state or local government employees/contractors, private sector contractors, displaced residents, and others (see Graph 1). Combined, over 21,300 of these five booklets were distributed mainly to the areas affected by hurricanes Harvey and Irma.

Graph 2 shows the distribution of booklets by purpose and targeted audience. The majority of the booklets distributed to supplement existing training were provided to state or local government employees/contractors and other audiences. The booklets distributed as reference materials only were mostly given to displaced residents and private sector contractors. The booklets that serve as a supplement to other training already provided were mainly provided to other audiences. The booklets that serve as a primary foundation before other training and as a sole source of safety training were mainly distributed to displaced residents and others.

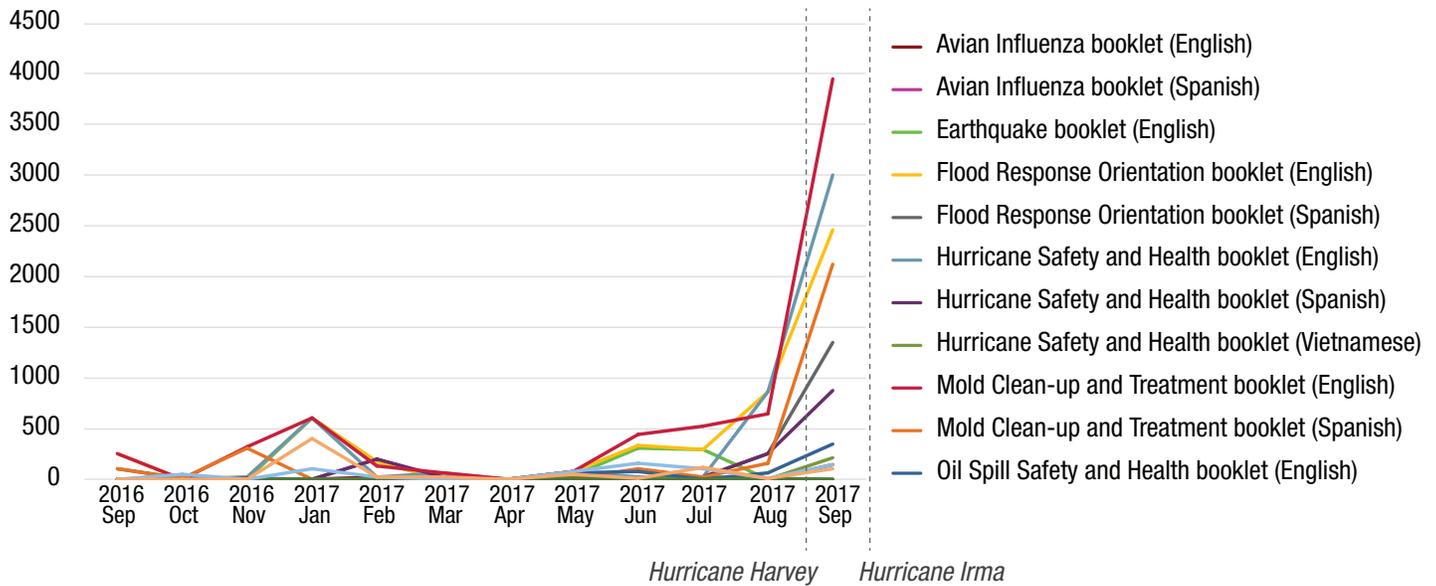
Graph 3 displays the distribution of the booklets by month between September 2016 and September 2017. As seen on the graph, the majority of the booklet orders were sent out in response to Hurricane Harvey, which landed in Texas on Aug. 25, 2017, and Hurricane Irma, which made landfall in Florida on Sept. 10, 2017.



Graph 1. Booklet by Intended Audience



Graph 2. Booklet by Purpose and Audience



Graph 3. Booklet Orders by Month

Products and Materials

Throughout the year, the Clearinghouse developed various products and materials that highlight the work of awardees and address current issues. These products include:

- A PSD fact sheet for the American Public Health Association (APHA) conference

- Pathogen safety data (PSD) case studies that complement the PSD curriculum
- A fact sheet informing stakeholders how changes to the Toxic Substance Control Act (TSCA) will impact workplace chemical safety and health

PATHOGEN SAFETY DATA GUIDE TRAINING MODULE CASE STUDY 1
N. MENINGITIDIS TRANSMISSION TO A POLICE OFFICER AND RESPIRATORY THERAPIST

TARGET AUDIENCE: Emergency Medical Service, First Responders, Security, Police, Healthcare Workers

How to use this case study
 This case study is designed to be used as supplementary or as an alternative to Activities 3 and 4 in the NIEHS WTP's Pathogen Safety Data Guide Training Module.

Participants should work in small groups (4-8 people). Each group should select a recorder and reporter who will report back to entire class. Each small group should read through the case study. If time allows, the group should answer the questions in Activities 3 and 4 on the PSD Training Module Worksheet for the pathogen *N. meningitidis*. Then the group should work on the questions following the case study. If time is short, the questions may be divided among the group members or one or both activities may be omitted.

Case Study
 This case study is based on the first CAL/OSHA enforcement of its Aerosol Transmissible Disease Standard. A case report about this exposure was also published in the CDC's Mortality & Morbidity Weekly Report, "Occupational Transmission of *Neisseria meningitidis*—California, 2009, MMWR, November 19, 2010 / Vol. 59 / No. 45."

A 36-year-old man was found unconscious at home by four police officers who had been asked by the patient's family to check on him. The patient was on lying on his back on his bed, and his airway was partially obstructed by vomit. Vomit and feces were on the patient's body and clothing. While positioned near the patient's head, one of the police officers (PO1) turned the patient to one side and adjusted his head to aid breathing. Immediately afterward, PO1 left the patient's room, returning only to check on the patient from a distance. After firefighters and paramedics arrived, PO1 left the scene. Firefighters measured the patient's blood pressure and heart rate, and paramedics placed an intravenous line, performed airway suctioning, placed an oropharyngeal airway, administered oxygen, and transported the patient by ambulance to hospital A.

In the hospital emergency department (ED), the patient's airway was suctioned, and an endotracheal tube was placed. Blood was drawn for culture in the ED and the patient was

NIH National Institute of Environmental Health Sciences
 Worker Training Program

DANGER - EXTREMELY FLAMMABLE - KEEP AWAY FROM HEAT, SPARKS, OPEN FLAMES, AND OTHER SOURCES OF IGNITION.

Paint strippers containing methylcel chloride have been associated with 33 deaths in between 1970 and 2005. © EPA/OSHA

How will the changes to the Toxic Substances Control Act (TSCA) impact workplace chemical safety and health?

What is TSCA?
 TSCA is the "Toxic Substances Control Act" of 1976 that gave the US Environmental Protection Agency (EPA) the authority:
 "to regulate chemical substances and mixtures which present an unreasonable risk of injury to health or the environment."

TSCA provides EPA with authority to require reporting, record-keeping and testing requirements, and restrictions relating to chemical substances and/or mixtures. Certain substances are generally excluded from TSCA, including, among others, food, drugs, cosmetics and pesticides.

Why was TSCA amended and updated?
 People concerned with chemical safety and the EPA itself have long considered TSCA outdated and ineffective in protecting people from dangerous chemicals. Even asbestos, with its record of killing more than 10,000 Americans every year, could not be restricted under TSCA. In 1991 the federal courts ruled that TSCA did not give EPA the power to ban asbestos. Subsequently, EPA stopped using the law to restrict chemicals.

On June 22, 2016, President Obama signed the Frank R. Lautenberg Chemical Safety for the 21st Century Act, which updates and amends the TSCA, including its impact on workplace chemical safety and health.

- 85,000 different chemicals have been produced and used since TSCA became law in 1976.
- 82,000 of these chemicals were grandfathered in when TSCA became law with no requirement they be tested.
- In the 40 years that TSCA has been in place, EPA has required testing on just 200 chemicals.
- When the federal court stopped EPA from banning asbestos in 1991, EPA halted all such efforts.

- Awardee success stories (authored or co-authored by Clearinghouse staff):
 - *Rutgers Jobs4Vets program*
 - *Flint water crises opens path to new employment* (CPWR e-Factor article)
 - *International Chemical Workers Union Council (ICWUC) Afton Chemicals*
 - *Infectious disease training improves airport worker preparedness*
- A DOE safety culture discussion paper



- An updated Clearinghouse resources fact sheet
- An APHA policy statement titled “Ensuring Language Equity in Occupational Safety and Health Training,” which emphasizes the need to train workers in the language that they understand

Partnerships and Representing WTP

Clearinghouse staff attended two dozen meetings over the last 12 months. Our attendance at these events ensures that the WTP is well represented at important meetings and conferences, participates in events hosted by WTP partners, and gathers useful information from stakeholders and other experts.

- Deborah Weinstock attended the International Association of Fire Fighters (IAFF) Advisory Board meeting in October 2016 in Phoenix, Arizona.
- Deborah Weinstock and Jonathan Rosen attended the APHA Annual Meeting and Expo in October 2016 in Denver, Colorado.
- Ryan Campbell attended the EPA Toxic Release Inventory National Conference in October 2016 in Washington, D.C.
- Jonathan Rosen and Joy Lee participated in the National Conference on Worker Safety and Health in December 2016 in Baltimore, Maryland.
- Kevin Yeskey attended the National Healthcare Coalition Preparedness Conference in December 2016 in Washington, D.C.
- Deborah Weinstock presented “Climate Change and Worker Safety and Health” at the National Council for Science and the Environment meeting on climate data and public health in January 2017 in Washington, D.C.
- Deborah Weinstock and Jonathan Rosen participated in National Coalition for Occupational Safety and Health TSCA planning calls and webinars in January and February 2017.
- Deborah Weinstock participated in the International Oil Spill Conference panel planning call in January 2017.
- Joy Lee participated in Protecting Worker Alliance calls in February and May 2017.
- Kenda Freeman participated in Environmental Health Collaborative executive planning conference calls in February and March 2017.
- Deborah participated in the planning meeting on the CPWR Foundations of Safety Leadership course in February 2017 in Richland, Washington.
- Deborah Weinstock and Kenda Freeman attended the National Environmental Justice Conference and Training Program in March 2017 in Washington, D.C.
- Deborah Weinstock and Jonathan Rosen participated in infectious disease interagency calls in March, May, June, and July 2017.
- Deborah attended a meeting with the Energy Communities Alliance in March 2017.
- Betsy Galluzzo and Joy Lee prepared abstracts for the APHA Annual Meeting and Expo and the National Association of County & City Health Officials (NACCHO) Annual Conference.

- Jonathan Rosen presented at the Preparedness Summit in April 2017 in Atlanta, Georgia.
- Deborah Weinstock attended the Highly Pathogenic Waste Workshop in April 2017 in College Park, Maryland.
- Deborah Weinstock attended the DOE HAMMER Steering Committee meeting, Medical Surveillance Subcommittee meeting, and Labor Training Workgroup meeting in April 2017 in Washington, D.C.
- Deborah Weinstock participated in meetings with the National Training Center in May 2017 in Research Triangle Park, North Carolina.
- Jonathan Rosen attended the Michigan Homeland Security Conference in May 2017 in Grand Rapids, Michigan.
- Deborah Weinstock participated in the IAFF/DOE meeting to customize the Frontline Safety course for DOE in June 2017 in Denver, Colorado.
- Don Elisburg participated in the National Institute for Occupational Safety and Health (NIOSH)/American Psychological Association (APA) Work, Stress and Health Conference in June 2017 in Minneapolis, Minnesota.
- Don Elisburg participated in the Southeast Area Maritime Industry Safety Training (SEAMIST) Advisory Board meeting and presented on the Clearinghouse in June 2017 in Fort Lauderdale, Florida.
- Jonathan Rosen presented at the American Industrial Hygiene Conference & Exposition on the development of the NIEHS PSD training and the pilot training in June 2017 in Seattle, Washington.

Support for the Hazmat Disaster Preparedness Program (HDPTP)

In support of the HDPTP, the Clearinghouse accomplished several tasks, including piloting the PSD curriculum with awardees across the country, publishing one peer-reviewed article, and supporting the responses to Hurricane Harvey.

Pathogen Safety Data

The PSD curriculum was pilot tested with the following WTP awardees:

- Indiana University Bloomington, Omaha (Nebraska Biocontainment Unit)
- LIUNA/Cement Masons in New York City
- Emory University
- Duke University, Raleigh-Durham International Airport workers

Publications

- “Ebola Virus Training: A Needs Assessment and Gap Analysis” was published in the May/June 2017 issue of *Health Security*.

Hurricane Harvey Response

- Hurricane Harvey caused widespread damage to Texas and Louisiana. Clearinghouse staff traveled to Texas to meet with federal partners and workers to assess what type of training is needed to best protect those responding to the aftermath of Hurricane Harvey. The Clearinghouse is also coordinating training requests for those responding to the cleanup.

Environmental Career Worker Training Program (ECWTP)

Clearinghouse staff prepared “Economic Impact of the Environmental Career Worker Training Program,” an article that is planned for publication in *New Solutions: A Journal of Environmental and Occupational Health Policy*.

Deborah Weinstock presented with Sharon Beard at the 2017 National Environmental Justice Conference and Training Program on NIEHS training to address occupational disparities and environmental justice, and the benefits derived from this approach to training and job placement.

DOE—Integrated Safety Management

The Clearinghouse continues to support efforts to protect workers at DOE sites with the National Training Center. Deborah attended the Labor Training Workgroup meeting, Medical Surveillance Subcommittee meeting, and HAMMER Steering Committee meeting in Richland, Washington. She also attended meetings with IAFF and DOE representatives to customize a Frontline Safety course for the DOE. To highlight NIEHS/DOE awardee achievements, the Clearinghouse provided input and designed the NIEHS/DOE Nuclear Worker Training Program accomplishment report for FY2016, prepared by Demia Wright, WTP.

The Clearinghouse also prepared a DOE safety culture discussion paper. This paper reviewed recent safety initiatives in place at DOE and discussed options the agency should consider to improve its safety and safety culture. The review focused on the Integrated Safety Management System, the Worker Safety and Health Program rule (10 CFR 851), and safety culture initiatives. The review also discussed the approach of each initiative, their effectiveness, and possible improvements.

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.



Best Practices in Using Technology in HAZMAT Training

March 29 – 30, 2017 | San Juan, Puerto Rico

Continued advances in training technologies require the WTP to take a strategic look at how best to use these technologies to enhance HAZMAT training programs. The WTP has followed the development and application of training technologies since 1999, when it held its first workshop on computer and Internet-based learning methods for safety and health training. This workshop built on the program's work in this area, exploring the types of technologies being used, inside and outside of classrooms, and generational differences that impact learning and training. To prepare for this meeting, the Clearinghouse developed and reviewed awardee self-assessment forms to better understand how awardees were using technology in training. This information was then presented to meeting participants.

The Clearinghouse produced a workshop report, which details the sessions and interactions that occurred at the workshop. It concluded this way:

WTP not only recognizes the importance of considering the learner and instructor perspectives on e-learning technologies, but has demonstrated successes in deployment of these technologies for effective HAZMAT training for workers. Several awardees have adapted in-classroom learning modules for mobile applications. Some have shown the opportunities that VR and immersive technologies offer for workers in different occupations. E-learning resources and systems, such as LMS and MOOCs, will continue to facilitate distance-education and interactive learning experiences.

These systems also provide opportunities for instructors to remain engaged, and to maintain contact with learners. Moving forward, WTP will better assess and document the core principles needed for effective deployment of e-learning technologies for HAZMAT training. This will be an area of focus during the next WTP workshop in fall 2017, which will include discussion of updates to the Minimum Criteria. To prepare for these conversations, workshop attendees offered feedback on guidelines to consider related to e-learning technologies.



Ensuring Up-to-Date Guidance: Revising the NIEHS Minimum Health and Safety Training Criteria

Oct. 16 – 18, 2017 | Research Triangle Park, North Carolina

Last updated during a 2005 WTP workshop, the Minimum Health and Safety Training Criteria document is a national guidance document for training hazardous waste workers and emergency responders. It also serves as the primary quality control foundation for the WTP.

Participants in this workshop will select from a limited number of topics addressed in the Minimum Criteria document and then break out into groups to develop consensus on possible revisions to the existing language. The Clearinghouse began preparations for the fall 2017 Awardee Meeting and Workshop by facilitating several planning committee calls. The planning committee came up with eight topics for discussions during the workshop. Workgroups were formed to develop specific discussion points to use during breakout groups. Clearinghouse staff participated in each workgroup call and collected the workgroup products to be organized and used at the workshop.

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.

Website Development and Maintenance

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

Website Redesign

Continuing the work that started last year, the Clearinghouse website underwent a major redesign. Content was reorganized into key topic areas and new materials and resources were added to the site.

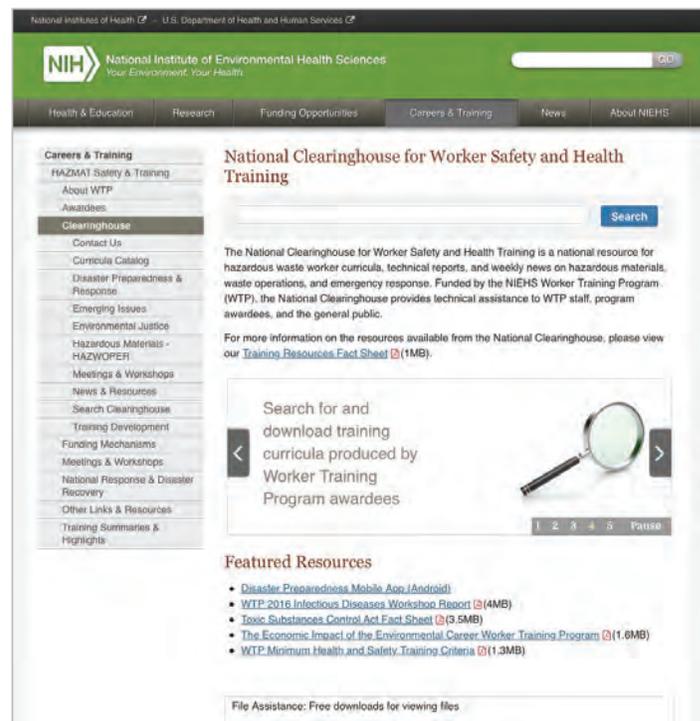
The primary goal of the Clearinghouse redesign was to make the information on the site more accessible and easy to find. The Clearinghouse organized a card-sorting activity that solicited input from Clearinghouse site users. Card sorting is an effective, easy-to-use process to determine how people think about content and categories. It is a proven approach for designing information architecture, menu structure, or website navigation paths.

The card-sorting activity identified the new menu topics for the Clearinghouse website. Clearinghouse staff then categorized Clearinghouse resources into the new topic areas, and identified outdated materials to archive and new materials to add. We also added new graphic elements to the site, including sliders on the main page and images for each landing page. The newly organized website was launched on March 31, 2017, and the old website was taken down on March 5.¹

The Clearinghouse gathers and analyzes web statistics to better understand the value of the Clearinghouse website to viewers. Graphs 4 and 5 show top page views and visits for the old website and the redesigned site. From September 2016 to March 2017 (see Graph 4), the most popular pages are those that provide information on training programs, awardees, and events.^{2,3}

- 1 The time gap between the old site being taken down and the new site launch was due to an NIEHS system wide IT issue, and servers were down.
- 2 Any activity on the testing and development servers that reflected the Clearinghouse's development activity was removed. Some of the screening and testing activity on the production server made by Clearinghouse staff could not be filtered out.
- 3 Statistics were pulled for the old and new websites as pages were reorganized and renamed.

The Environmental Career Worker Training Program economic impact report also garnered hundreds of visits and views. From March 2017 to September 2017 (see Graph 5), the Curricula Catalog Search form, Hurricanes and Floods webpage, and the Emergency Preparedness Resources webpage saw an increase in views and visits, most likely due to the response to hurricanes Harvey and Irma.



Webtrends

The Clearinghouse website had 27,417 total visits and views during the fiscal year. This number is lower than last year's, possibly due to several factors, including the month when the NIEHS server was offline and the restructuring of the site, which may have resulted in a reduced number of clicks to get to a resource. Users from over 120 countries visited the website, with the top five countries being the United States, Canada, India, the Netherlands, and the Philippines. Users who did not navigate directly to Clearinghouse pages were most often directed from major search engines such as Google, Bing, and Yahoo. Additional users were directed to the pages from the Occupational Safety and Health Administration (OSHA) website, the DR2 program webpage (hosted by the National Library of Medicine), an Android app (from disaster response training app), Facebook, and awardee pages.

Clearinghouse SOP

To ensure the operational continuity of updating and editing the content of the Clearinghouse website, Clearinghouse staff began developing a Standard Operating Procedure (SOP) document. This document includes:

Criteria for inclusion of materials on the website, and approval and review processes.

- A template for Clearinghouse Disaster Preparedness & Response pages (guidance on organizing and formatting content). This template also provides a guide for other Clearinghouse section pages.
- Instructions on editing/adding content and files.
- Instructions on inactivating webpages and creating new webpages.

Updates to the WTP Clearinghouse Booklet Ordering Form

The booklet ordering form on the Clearinghouse site was updated to allow people to place more than one booklet order at a time.

The order form feeds into an electronic database which also functions as an inventory system to track the number of booklets on hand.

Updated to the Data Management System

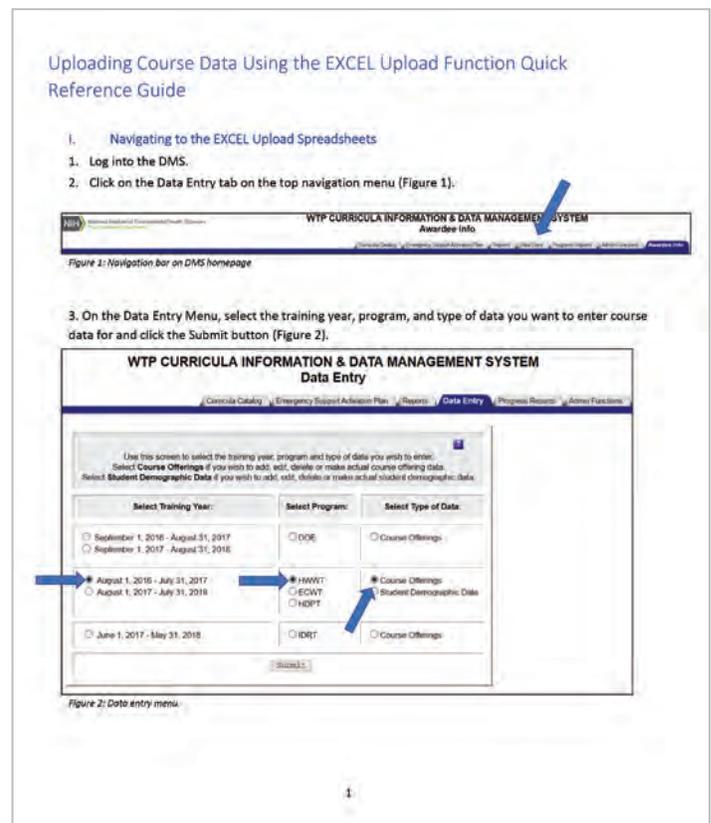
The WTP Data Management System (DMS) was updated to allow WTP staff to track which courses were delivered online and which were delivered in-person. In addition, fields for entering the training address were added so WTP staff can see exactly where training is taking place. Training address information is required for in-person training only, and student state information is required only for courses delivered online. This information will be critical to answering questions concerning where WTP training is happening, as well as creating visuals/maps that display the breadth of training locations.

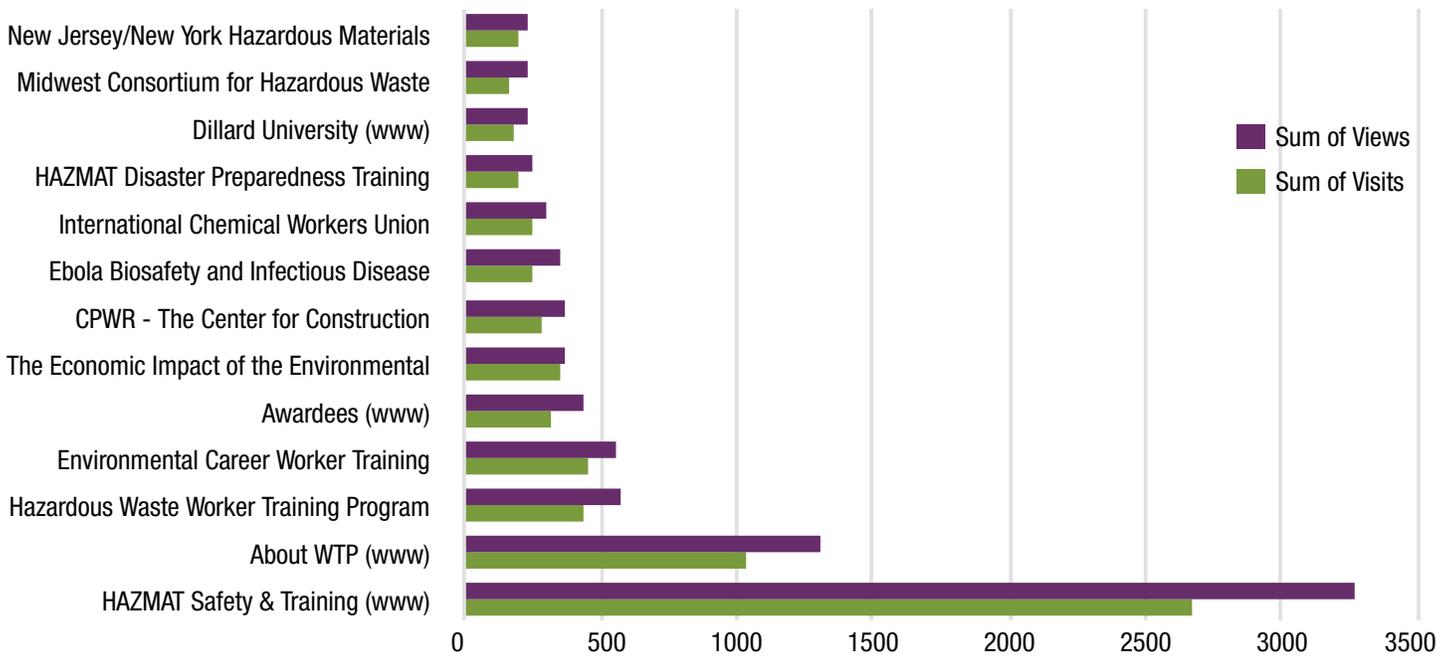
The Infectious Disease Response (IDR) program was added to the DMS to allow IDR awardees to enter their training data and progress reports. IDR courses were added to the list of WTP courses in the database and system accounts were created for all IDR awardees.

A new feature that was added to the DMS was the ability to both validate and upload course data via Excel spreadsheets. The

customized Excel spreadsheets (one for each program) allow awardees to record their course data and upload it directly into the DMS using a new Excel upload page. If data errors are found, the course data is not uploaded and a message is displayed that shows exactly where the problem is so the user can easily go back and correct it.

A new administrative report was developed and added to the DMS. The Projected and Actuals report shows the projected number of courses for the current training year by program as well as the actual number of courses entered into the DMS to date. This report allows WTP staff to ensure that course delivery is happening on schedule and helps flag potential problems.

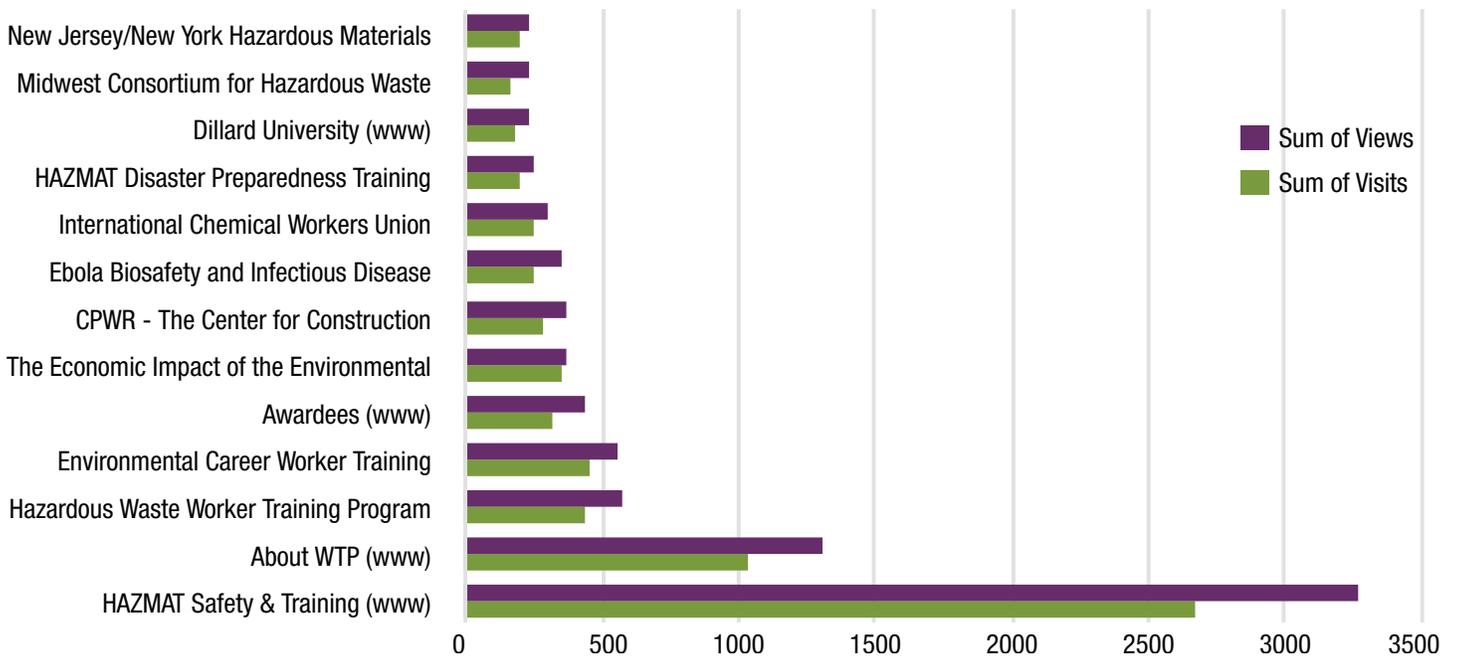




Graph 4. Top Page Views and Visits (Sept. 2016 – March 2017)

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 website. The visit starts the moment of the first hit on the website 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.



Graph 5. Top Page Views and Visits (March 2017 – Sept. 2017)

TASK 5



Support of the WTP national clearinghouse, including HAZWOPER training information collection, curricula catalog, weekly digital newsbrief and issue and trend identification.

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 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.

Weekly Digital Newsbrief

Distributed every Friday to nearly 1,500 subscribers, the Clearinghouse e-Newsbrief continues to be an important communication tool for reaching WTP awardees, stakeholders, and interested community members. The e-Newsbrief is produced by Clearinghouse and WTP staff and contains 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.

Issue and Trend Identification

Clearinghouse staff continue to provide the WTP with updates on new issues and trends by remaining up-to-date on current literature and news articles on worker safety and health, hazardous materials and worker issues, and emergency and disaster response and recovery issues.

Between Sept. 1, 2016 and Sept. 1, 2017:

59,505

files were downloaded from HASL

41,487

files were downloaded from the Curricula Catalog

106

new curricula files were uploaded by awardees

146

courses were modified

74

new courses were added

APPENDIX A



NIEHS worker training program curricula information and data management system (WETCIS) section 508 annual report.

Prepared by MDB, Inc., September 20, 2016

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.

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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) fully meets the letter and intent of the Criteria.
Supports with Exceptions	Item(s) does not entirely meet the letter and intent of the Criteria, but does provide some level of access.
Supports through Equivalent Facilitation	Item(s) provides alternative methods to meet the intent of the Criteria.
Does Not Support	Item(s) does not meet the letter or intent of the Criteria.
Not Applicable	The Criteria does not apply 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 what features of the Item(s) do meet the Criteria and describe how the features are used to support the standard.
Supports with Exceptions	List exactly what features of the Item(s) do meet the Criteria and describe how the features are used to support the standard. AND List exactly what aspects of the Item(s) do not meet the Criteria and describe how they fail to support the Criteria.
Supports through Equivalent Facilitation	List exactly what <i>alternative</i> methods exist in the Item(s) and describe how they are used to support the Criteria.
Does Not Support	Describe exactly how the Item(s) does not support the Criteria.
Not Applicable	Describe exactly why 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

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

Criteria	Supporting Features	Remarks and Explanations
(a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually	Supports	Pages follow a consistent tab order.
(b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.	Not applicable	The application does not contain any code that disrupts or disables any accessibility features.
(c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes.	Supports	Current focus is indicated onscreen. Focus indicator moves among the interactive interface elements as the input focus changes.
(d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text.	Supports	All images and buttons have descriptive alternative text.
(e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.	Not applicable	Bitmap images are not used in the application.
(f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.	Supports	The application uses operating system functions for displaying text. The program does not use unique schemes for writing text on the screen.
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Supports	The application does not change any display attributes
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	Not applicable	The application does not use animation.



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
(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Supports	All use of color has enough contrast to allow the user to see all text and information. Color is not used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.
(j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.	Not applicable	The application does not permit the user to adjust color and contrast settings.
(k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.	Supports	The application does not use flashing or blinking text, objects, or other elements.
(l) When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Supports	All input fields and buttons contain tags and labels. Alternative text is available for all images/buttons.

Section 1194.22 Web-Based Internet Information and Applications

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

Criteria	Supporting Features	Remarks and Explanations
(a) A text equivalent for every non-text element shall be provided (e.g., via “alt”, “longdesc”, or in element content).	Supports	All non-text elements have appropriate descriptive alternative text.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Not Applicable	The application does not use any multimedia presentations.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Supports	No information is conveyed with color only.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Supports	The pages are formatted such that style sheets are not required to properly render the content.
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not Applicable	The application does not use any server-side image maps.
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	Not Applicable	The application does not use any server-side or client-side image maps.
(g) Row and column headers shall be identified for data tables.	Supports	All data tables use row and column headers.
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Not Applicable	Tables in this application do not have two or more logical levels of row or column headers.
(i) Frames shall be titled with text that facilitates frame identification and navigation.	Supports	All frames in the application are titled with text that identifies the frame and facilitates navigation.

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
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Supports	All pages were developed to avoid screen flicker. Elements such as <blink> and <marquee> are not used.
(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.	Supports	All pages can be displayed as text-only. No content is displayed in images, buttons, or JavaScript that is not also displayed in text.
(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.	Supports	All JavaScript elements can be read by Assistive Technology.
(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with 1194.21(a) through (l).	Not Applicable	The application does not use any applets, plug-ins or other applications to interpret page content.
(n) When electronic forms are designed to be completed on-line, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Supports	All input fields and buttons have associated tags and labels to allow users using assistive technology to access all information, field elements, and functionality required for completion and submission of the form, including all directions and cues.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Supports	Hidden text and links, readable by screen readers, are available to allow a user using assistive technology to skip repetitive navigation links.
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Does not support	The application does not alert the user before the application times out. The user is alerted after the session has timed out.



Section 1194.23 Telecommunications Products

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

Criteria	Supporting Features	Remarks and Explanations
(a) Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.		
(b) Telecommunications products which include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.		
(c) Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.		
(d) Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.		
(e) Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.		
(f) For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.		
(g) If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.		
(h) Where a telecommunications product delivers output by an audio transducer which is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided.		
(i) Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product.		
(j) Products that transmit or conduct information or communication, shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery.		
(k) (1) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys.		

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
(k) (2) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be operable with one hand and shall not require tight grasping, pinching, twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2N) maximum.		
(k) (3) Products which have mechanically operated controls or keys shall comply with the following: If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character.		
(k) (4) Products which have mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.		

Section 1194.24 Video and Multimedia Products

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

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



Section 1194.25 Self-Contained, Closed Products

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

Criteria	Supporting Features	Remarks and Explanations
(a) Self contained products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the product. Personal headsets for private listening are not Assistive Technology.		
(b) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.		
(c) Where a product utilizes touchscreens or contact-sensitive controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).		
(d) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.		
(e) When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at anytime.		
(f) When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.		
(g) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.		
(h) When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided.		
(i) Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.		
(j) (1) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls.		
(j) (2) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.		
(j) (3) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor.		
(j) (4) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Operable controls shall not be more than 24 inches behind the reference plane.		

Section 1194.26 Desktop and Portable Computers

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

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

Section 1194.31 Functional Performance Criteria

Criteria	Supporting Features	Remarks and Explanations
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.	Supports	All information can be retrieved because input fields and buttons have associated tags and labels. Alternative text is available for all images.
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.	Supports	The application provides support for assistive technology through the use of tags, labels, and alternative text.
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided.	Not Applicable	The application does not require user hearing.
(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.	Not Applicable	Audio information is not used in this application.
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.	Not Applicable	The application does not require user speech.
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.	Does not support	The application does require the use of a keyboard for data entry and data submission.



Section 1194.41 Information, Documentation, and Support

Criteria	Supporting Features	Remarks and Explanations
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.	Supports	On-line, context sensitive help exists and the icons to display the help have alternate text to identify their purpose. Telephone numbers and email addresses for user support are also provided.
(b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.	Supports	Telephone numbers and email addresses for user support and accessibility and compatibility information are provided.
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Supports	All support services, i.e. phone and email, can accommodate the communication needs of the end user through common assistive technologies such as phone relay services, screen magnification or screen readers.

APPENDIX B



WTP clearinghouse section 508 annual report.

Prepared by MDB, Inc., September 20, 2016

Instructions for Completing the Section 508 Annual Report

Purpose

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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.

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Item(s)	Applicable Sections
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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) fully meets the letter and intent of the Criteria.
Supports with Exceptions	Item(s) does not entirely meet the letter and intent of the Criteria, but does provide some level of access.
Supports through Equivalent Facilitation	Item(s) provides alternative methods to meet the intent of the Criteria.
Does Not Support	Item(s) does not meet the letter or intent of the Criteria.
Not Applicable	The Criteria does not apply 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 what features of the Item(s) do meet the Criteria and describe how the features are used to support the standard.
Supports with Exceptions	List exactly what features of the Item(s) do meet the Criteria and describe how the features are used to support the standard. AND List exactly what aspects of the Item(s) do not meet the Criteria and describe how they fail to support the Criteria.
Supports through Equivalent Facilitation	List exactly what <i>alternative</i> methods exist in the Item(s) and describe how they are used to support the Criteria.
Does Not Support	Describe exactly how the Item(s) does not support the Criteria.
Not Applicable	Describe exactly why 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

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

Criteria	Supporting Features	Remarks and Explanations
(a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually	Supports	Pages follow a consistent tab order.
(b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.	Not applicable	The application does not contain any code that disrupts or disables any accessibility features.
(c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes.	Supports	The web browser built-in screen and form field focus indications are utilized.
(d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text.	Supports	All images and buttons contain appropriate alternative text to describe each image and button.
(e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.	Not applicable	Bitmap images are not used in the application.
(f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.	Supports	The application uses operating system functions for displaying text. The program does not use unique schemes for writing text on the screen.
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Supports	The application does not change any display attributes
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	Not applicable	The application does not use animation.



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
(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Supports	All use of color has enough contrast to allow the user to see all text and information. Color is not used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.
(j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.	Not applicable	The application does not permit the user to adjust color and contrast settings.
(k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.	Supports	The application does not use flashing or blinking text, objects, or other elements.
(l) When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Supports	All input fields and buttons contain tags and labels. Alternative text is available for all images/buttons.

Section 1194.22 Web-Based Internet Information and Applications

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

Criteria	Supporting Features	Remarks and Explanations
(a) A text equivalent for every non-text element shall be provided (e.g., via “alt”, “longdesc”, or in element content).	Supports	All non-text elements have appropriate descriptive alternative text.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Supports	All multimedia presentations contain text-based closed captioning text that is synchronized with the media.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Supports	No information is conveyed with color only.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Supports	The pages are formatted such that style sheets are not required to properly render the content.
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not Applicable	The application does not use any server-side image maps.
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	Not Applicable	The application does not use any server-side or client-side image maps.
(g) Row and column headers shall be identified for data tables.	Supports	All data tables incorporate row and column headers.
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Not Applicable	Tables in this application do not have two or more logical levels of row or column headers.
(i) Frames shall be titled with text that facilitates frame identification and navigation.	Not Applicable	Frames are not used in this application.

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
(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.		



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

Section 1194.24 Video and Multimedia Products

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

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

Section 1194.25 Self-Contained, Closed Products

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

Criteria	Supporting Features	Remarks and Explanations
(a) Self contained products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the product. Personal headsets for private listening are not Assistive Technology.		
(b) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.		
(c) Where a product utilizes touchscreens or contact-sensitive controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).		
(d) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.		
(e) When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at anytime.		



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
(f) When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.		
(g) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.		
(h) When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided.		
(i) Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.		
(j) (1) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls.		
(j) (2) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.		
(j) (3) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor.		
(j) (4) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Operable controls shall not be more than 24 inches behind the reference plane.		

Section 1194.26 Desktop and Portable Computers

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

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

Section 1194.31 Functional Performance Criteria

Criteria	Supporting Features	Remarks and Explanations
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.	Supports	Radio buttons, check boxes and submit buttons are labeled.
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.	Supports	The application currently supports browsers that allow users to magnify the screen.
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided.	Supports	Transcripts are provided for any audio that is available on the website.
(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.	Not Applicable	Use of the application does not require user hearing.
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.	Not Applicable	The application does not require user speech.
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.	Supports	Radio buttons, check boxes and submit buttons can all be selected by clicking a specific item via a mouse or keyboard.



Section 1194.41 Information, Documentation, and Support

Criteria	Supporting Features	Remarks and Explanations
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.	Not Applicable	The website does not provide support documentation to the end user.
(b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.	Not Applicable	The website does not provide a description of the accessibility and compatibility features of the website.
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Supports	All support services, i.e. phone and email, can accommodate the communication needs of the end user through common assistive technologies such as phone relay services, screen magnification or screen readers.



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