



National Institute of
Environmental Health Sciences



2019 ANNUAL REPORT

for the National Clearinghouse
for Worker Safety and Health Training



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Report on contract activities
performed by MDB, Inc. on
Contract HHSN273201500075U#
between September 22, 2018 and
September 21, 2019

**2019 Annual Report for the National
Clearinghouse for Worker Safety
and Health Training**

Overview

Each year, MDB, Inc. highlights its work providing a range of communication and technical assistance services to the National Institute of Environmental Health Sciences (NIEHS) Worker Training Program (WTP). This report covers the activities of the NIEHS WTP National Clearinghouse for Worker Safety and Health Training (Clearinghouse) from Sept. 22, 2018, to Sept. 21, 2019 – the third option year in MDB’s current contract period.

The Clearinghouse supported efforts to provide comprehensive safety and health training to workers in a variety of ways. This report is organized by the tasks that are designated in the MDB contract, and details how we undertook and fulfilled those assignments. Highlights include:

- **Disasters Preparedness Training Tool App**—The disaster response training tools developed by the Clearinghouse were compiled into an easily accessible app. This allows workers exposed to hazards on disaster sites to access a full suite of awareness-level training resources with a simple tap of the screen.
- **DOE Evaluation Assessment**—The Clearinghouse compiled a report for the NIEHS-Department of Energy (DOE) Nuclear Worker Training Program to assess evaluation methods, challenges, and successes of grantees.
- **Hurricane Florence Support**—The Clearinghouse supported grantees by coordinating training in areas affected by Hurricane Florence in North Carolina.





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 WTP staff in Research Triangle Park, North Carolina. These meetings provide WTP and Clearinghouse staff an opportunity to set priorities and identify steps required to achieve project goals. Each month, Weinstock 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

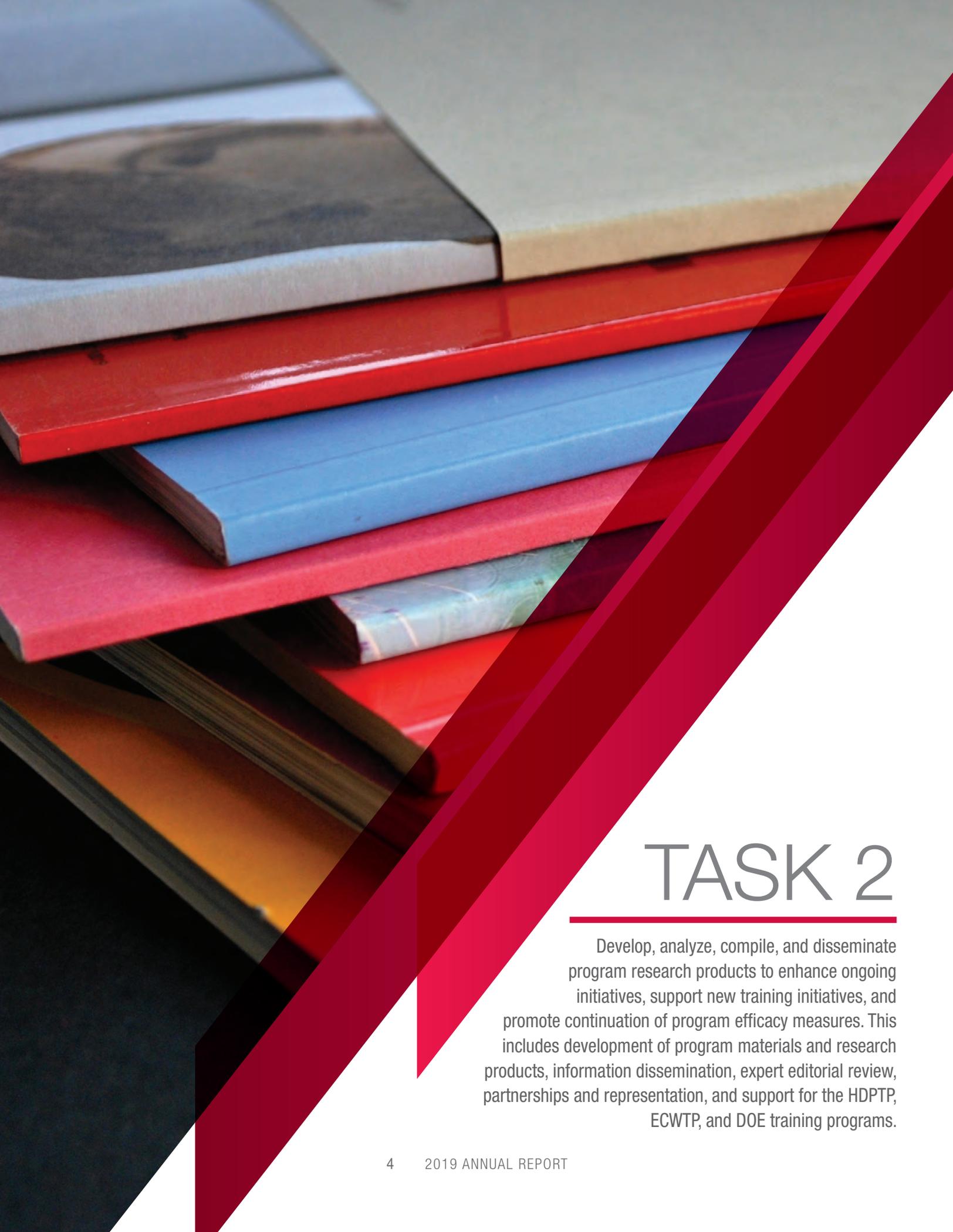
On February 12-13, 2019, WTP and Clearinghouse staff held an annual planning meeting in Durham, NC to discuss current and emerging issues and events, progress reports, program metrics, DOE activities, the Opioid Training Materials Development Initiative, and the Spring 2019 workshop. A representative from the Office of the Director, Bethesda also joined the meeting

to contribute to conversations about disasters and training, which included discussion about the NIH Disaster Research Response (DR2) Program, best practices and lessons learned by disaster researchers, as well as activities undertaken by the National Academies Action Collaborative. Meeting attendees also participated in exercises to review and update the WTP operational matrix and program goals for 2019. The operational matrix was revised soon after the meeting to reflect new program priorities.

Clearinghouse Advisory Board

The Clearinghouse Advisory Board met on October 26, 2018, prior to the Fall 2018 WTP Grantee Meeting and Workshop. Clearinghouse Director Deborah Weinstock facilitated the meeting. Discussions focused on changes to the Minimum Criteria Document; disaster training and preparedness, including the Disaster Research Response 2019 Exercise and response to Hurricane Florence; new fact sheets and tools; Evaluation Community of Practice webinars; a potential training framework for opioids; and the NIEHS 2018-2023 Strategic Plan.





TASK 2

Develop, analyze, compile, and disseminate program research products to enhance ongoing initiatives, support new training initiatives, and promote continuation of program efficacy measures. This includes development of program materials and research products, information dissemination, expert editorial review, partnerships and representation, and support for the HDPTP, ECWTP, and DOE training programs.

Information Dissemination

Webinars

The Clearinghouse conducted webinars to continue engaging WTP grantees and sharing information on the latest emerging topics. These included:

WTP Evaluation Community of Practice Webinar Series:

Clearinghouse staff supported WTP Public Health Educator Demia Wright's efforts to organize and moderate two Evaluation Community of Practice webinars. Clearinghouse staff ran the webinar platform and posted materials to the website following the webinars.

- **Using the Minimum Criteria to Guide Program Evaluation and Self-Audit (November 26, 2018)**

Elizabeth Harman, principal investigator (PI) for the International Association of Fire Fighters (IAFF), and Kenny Oldfield, PI for Alabama Fire College (AFC) Workplace Safety Training, discussed how they have used or are planning to use the NIEHS Minimum Criteria for Worker Health and Safety Training to guide program evaluation or programmatic check-ins.

- **Findings and Lessons Learned from the NIEHS Ebola Biosafety and Infectious Disease Response (IDR) Training Program (April 15, 2019)**

Representatives of three WTP grantee organizations discussed evaluation methods, key findings, and lessons learned from their IDR training programs. Speakers included Lisa McCormick, Dr.P.H., co-principal investigator for the Deep South Biosafety Worker Training Program at the University of Alabama at Birmingham (UAB); Diane Stein, an evaluator and curricula developer with the United Steelworkers Tony Mazzocchi Center for Health, Safety, and Environmental Education (USW TMC); and Shari Glines-Allen, an instructor with the International Chemical Workers Union Council (ICWUC) Center for Worker Health and Safety Education.

Other Webinars:

- **Preventing and Reducing Opioids Use and Exposure in the Workplace Webinar (October 17, 2018)**

This webinar was co-sponsored by NIEHS WTP, Selikoff Centers for Occupational Health and Mount Sinai, and the American Public Health Association's Occupational Safety and Health Section. The goals of the webinar were to help participants understand the scope of the problem of opioid misuse, addiction, and death among workers and how workplace injuries may lead to opioid use disorder; recognize the key elements of a community-based approach to intervening with and preventing occupational opioid use and abuse; and learn how to access the NIEHS Prevention of Occupational Exposure to Fentanyl and Other Opioids Training Tool for development of site-specific awareness training.

- **Data Management System Updates and Tips Webinar (July 2019)**

The Clearinghouse provided a webinar for grantees on recent updates to the Data Management System and tips on how to use it.

- **Funding Opportunity Announcement Briefing and Webinar (September 2019)**

The Clearinghouse provided support to WTP staff on announcing the current Hazardous Materials Worker Health and Safety Training and HAZMAT Training at DOE Nuclear Weapons Complex Funding Opportunity Announcements. In addition, Clearinghouse staff provided on-site support in the form of note taking and pre-meeting recommendations regarding the best way to allow for remote participation in the briefing.

Grantee Updates

The Clearinghouse continues to prepare Grantee Updates that focus on specific WTP-related activities, including WTP- or grantee-sponsored events; workshops and conferences; training summaries and highlights; and other relevant information. This is one way the Clearinghouse works to keep grantees informed about ongoing and upcoming activities.

Disaster Preparedness Mobile App

The Clearinghouse collaborated with CPWR to convert the NIEHS Disaster Preparedness and Response training tools into a mobile app, which was launched on May 14 during the 2019 Spring Grantee Workshop. The NIEHS/CWPR Disaster Preparedness mobile app is available in [Apple](#) and [Android](#) Stores, and it allows workers exposed to hazards on disaster sites to access a full suite of awareness-level training resources with a simple tap of the screen. Within the app, users can select and download training materials on a variety of disasters and related topics. Once downloaded, the materials can be accessed anytime, anywhere—no Internet connection required. Training topics include: Avian Influenza, Chemical Incidents, Debris Removal, Dirty Bombs, Earthquakes, Floods, Hurricanes, Mold Cleanup and Treatment, Oil Spills, Pathogen Safety Data Guide, and Wildfires. Some training materials are available in more than one language.



Table 1 shows the number of downloads from the Apple App Store and Google Play Store.

Apple App Store (May 10-August 31, 2019)		Google Play Store (May 7-August 2019)	
Metric	Data	Metric	Data
Installations	117	New Users Acquired	62
Product Page Views	220	Average Active Users	29.2
Sessions	29		

Definitions

Installations: The total number of times your app has been installed.

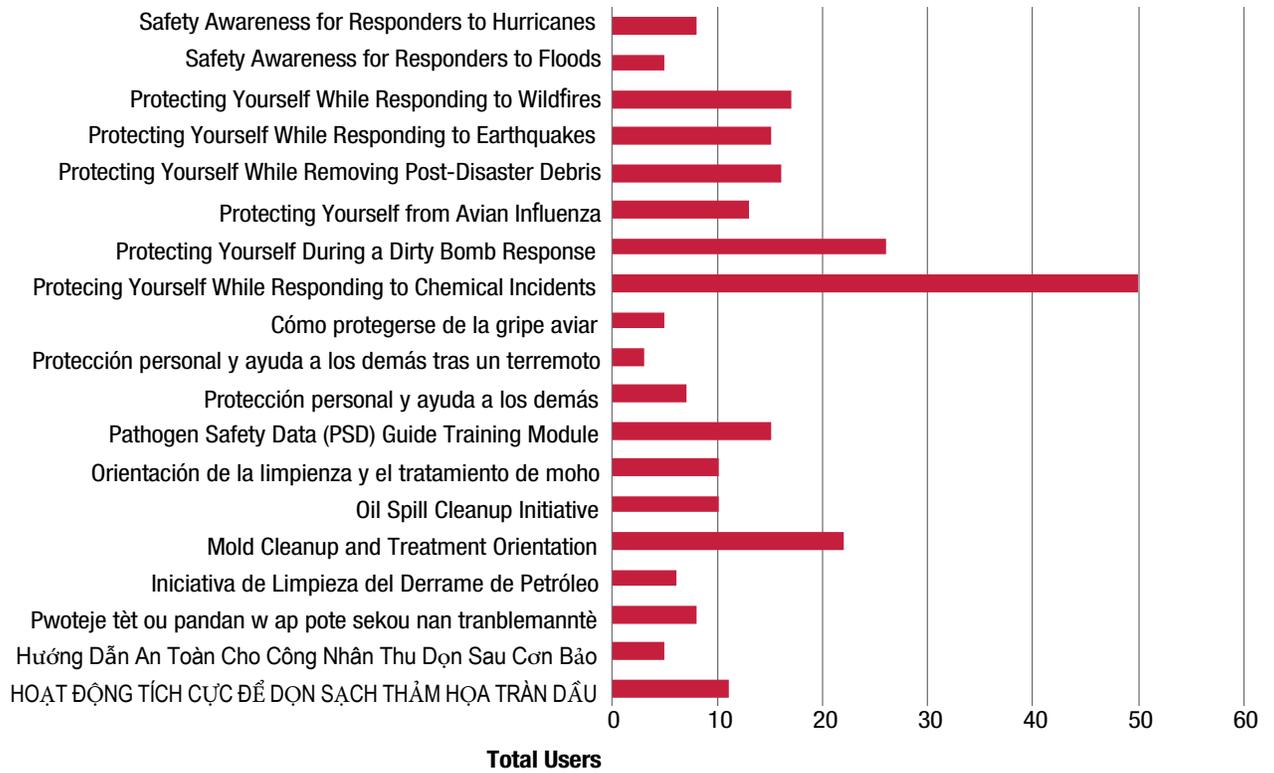
Product Page Views: The number of times your app's App Store page has been viewed on devices with iOS 8 or tvOS 9, or later.

Sessions: The number of times the app has been used for at least two seconds.

New Users Acquired: The number of users who installed your app for the first time. This includes when a user activated a device your app was pre-installed on.

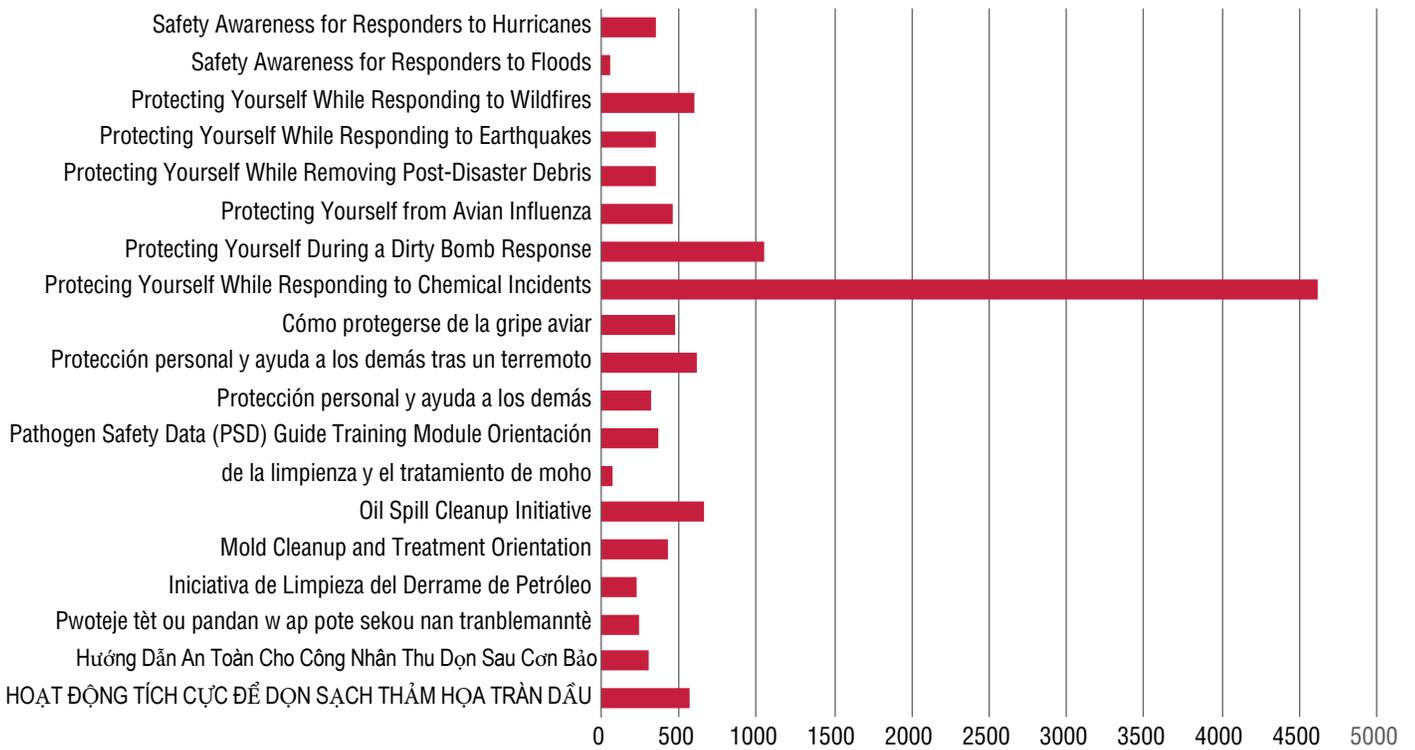
Average Active Users: The average number of users who have your app installed on at least one device that was active in the preceding 30 days.

Graph 1 and 2 displays the number of users and clicks for each of the booklets/training tools available on the app.



Graph 1. Total Number of Users Per Training Tool

Total Users refers to the number of users who clicked on a piece of content to open it.



Graph 2. Total Number of Impressions per Training Tool

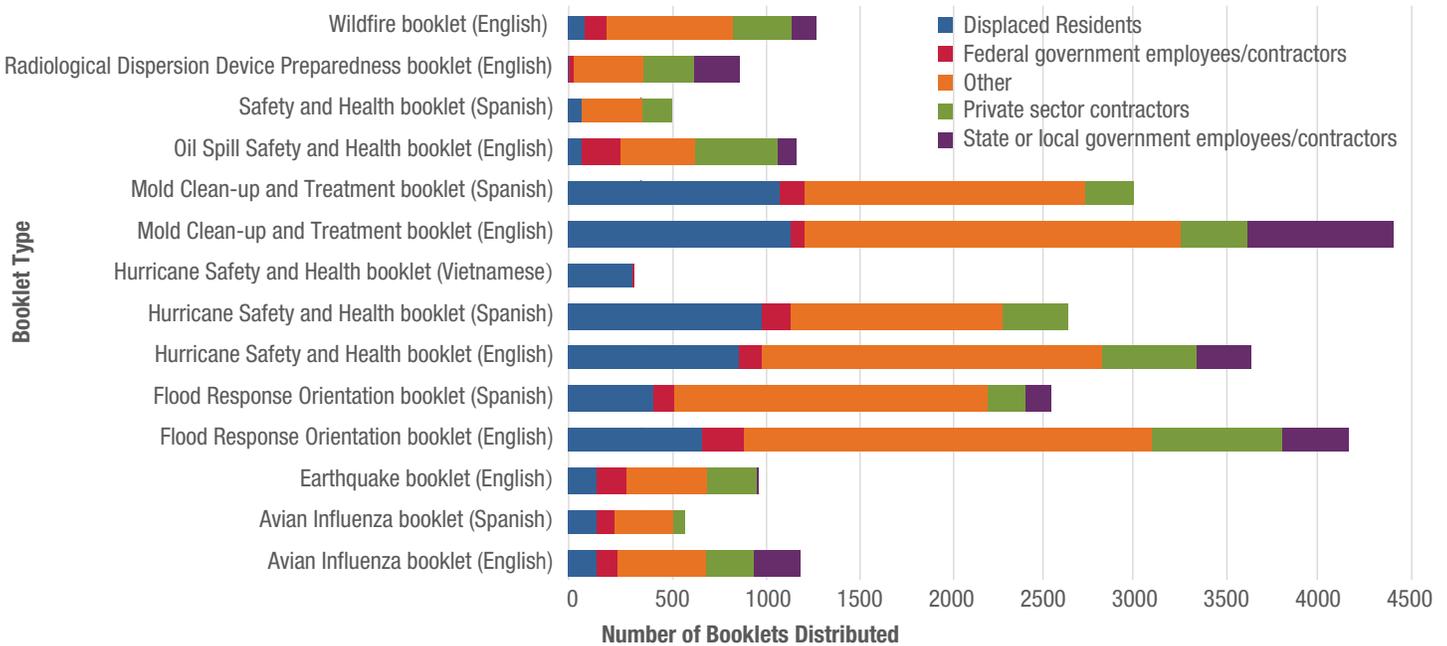
Impressions refers to the number of clicks within a piece of content.

Emergency Response Booklets

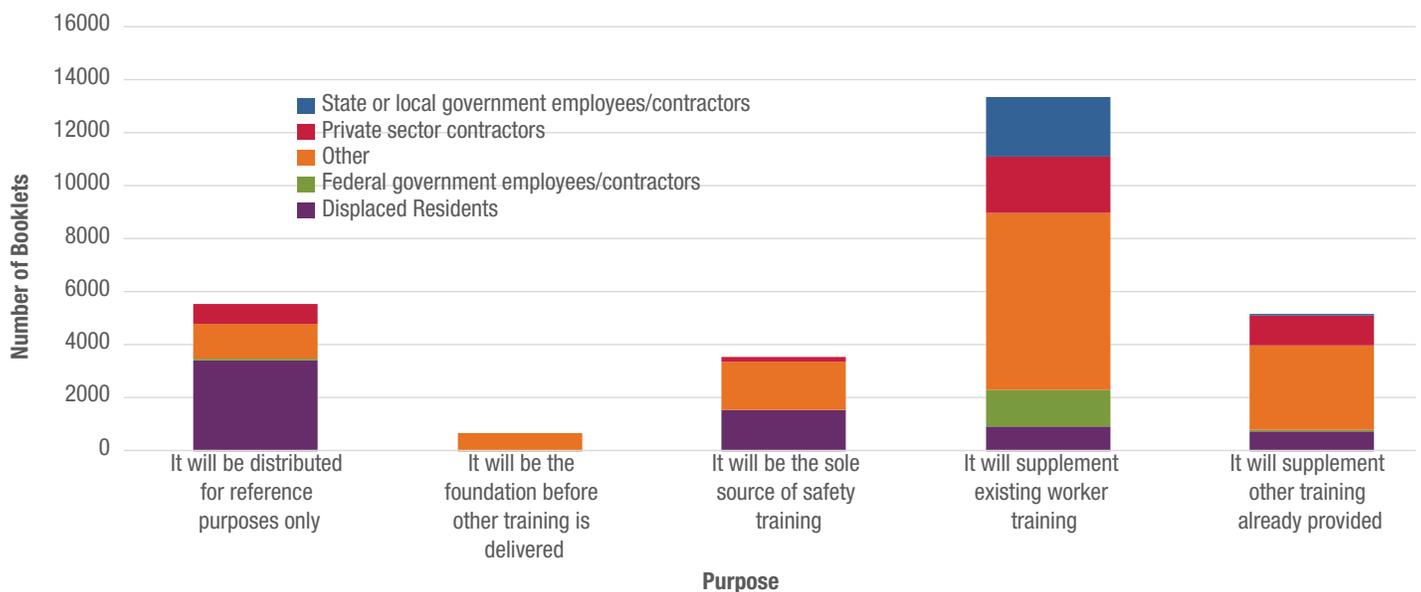
The Clearinghouse continues to develop and disseminate awareness-level training tools and companion booklets for workers participating in disaster response and cleanup activities. The pocket-size booklets may be distributed with the training and used as a resource when workers are on a disaster site. Some of these booklets are produced in more than one language.

Booklets continue to be distributed to WTP grantees, as well as partner agencies and organizations that are familiar with the Clearinghouse. People learn about the booklets by visiting the Clearinghouse website, email alerts, stakeholder meetings and events, involvement in the DR2 Program, and online searches.

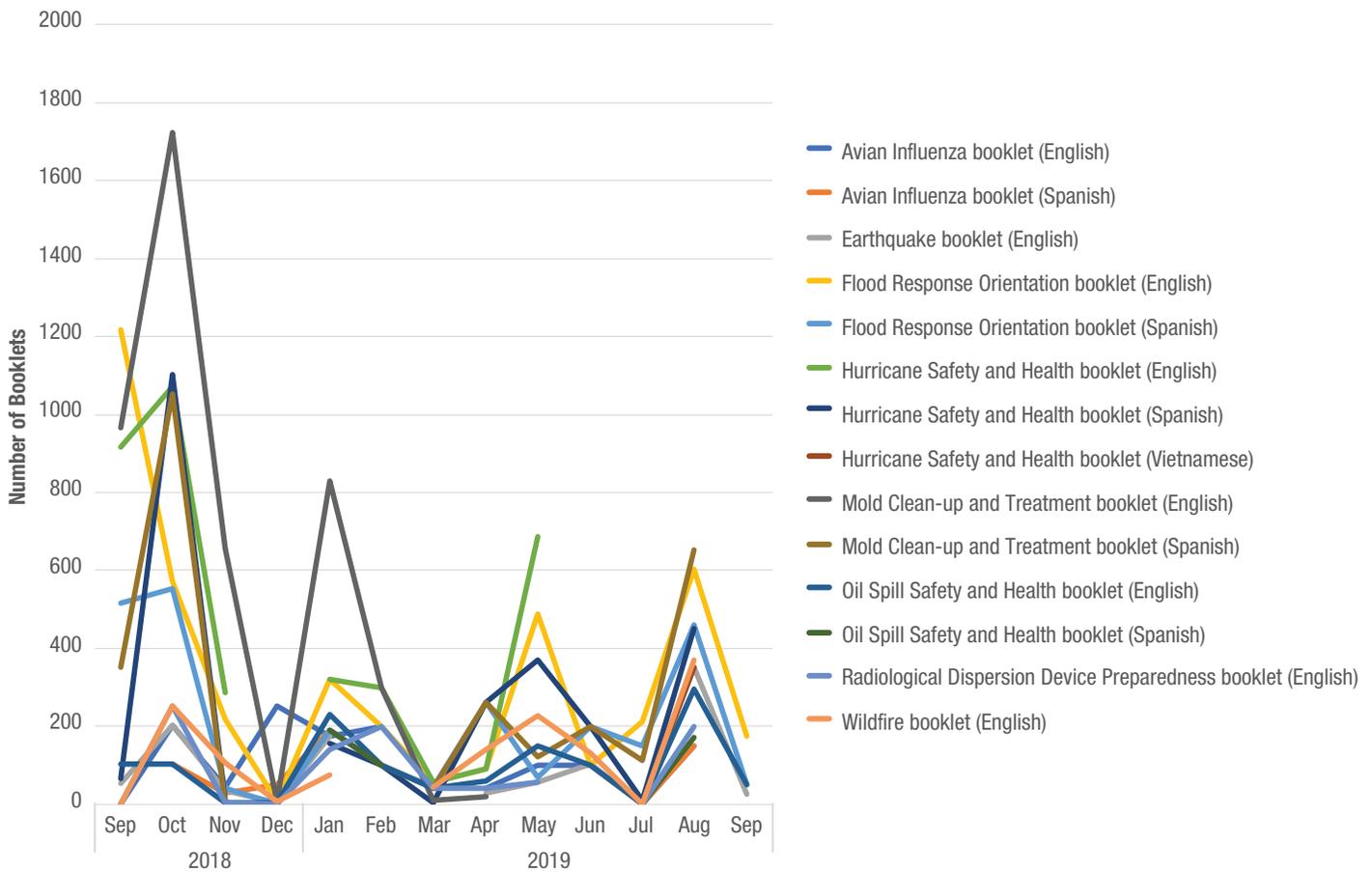
Graphs 3-5 show the distribution of the booklets.



Graph 3. Booklet Distribution by Intended Audience



Graph 4. Booklet Distribution by Purpose



Graph 5. Booklet Distribution by Month

Products and Materials

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

Fact Sheets

A [Minimum Criteria Guidance: A Summary of Changes](#) fact sheet was created that identifies the major changes and 2018 updates that were incorporated in the Minimum Criteria.

The [Opioid Awareness Training fact sheet](#) provides a summary of the content in the Prevention of Occupational Exposure to Fentanyl and Other Opioids Training Tool.

Success Stories/ Accomplishment Reports

Success Story

Clearinghouse staff drafted an article, “Community College Program Advances Worker Safety and Confidence,” which details the worker safety and health training that WTP grantee the Community College Consortium for Health and Safety Training (CCCHST) (administered by the National Partnership for Environmental Technology Education (PETE)), has delivered to private entities and municipalities across Minnesota and nearby states. On July 16-18, Clearinghouse staff attended a PETE/CCCHST Refresher Course held at South Central College in North Mankato, Minnesota and conducted interviews with worker safety trainers to hear how the PETE curriculum, CCCHST learning network, and training offerings have benefitted them. The article will be finalized in the next option year.

State Profiles

Clearinghouse staff worked with Demia Wright to develop state profiles that highlight grantee training accomplishments in various states. This year, state profiles for Alabama and New Jersey were added to the website:

- [Worker Training Program: Alabama](#)
- [Worker Training Program: New Jersey](#)

Clearinghouse staff also began drafting a state profile on New York state.



Other

Clearinghouse staff also updated the WTP Annual Overview Flyer that provides the number of courses provided, workers trained, and contact hours, by program area, by year.

In addition, Clearinghouse staff developed a map of HHS eligible disaster declarations for 2018 and 2019 for use by HDPTP grantees.

Partnerships and Representing WTP

Clearinghouse staff attended more than a 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 and Instructor Development Conference in October 2018.
- Deborah Weinstock and Jonathan Rosen attended the National Institute for Occupational Safety and Health (NIOSH) webinar on “New Insights into the Opioid Crisis and Work: Important Information for Workers and Employers” in November 2018.
- Deborah Weinstock attended the American Public Health Association (APHA) Annual Meeting and Expo in November 2018.
- Jonathan Rosen presented a poster on the Opioid Training Tool at the APHA Annual Meeting and Expo in November 2018.
- Jonathan Rosen presented at the National Conference on Worker Safety and Health in December 2018.
- Joy Lee attended and exhibited at the National Conference on Worker Safety and Health in December 2018.
- Jonathan Rosen participated in the American Industrial Hygiene Association (AIHA) Opioids Work Group call in December 2018.
- Jonathan Rosen presented on opioids at the American Association of Community Colleges conference in January 2019.
- Deborah Weinstock participated on the National Response Team Workers Safety and Health monthly call in February 2019.
- Kenda Freeman attended a mold awareness training in Robeson County, NC in March 2019. The training was hosted by the Robeson County Disaster Recovery Committee and led by worker trainers from WTP grantee the International Chemical Workers Union Council. An [April 2019 Environmental Factor article](#), written by Clearinghouse and WTP staff, provides more details about the training.
- Jonathan Rosen presented at the American Industrial Hygiene Conference and Expo (AIHce EXP) in May 2019.
- Don Elisburg participated in the SeaMIST Advisory Board meeting in June 2019.

- Deborah participated in the Emory Advisory Board meeting in July 2019.
- Simone Depew attended a PETE/CCCHST Refresher Course held at South Central College in North Mankato, Minnesota in July 2019.
- Deborah participated in the North Carolina Department of Health and Human Services call in July 2019.
- Kenda Freeman attended the Robeson County Disaster Recovery Committee’s Disaster Preparedness Expo in August 2019.

Support for the Hazmat Disaster Preparedness Program (HDPTP)

In support of the HDPTP, the Clearinghouse accomplished several tasks, including supporting the response to Hurricane Florence and supporting the start-up of the Environmental Justice (EJ) and Natural Disaster Subcommittee, which is within the Federal (EJ) Interagency Working Group (IWG).

Hurricane Support

The Clearinghouse continued to work closely with WTP staff and grantees to support local communities affected by Hurricane Florence. Staff participated in meetings with the North Carolina Department of Public Health, tracked training requests, sent disaster preparedness and response training tool booklets, compiled grantee training and activities, and attended trainings provided by grantees to communities.

In response to Hurricane Michael, Clearinghouse staff processed a request from the Occupational Safety and Health Administration (OSHA) on October 11, 2018 for copies of the Debris Management fact sheet – 100 copies each were delivered to their Jacksonville, Savannah, and Mobile Area offices.

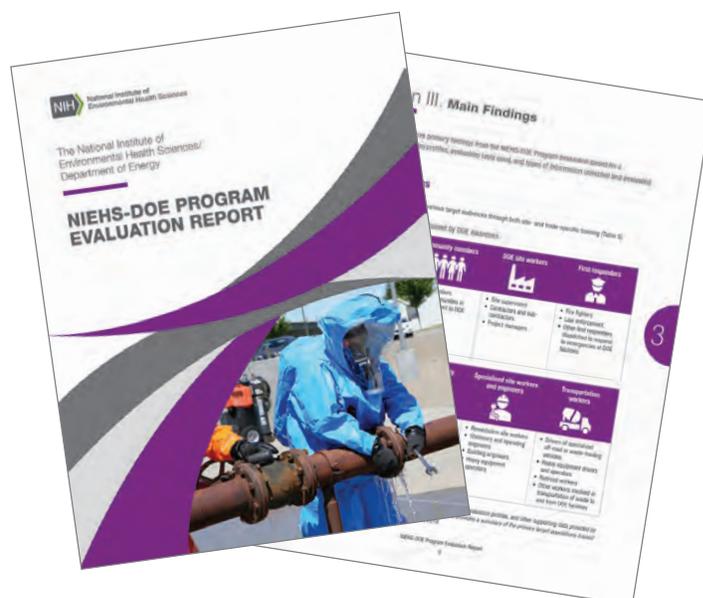
Support to Federal EJ IWG

Clearinghouse staff are supporting the EJ and Natural Disasters Subcommittee of the Federal EJ IWG. Comprised of members from various federal agencies, the Subcommittee was created to assess EJ issues and identify time-sensitive solutions to address natural disaster preparedness, response, and recovery in vulnerable, overburdened, and underserved communities. Clearinghouse staff drafted a charter for the Subcommittee, a work plan, timeline, and compiled a list of suggested Subcommittee members.

Department of Energy (DOE)—Integrated Safety Management

The Clearinghouse continued to support efforts to protect workers at DOE sites and continued working with the National Training Center. In October 2018, Deborah Weinstock attended the Labor Training Workgroup meeting, the Medical Surveillance Subcommittee meeting, and the HAMMER Steering Committee meeting in Richland, Washington. In April 2019, Weinstock attended the Medical Surveillance Subcommittee meeting, and the HAMMER Steering Committee meeting in Washington, DC. She also attended the Labor Training Workgroup meeting and a meeting on Radiological Worker Training in Oak Ridge, TN in May 2019. Clearinghouse staff also conducted outreach to support the various stakeholders throughout the year.

Clearinghouse staff supported the development of the DOE Nuclear Worker Training Program fact sheet and the Annual Report.



The Clearinghouse also completed an evaluation assessment for the NIEHS-Department of Energy (DOE) Nuclear Worker Training Program to assess evaluation methods, challenges, and successes of grantees. This report provides a synopsis of evaluation methods used across the NIEHS-DOE Program, a summary of key findings from grantee evaluations, and recommendations for improving evaluation efforts across the program.



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.

The Clearinghouse facilitated and participated on planning committee calls, arranged for keynote and panel speakers and presentations, and oversaw onsite logistics. Additionally, the Clearinghouse led the post-workshop wrap-up and wrote workshop reports for both meetings.



Opioid-Related Hazards in the Workplace: Developing a Training Framework to Address Exposure, Use, and Prevention

October 24-25, 2018 | Research Triangle Park, North Carolina

The current opioid epidemic in the U.S. raises many concerns related to use, abuse, and exposure for individuals and communities. Workers fall into a population of high-risk for opioids exposure, and precautionary measures such as personal protective equipment (PPE), clean-up standards, and policies are needed to prevent injuries, illness and fatalities. Employers and unions need to be well-informed on the risks for their workers and ways to protect them.

With grantees and partners across several domestic organizations, unions, and institutions, WTP is well-positioned to address the opioids epidemic and what it means for workers and communities. During this workshop, WTP grantees, partners, and federal stakeholders convened to discuss the current opioids issue, and the threat it poses to workers in various occupations. The goal of this workshop was to shape a training framework and response that will raise awareness on the issue, and further ensure the protection of workers and communities. The workshop report can be found [here](#).



Exploring Workplace Training Interventions Addressing Workplace Stress and Addiction

May 14-16, 2019 | Pittsburgh, Pennsylvania

Workplace stress, fatigue, and addiction are associated with increased occupational injury and illness. Negative health effects range from high blood pressure, obesity, burnout, depression, PTSD, substance abuse, addiction, and death. The organization of work, inadequate staffing, long hours, hierarchical management styles, and lack of essential health and safety standards, such as an ergonomics standard, are some key factors that contribute to workplace stress, which was the topic of the spring workshop.

The [workshop report](#) describes insightful conversations that WTP staff, grantees, and partners had on reducing workplace stress and addiction during the workshop. The report tells the story of WTP's efforts to address mental health resiliency, opioid-related hazards, and substance use in the workplace – setting the stage for new training initiatives to eliminate stigma and improve the health and wellbeing of workers across the nation.

A June 2019 [Environmental Factor article](#), written by Clearinghouse staff, provides additional information on the event.



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 website development and maintenance.

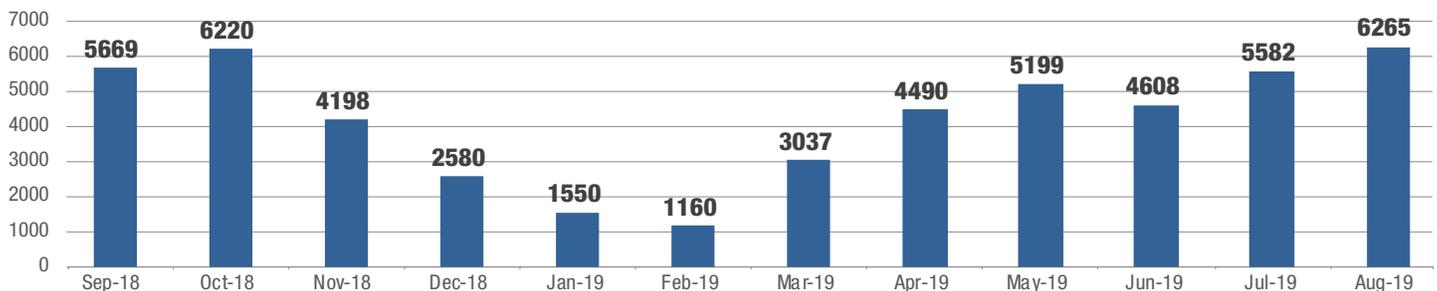
Website Development and Maintenance

Web Statistics

The WTP and Clearinghouse website had 50,467 total views during the fiscal year. Users from more than 150 countries visited the website, with the top five countries being the United States, India, Canada, Philippines, and the United Kingdom. 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 from other NIEHS pages, the OSHA website, DR2 pages (hosted by the National Library of Medicine), and grantee pages. Users were also directed to the Clearinghouse website via social media platforms, such as Facebook, Google Groups, Yammer, and email (e.g., Environmental Factor Newsletter). October 2018, August 2019, and September 2019 had the most views, possibly due to preparations and responses to Hurricane Florence in 2018 and Hurricane Dorian in 2019.

Table 2: Top 10 Most Viewed WTP and Clearinghouse Pages

Page	Page Views
HAZMAT Safety & Training	2,774
About the Worker Training Program (WTP)	2,335
Hurricanes & Floods	1,980
Disaster Preparedness & Response	1,381
Curricula Catalog Search Form	1,367
Meetings & Workshops	1,263
Oil Spills	1,197
CPWR – The Center for Construction Research and Training	1,143
Hazardous Waste Worker Training Program	1,009
Fall 2018 WTP Grantee Meeting	1,001



Graph 6. Page Views by Month

Table 3: Top 10 Countries that Visit the WTP and Clearinghouse Pages

Country	Users
United States	13,986
India	679
Canada	392
Philippines	351
United Kingdom	193
Australia	178
Nigeria	176
South Africa	162
Malaysia	123
Kenya	89

Table 4: Top Ways Users Were Directed to the WTP and Clearinghouse Pages

Channel	Page Views
Organic Search	26,038
Referral	20,665
Direct	10,245
Social	585
Email	138
(Other)	2

*Organic Search refers to search engines used to direct users to the Clearinghouse. The top 3 search engines that fall into this category include Google, Bing, and Yahoo.

#Referral refers to the viewers who were directed to the Clearinghouse page via another website. The top Referral sites are other NIEHS pages, OSHA, NIH DR2 Program, and grantee pages.

Website Updates

Clearinghouse staff worked with NIEHS WTP staff to update the HAZMAT Safety & Health Training webpages.

A new **Opioids and Substance Use: Workplace Prevention & Response** webpage was created to host the awareness-level training tool on the prevention of occupational exposure to fentanyl and other opioids, as well as other resources as it relates to opioid exposure, use, and prevention.

Data Management System (DMS)

The Clearinghouse continued to add features to the DMS to capture data needed by WTP staff. As part of the Student Demographic Data Entry form, we added an Additional Student Information field. This field is for grantees to enter additional information that describes the individual's work, including employer, wage rate, and skill set. We also expanded the Other Type of Work text field to accept information on the type of work the individual is doing, regardless of the type of work selected in the Type of Work field. We also added a student demographic data Excel upload feature that allows grantees to upload all their student demographic data via a customized Excel spreadsheet.

In addition to updating the current DMS, the Clearinghouse began a redesign of the system. The DMS was originally designed, developed, and launched in 2002 and used the latest coding techniques at the time. However, 17 years later WTP and Clearinghouse staff decided it was time to redesign the system to bring it up to current standards and make it easier to maintain within Section 508 directives. We developed code that determines which data entry and progress report periods are active based on the current date. We also updated the

course and student demographic data entry and report pages to eliminate frames, incorporated additional error checking, and developed code that determines which data entry and progress report periods are active based on the current date. The redesigned pages will be launched in December 2019.

Earlier this year, NIEHS announced that the NIHEXT system, which is used to log into the DMS, is being retired. As a result, Clearinghouse staff worked with the staff from the Center for Information Technology at NIH and NIEHS IT staff whose applications also used NIHEXT to plan and implement iTrust login, the new DMS login system. Implementation of the iTrust system involved modifying the login modules of the DMS, creating a way to "capture" information from a user's social or university login account, and making changes to the NIEHS server housing the DMS. Clearinghouse staff created a PowerPoint presentation detailing the changes and outlining the steps each user would have to follow to update their account to use the iTrust login. The presentation was given via webinar prior to the launch of the new login system.



Program: Student Number: Age: Gender: Currently Employed: Superfund Site: Type of Work: Supplemental Funding: Additional Student Information: Please enter up to 200 characters of additional information that describes the work the individual is doing including employer, wage rate, skill set, etc.

ECWT: []

Training Year: Completed Program?: Yes [v] Race: American Indian [v] Level of Education: NO GED [v] Employment Status: Unemployed [v] Site Name: []

Asbestos Abatement
Assembly
Carpentry
Child Care
CARRYOVER
NONE

Please provide information on type of work, especially if Other. If you need additional space, use the additional student information textbox below.

New Additional Student Information field

Text field for adding additional information about the type of work being performed

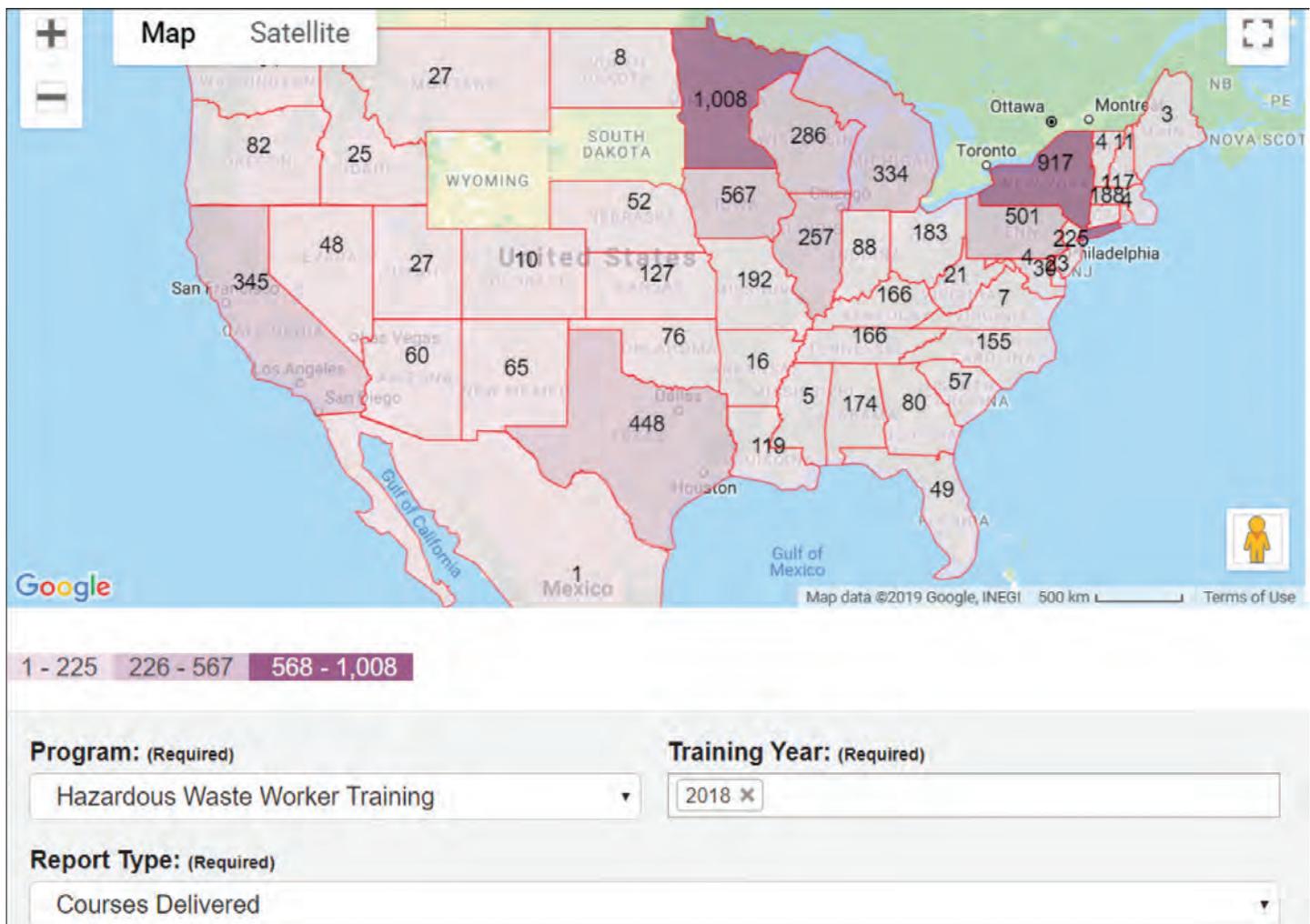
Apply

Mapping Training Locations

Clearinghouse staff continued to create maps that use the training location data provided by WTP grantees when they enter their course data into the DMS. The “Where We Train” map allows the user to choose whether to display the number of workers trained in each state or the number of courses given in each state under the various training program areas. Along with the map, admin pages were created to allow WTP staff to control both the year and program(s) for which data is displayed on the public site. The mapping application is available under the “Where We Train” section of the Program website at https://tools.niehs.nih.gov/wetp/maps/training_sites.cfm.

Reorganization of the WTP Program pages

In preparation for the funding opportunity announcements, the Clearinghouse worked with WTP staff to implement the reorganization of the static WTP program pages.





TASK 5

Support of the WTP National Clearinghouse, including the 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 grantees, other members of the training community, and the general public. The public can also access curricular materials produced by WTP grantees via the Curricula Catalog on the Clearinghouse website.

Between September 11, 2018 and September 11, 2019:

- 174,843 files were downloaded from HASL
- 254,981 files were downloaded from the Curricula Catalog
- 20 new curricula files were uploaded by awardees
- 114 courses were modified
- 18 new courses were added

Weekly Digital Newsbrief

Distributed every Friday to over 1,500 subscribers, the Clearinghouse e-Newsbrief continues to be an important communication tool for reaching WTP grantees, 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. In FY2019, Clearinghouse staff stayed apprised of news and developments related to the opioid crisis as it relates to the hazards and risks faced by workers as a result of stress and injury.





Appendix A

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

Prepared by MDB, Inc.

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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) 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

Date: 10/22/2019

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

Vendor: MDB, Inc.

Vendor Contact: Deborah Weinstock

Section 1194.21 Software Applications and Operating Systems

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

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

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

Section 1194.22 Web-Based Internet Information and Applications

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

Criteria	Supporting Features	Remarks and Explanations
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Supports	All non-text elements have appropriate descriptive alternative text.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Not Applicable	The application does not use any multimedia presentations.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Supports	No information is conveyed with color only.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Supports	The pages are formatted such that style sheets are not required to properly render the content.
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not Applicable	The application does not use any server-side image maps.
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	Not Applicable	The application does not use any server-side or client-side image maps.
(g) Row and column headers shall be identified for data tables.	Supports	All data tables use row and column headers.
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Not Applicable	Tables in this application do not have two or more logical levels of row or column headers.
(i) Frames shall be titled with text that facilitates frame identification and navigation.	Supports	All frames in the application are titled with text that identifies the frame and facilitates navigation.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Supports	All pages were developed to avoid screen flicker. Elements such as <blink> and <marquee> are not used.

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
(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.		

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) (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.

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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) 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: 10/22/2019

Item(s) Name: Worker Training Program Clearinghouse website

Vendor: MDB, Inc.

Vendor Contact: Deborah Weinstock

Section 1194.21 Software Applications and Operating Systems

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

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

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

Section 1194.22 Web-Based Internet Information and Applications

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

Criteria	Supporting Features	Remarks and Explanations
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Supports	All non-text elements have appropriate descriptive alternative text.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Supports	All multimedia presentations contain text-based closed captioning text that is synchronized with the media.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Supports	No information is conveyed with color only.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Supports	The pages are formatted such that style sheets are not required to properly render the content.
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not Applicable	The application does not use any server-side image maps.
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	Not Applicable	The application does not use any server-side or client-side image maps.
(g) Row and column headers shall be identified for data tables.	Supports	All data tables incorporate row and column headers.
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Not Applicable	Tables in this application do not have two or more logical levels of row or column headers.
(i) Frames shall be titled with text that facilitates frame identification and navigation.	Not Applicable	Frames are not used in this application.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Supports	All pages were developed to avoid screen flicker. Elements such as <blink> and <marquee> were not used.

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
(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.		

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
(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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