# SECTION 508 COMPLIANCE

AASHTO RAC Summer Meeting – July 22, 2019
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# What is Section 508?

- [Section 508](#) is part of a 1998 amendment to the Rehabilitation Act of 1973.
  - Requires all Federal electronic content to be accessible.
- The U.S. Access Board is an independent Federal agency which develops and maintains [standards](#) that must be met to achieve 508 compliance.
- The most applicable standards for electronic content are:
  - 1194.21 Software applications and operating systems
  - 1194.22 Web-based intranet and internet information and applications
  - 1194.24 Video and multimedia products

Source: U.S. Department of Health & Human Services, [Accessibility Training Presentation](#) (2015)

# WCAG Guidelines

- [Information and Communication Technology (ICT) Standards and Guidelines](#) (also called Revised 508 Standards and 255 Guidelines) - January 2017

  - "Incorporate by reference the **[Web Content Accessibility Guidelines (WCAG) 2.0](#)**, a globally-recognized and technologically-neutral set of accessibility guidelines for Web content."

  - "For Section 508-covered ICT, all covered Web and non-Web content and software – including, for example, Web sites, intranets, **word processing documents, portable document format documents**, and project management software – is **required**, with a few specific exceptions, to conform to WCAG 2.0's Level A and Level AA Success Criteria and Conformance Requirements."

  - Quick Reference - [How to Meet WCAG 2](#)

  Sources: U.S. Access Board, [ICT Final Rule](#) (2017); [WCAG website](#)

# NTL Digital Submissions (RITA)

https://transportation.libguides.com/accessibility/policy

- Thank you for your submission to the NTL.
- We will assess the item you submitted to see if it fits our Collection Development policy and that it is not already represented in the repository. After the item has been accepted and cataloged, you will receive an email confirmation.
- After the email confirmation, the process may take up to two weeks before the item goes live in ROSA P: NTL Repository & Open Science Access Portal https://rosap.ntl.bts.gov/
- If your submission requires greater urgency, please let us know by noting URGENT in the subject line.
- As a reminder, each PDF needs to be in final form (please no draft versions).
- 
- For inclusion in ROSA P, all public facing PDFs must be accessible as of March 23, 2018, according to the final Federal rule (for the ICT Refresh under Section 508). Submitters should run the Accessibility check under Tools in Adobe and make the PDF as accessible as possible.
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- If you have questions about DOT Section 508 requirements, please contact Larry Slaughter.
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- If you have any questions about what happens next with your submission, please visit https://ntl.bts.gov/submitting-content

# NTL Accessibility Policy -
https://transportation.libguides.com/accessibility/policy

- Develops **accessibility best practices** according to the Section 508 law and Electronic and Information Technology Accessibility Standards
- **Reviews the accessibility** of all NTL Digital submissions published on or after March 23, 2018 as well as revised submitted PDFs or corrected ROSA P documents
- **Contacts document submitters** if the PDF fails the accessibility tool check in Adobe Acrobat Pro DC and requests re-submissions.
- Helps **remediate any remaining accessibility errors** so documents are as fully compliant as possible
- Sends a **confirmation email** to the document submitter upon acceptance and cataloging
- Attaches a **courtesy copy** of the revised PDF to the cataloging confirmation email sent to the submitter
- Ensures that all **new catalog submissions are compliant** prior to ingesting into the NTL catalog and ROSA P
- Reviews accessibility of Top 25 Most Popular Downloads from ROSA P to **improve accessibility of most accessed NTL legacy content**

# Example: Michigan DOT

- Michigan DOT uses an **Accessibility Checklist** during multiple stages during research projects.
  - Kick-off Meetings
  - Draft Report
  - Revised Draft Report
- Emailed directly to Principal Investigator (project & research manager are cc'ed)

## Accessibility Review – Draft Report

| Accessibility Elements | Needs Review | Comments |
|---|---|---|
| File Properties | ☐ | |
| Navigation | ☐ | |
| Tagging/Bookmarks | ☐ | |
| Alt-Text | ☐ | |
| Tables | ☐ | |
| Charts | ☐ | |
| Color Contrast | ☐ | |

# Accessibility Review

- Summary of results/brief overview of review

- Comments are tied into the guidelines
  - Refer to specific pages for their reference

- Review vendor's organization
  - Additional support might be available

## Accessibility Review – Draft Report

Below is a summary of the Accessibility Review of your draft report. Accessibility Guidelines are also being provided to help in the areas that need reviewed. Additional, institutional resources for researchers are included at the bottom of this review.

If you have any questions, please contact MDOT librarian, Jennifer Herron at herronj1@michigan.gov

| Accessibility Elements | Needs Review | Comments |
|---|---|---|
| File Properties | ☐ | PASSED |
| Navigation | ☐ | PASSED |
| Tagging/Bookmarks | ☒ | Once your document is complete, please review page 8 in the Accessibility Guidelines to save your document with structure tags for accessibility. |
| Alt-Text | ☒ | Alt-Text will need to be included for images, figures, and charts. Your report includes images with call-out boxes with additional text. When including alt-text for the images, it is important to include the text from these call-out boxes and include the information they convey with the alt-text for the main image. |
| Tables | ☒ | Merged cells will cause problems with tables. Please try to avoid merged cells when possible. |
| Charts | ☒ | Will need Alt-Text added. Call-out boxes will need to be included in the Alt-Text with their significance to the data. |
| Color Contrast | ☒ | PASSED |

**Additional Resources for MSU Researchers:**

Web Accessibility Policy Liaisons: https://webaccess.msu.edu/Help_and_Resources/liaisons.html

Tutorials: https://webaccess.msu.edu/Tutorials/index.html

Classes and Workshops: https://webaccess.msu.edu/Help_and_Resources/classes-workshops.html
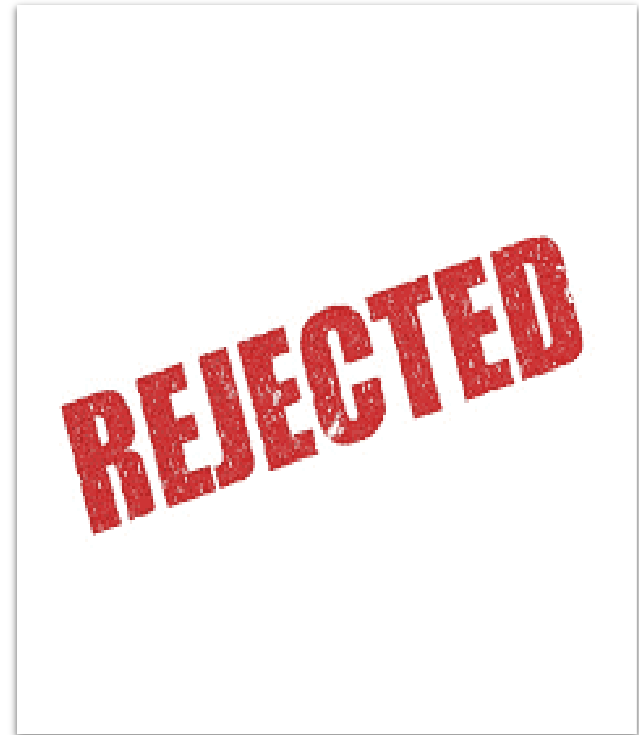
# Accessibility BOLOs

- Appendices
  - May not be included in drafts
    - Include a reminder in reviews – **must be accessible**
      - May need to provide external links to content
- Color Contrast
  - Cited/Reused images
  - If there are multiple issues, authors may need to reconsider use
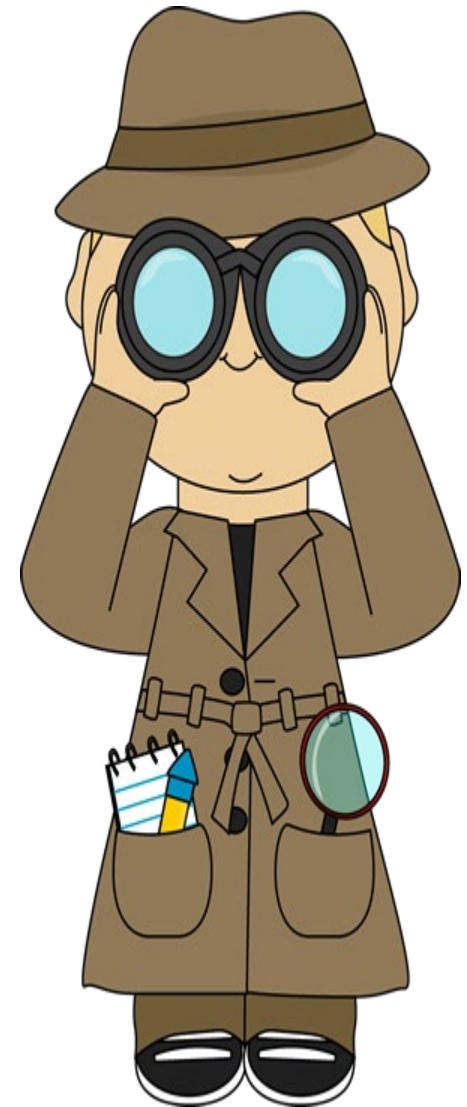
# Michigan DOT Example

- Submitted Report to:
  - Repository & Open Science Access Portal (rosap)

- Learned from Librarians

- Corrected Problems
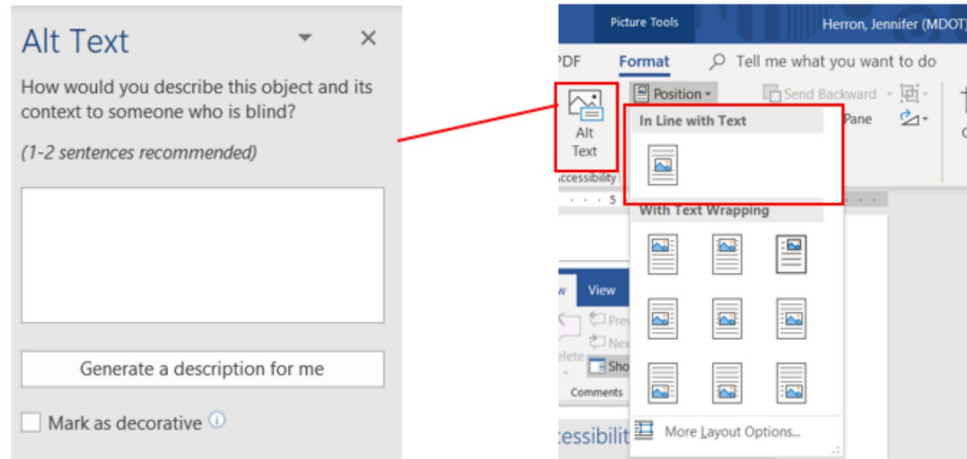
- Developed Proactive Measures

# Michigan DOT Proactive Measures

- Kick-off Meeting
  - Accessibility Guidelines Provided

- 30 Days Before Draft Report Due Date
  - Accessibility Guidelines Provided

- Review Draft Report
  - Accessibility Review and Checklist

# Accessibility Guidelines

- Navigation
- Color Contrast
- Tagging/Bookmarks
- File Properties

- Figures
- Equations
- Tables
- Charts

# Accessibility Review

| Accessibility Elements | Needs Review | Comments |
|---|---|---|
| File Properties | ☒ | Before completing your report, please remember to add in File Properties – title, author(s). Please see pg. 9 of the Accessibility Guidelines for instructions. |
| Navigation | ☐ | Passed |
| Tagging/Bookmarks | ☐ | Passed |
| Alt-Text | ☒ | Alt-text is needed for all pictures, tables, and charts. Please see pg. 2 of the Accessibility Guidelines for instructions on including Alt-Text with figures. |
| Tables | ☐ | Passed |
| Charts | ☒ | You can use the chart feature in Word or if you use another program to create your charts, you can treat the Chart as a Figure and turn it into an image that will include descriptive text.  Please see pg. 5 of the Accessibility Guidelines for instructions on creating charts in Word. |
| Color Contrast | ☐ | Passed |

Michigan.gov/Documents/MDOT/MDOT-Accessibility-Checklist_658744_7.pdf

# Example: Missouri

- Checklist for Publication Guideline Adherence includes accessibility checks - https://www.modot.org/media/16204

## Checklist when MoDOT research reports are submitted

### When the draft report is submitted initially

☐ Draft report accepted; will be sent to technical panel for review
☐ Draft report is NOT accepted; will be sent back to researcher for additional revisions and must be resubmitted

### Must be met otherwise the report will not be accepted

| Acceptable? | Requirements | PM[1] Comments |
|---|---|---|
| ☐ Yes<br>☐ No<br>☐ No – Exception granted by PM | The body of the report (minus the appendices) does not exceed 100 pages (single-spaced) or 150 pages (double-spaced). Appropriate documentation is included in the appendices. | NOTE(S): |
| ☐ Yes<br>☐ No | Report has a table of contents and, when appropriate, a list of figures and list of tables. All use dot leaders and link to text. | NOTE(S): |

# Example: Missouri cont'd

- Remind PI about publication guidelines & accessibility requirements during kickoff meeting
- PIs are responsible for accessibility of Word document
  - Librarian contacts PI one month before draft report is due – do they have questions about requirements or how to comply?
- Librarian completes checklist after draft report is received and discusses results with PM
  - PM decides whether report is accepted or rejected. Rejected means report must be corrected and resubmitted before it will be reviewed.
- Librarian sends completed checklist to PI/authors
  - PM & PI agree on corrections which must be made prior to submission of final report (including accessibility)

# Resources

Accessibility LibGuide - https://transportation.libguides.com/accessibility

United States Department of Transportation

**Bureau of Transportation Statistics**

# National Transportation Library

National Transportation Library / LibGuides / Accessibility / NTL LibGuide on Accessibility

## Accessibility

NTL Section 508/Accessibility Guide

Search this Guide | Search

**NTL LibGuide on Accessibility**

- Federal Rule/ICT Refresh
- NTL Accessibility Policy
- NTL Digital Submissions Accessibility Checklist
- Section 508: Introduction to Accessibility
- NTL Recommended Training Resources

**Final Federal Rule**

All public facing PDFs must be accessible as of March 23, 2018, according to the final Federal rule (for the ICT Refresh under Section 508). The updated 508 Standards apply to a federal agency's full range of public-facing content, including websites, documents and media, blog posts, and social media sites.

Therefore, for inclusion in ROSA P: NTL Repository & Open Science Access Portal https://rosap.ntl.bts.gov/, document submitters should make the PDF as accessible as possible before submitting to NTL. For a detailed explanation of the accessibility guidelines, NTL Digital Submissions Accessibility Checklist.

To read more about the Federal Rule visit our Federal Rule Resources page.

**NTL Accessibility Policy**

NTL complies with the ICT Refresh Federal Rule by:

USDOT Section 508 Guidance
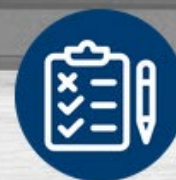
# Resources cont'd

Section 508 (GSA) - https://www.section508.gov/