



# United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



In Reply Refer To:  
FWS/DCR

DEC 3 1999

## Memorandum

To: Service Directorate  
From: <sup>Deputy</sup> Director *John G. Taylor*  
Subject: Recommendations for Publications to Meet the Needs of Americans with Disabilities

Section 504 of the Rehabilitation Act of 1973, which covers programs and activities conducted by Federal agencies, requires that publications and printed material be made available so that persons with disabilities have equal access to Service programs and activities. The following standards are required by law and regulation:

1. Notices of public meetings must contain language inviting members of the public to identify special needs, and provide a contact person. Such notices must also include a telephone number, a TDD number or State Relay number.
2. Publications must be made available in alternative formats. The acceptable alternative formats are ASCII 3.5" disk, large print, braille, audio tape, and PDF or HTML (computer applications). The type of alternative formats to be provided is the choice of the person with the disability, unless budgetary constraints (factoring in the Departmental budget as a whole) make such a request an undue burden. The publications must specifically state: "Available in alternative formats upon request. For more information, contact (person) at (telephone number and TDD or State Relay number)".
3. Service publications must also contain the following language: "Equal opportunity to participate in, and benefit from programs and activities of the U.S. Fish and Wildlife Service, is available to all individuals regardless of physical or mental disability. For information please contact the U.S. Department of the Interior, Office for Equal Opportunity, 1849 C Street, NW, Washington, D.C. 20240".

For the purposes of this memorandum, the term "publications" refers to:

Annual Reports  
General information products; i.e., primary site and program brochures.  
Books and booklets  
Recruitment material (including vacancy announcements)

The following format recommendations for printed materials are suggested, based upon consultations with persons with disabilities. However, these guidelines are not required by law:

- \* Matte paper surfaces (not glossy, coated stock) and white offset book.
- \* Paper with sufficient weight to avoid a "show-through" on pages with printing on both sides.
- \* Headers and titles larger than 12 point.
- \* Upper and lower case to be used in text (not including titles).
- \* Flush margins to the left and ragged margins to the right.
- \* Minimal hyphenation, especially at the end of lines.
- \* Use of Simple Serif typeface (examples: Times Roman, New Century Schoolbook), or a Sans Serif typeface (examples: Helvetica, Universe, Futura).
- \* Avoidance of extreme, extended or compressed typefaces in the main text.
- \* A 6 1/2" maximum width of typed lines. A three inch maximum width of columns. A minimum of 1/6 inch space between columns.
- \* Ensuring that underlined words do not connect with the lines below them.
- \* A minimum of 70% color contrast (light on dark or dark on light). The same recommendations for drawings, patterns or illustrations.
- \* Refraining from the imposition of text, graphics or illustrations over other photographs, text or graphics.
- \* Good variation in photographs where possible; use of a wide range of gray scale variation.

Thank you for your cooperation in implementing the provisions contained in this memorandum. Please direct any questions to Jerome Butler on (202) 208-3195.