

SAMHSA 508 CHECKLIST FOR DEVELOPERS AND CONTRACTORS

Created on 01/05/2010 by SAMHSA DTM

Document Information

Asset Name/URL:	
Login Credentials:	
Sent for Testing by:	
Tested by:	
Testing Date:	
Special Instructions:	

1.0 General

ID	General	Pass	Fail	N/A
1.1	Web pages should be functional using the most commonly used browsers .			
1.2	A DOCTYPE should be present for both HTML and XHTML pages.			
1.3	If frames are used, each frame should include a meaningful title .			
1.4	Documents should be readable without an associated style sheet .			
1.5	Color should not be used to convey important information . (Example: "See blue text below.")			
1.6	Color contrast should be sufficient and color combinations used should be distinguishable to those with color-blindness.			
1.7	A Skip Navigation Link should be provided to bypass any repetitive navigation, such as navigational menu or lengthy list of links. (A new way to set this up will be provided by HHS shortly, so that the Skip Navigation Link can still be hidden, but also accessible through keyboard technologies.)			
1.8	The page should include structural elements, such as Heading1, Heading2 , etc...			

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ID	General	Pass	Fail	N/A
1.9	The user should have control over the timing of content changes .			
1.10	Font size should be under user control .			
1.11	Linked files , such as PDF documents and PowerPoint presentations should be 508 compliant . If they are not 508 compliant, a second link to an equivalent alternative HTML or text-only version should be provided.			
1.12	File format and size of non-HTML linked files should be provided.			
1.13	A link to a download should be provided for all viewers , players , and plug-ins . (Example: Adobe Acrobat Reader, Windows Media Player, PowerPoint viewer.)			
1.14	A text-only version should be provided when there is no other way to make the content accessible.			
1.15	Scripts should include text and keyboard access , and the Web page should function properly when the scripts are disabled. (Examples: images used in navigation scripts should have alt tags and "onClick" commands should be accompanied by "onKeyPress.")			

2.0 Graphics, Images, Charts, Graphs, Videos, and Audio Files

ID	Graphics, Images, Charts, Graphs, Videos, and Audio Files	Pass	Fail	N/A
2.1	All images and non-text elements should have alternative text descriptions. <ul style="list-style-type: none"> • Alt tags should be limited in length. • Longer descriptions should use the longdesc tag. • Images used only for decoration or spacing should have null alt tags (alt=""). 			
2.2	All charts and graphs should have either an alternative text description or should provide a description in the text immediately below the chart/graph. Descriptions in the text must be referenced in the alt tag.			

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ID	Graphics, Images, Charts, Graphs, Videos, and Audio Files	Pass	Fail	N/A
2.3	Complex graphics should include a detailed text description .			
2.4	Image maps should use appropriate alternative text and are rendered on the user-side . If the image map is not accessible via keyboard only, redundant text links should be provided for each active region of a server-side image map.			
2.5	Graphics, animations, movies , or other objects should avoid flickering or flashing effects .			
2.6	Video files should include synchronized captions .			
2.7	Audio files should include a transcript .			

3.0 Data and Layout Tables

ID	Data and Layout Tables	Pass	Fail	N/A
3.1	Proportional sizing and not absolute sizing should be used for both data and layout tables .			
3.2	A data table should include a table caption , a row header , and a column header .			
3.3	A table summary is recommended for more complex tables , but is not necessary for simple or layout tables.			
3.4	Data cells in simple tables should be associated with row and column headers using the Scope attribute .			
3.5	Data cells in complex tables should be associated with row and column headers using the ID attribute .			
3.6	No more than 2 levels of row/column headers should be used.			
3.7	Tables used strictly for layout purposes should not have header rows or columns .			
3.8	Merged data cells should not be used.			

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ID	Data and Layout Tables	Pass	Fail	N/A
3.9	Empty cells should be avoided.			

4.0 Forms

ID	Forms	Pass	Fail	N/A
4.1	All editable form fields should have properly associated <label> elements and id attributes . (Examples: text areas, select boxes, checkboxes, radio buttons, and input fields).			
4.2	Form fields should be created using a logical layout .			
4.3	TabIndex and AccessKeys should not be used (New).			
4.4	In a form layout table, the title and the form field should be included in the same cell .			
4.5	Buttons should be rendered in HTML rather than as images.			

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Non-Compliant Element Tracking

The following table should be used to document any elements of the asset that failed or were identified as being non-compliant. Identify each failed/non-compliant element of the asset by ID Number and include a description of the reason why the element failed or is non-compliant.

ID	Description of Failure/Non-Compliance

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Additional Resources:

1. HHS Section 508 Website: <http://www.hhs.gov/web/508/index.html>
2. SAMHSA Section 508 Website: <http://508.samhsa.gov>
3. WEBAIM Section 508 Accessibility Website: <http://www.webaim.org/resources/>
4. 508 Developer SharePoint site (internal only):
<http://dtmapps.ts.samhsa.gov/508Dev/default.aspx>
5. Dive Into Accessibility Website: <http://diveintoaccessibility.org/>
6. Information about Flash:
<http://section508.gov/docs/gettysburg2009/TestingFlash.ppt>