

SAMHSA Section 508 Compliance Checklist

MS Excel

Document Information

Asset Name/URL:	
Tester Name / Signature:	
Testing Date:	
Authorization Name / Signature:	
Authorization Date:	

Requirements Checklist

The following checklist should be used to verify that all content meets the requirements established by HHS/SAMHSA for Section 508 Compliance. For guidance specific to a requirement refer to the Requirement Guidelines section of this document.

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1.0 Document Layout and Formatting Requirements

The following checklist items are concerned with the overall document structure, the utilization of merged cells, Track Changes, worksheet naming, and formatting elements that contribute the documents compliance.

ID	1.0 Document Layout and Formatting Requirements	Pass	Fail	N/A
1.1	Are all formula cells indicated by a comment to alert users of their functionality?			
1.2	Are merged cells used in the Table Header or Data Table?			
1.3	Are all tables prefixed with the Table Name and Table Number?			
1.4	Do all worksheet cells that contain hyperlinks display the full qualified Web address i.e. http://www.samhsa.gov ?			
1.5	Are all of the hyperlinks active and go to the correct location?			
1.6	Is Track Changes disabled?			
1.7	Are all of the active worksheets (within a workbook) given clear and concise names?			
1.8	Have comments/notes been added as text in a cell instead of using the Comment tool?			
1.9	Have all Comments (created using the Comment tool) been removed?			
1.10	Is there only one data table per worksheet?			

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2.0 Document Image Requirements

The following checklist items are concerned with the presentation of non-text elements, such as images, graphs and charts that contribute the documents compliance.

ID	2.0 Document Image Requirements	Pass	Fail	N/A
2.1	Do all worksheet graphics (images and non-text elements) have Alternative Text (Alt Text) associated with them?			
2.2	Do worksheets that have multiple associated images on the same page have them grouped as one object?			
2.3	Do all worksheets that have grouped images have Alternative Text (alt text) associated with the images?			
2.4	Were all charts and graphs created in Excel?			
2.5	Do all charts and graphs have a Title, Legend and Axis (X & Y) labels?			
2.6	Do all complex images (i.e. charts, graphs, flowcharts, etc.) have descriptive text immediately after the image?			

3.0 Document Table Requirements

The following checklist items are concerned with the presentation of tables and data presented in a tabular format that contribute the documents compliance.

ID	3.0 Document Table Requirements	Pass	Fail	N/A
3.1	Do all worksheets tables that have a logical layout based on Rows and Columns?			
3.2	Do all columns start with a clear and concise column header?			
3.3	Do all rows start with a clear and concise row header?			
3.4	Are merged cells absent from the header and tabular data areas of the table?			
3.5	Do the row and column headers all start in the first left-hand column of the table (below the table name and number)?			
3.6	Are table header rows repeating on the top of each page if the table spans more than one page?			
3.7	Are all data cells populated with data or contain a placeholder (e.g. N/A, 0.0, TBD, etc.)?			

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Notes / Additional Requirements

The following checklist items are concerned with additional key elements, such as file naming protocols, document properties, and the Table of Contents, that contribute the documents compliance.

ID	Notes/Additional Requirements	Pass	Fail	N/A
A.	Is the document file name absent of spaces and/or special characters?			
B.	Is the document file name concise, limited to 20-30 characters, and makes the contents of the file clear in the context in which it is presented.			
C.	Has a separate text-only version of the document been provided when there is no other way to make the content accessible? (Example: An organizational chart must have a text-only version.)			
D.	Does the document utilize recommended fonts i.e. Times New Roman, Verdana, Arial, Tahoma and Helvetica as well as font sizes (minimum of 12 pt)?			
E.	Are the Document Properties (i.e. Subject, Author, Title, Company, Keywords, and Language) properly filled out?			
F.	Have all worksheet errors and warnings been resolved?			
G.	Has the document been saved in the "Normal" view?			
H.	Do all links to external data sources have absolute addresses?			

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