



Meeting Section 508 EIT Requirements: A Toolkit

December 10, 2008

Amanda Sweda and Sarah Buchanan



Purpose of Today's Demo

- Discuss Toolkit Background:
 - 508 Basics
 - Development of Toolkit
 - Relationship with Quality and Information Mgmt.
- Demo the Toolkit
 - Where to find toolkit
 - How to use toolkit
- Outline Future Additions to the Toolkit



What is Section 508?

- Federal law that requires the federal government to procure, create, maintain, and use electronic and information technology (EIT; e.g., computers, telephones, web sites...) that is 508 complaint.
- 508 Compliance means that the EIT is accessible or capable of being made accessible to persons with disabilities (employees and the public).



Why a 508 Toolkit?

- Quality Staff asked for help with a 508 problem.
- The toolkit grew out of those discussions and joint presentation development with Quality Staff for the 2008 Quality Management Conference.
- **Bottom line:** EPA staff are aware of 508 but don't know where to start, how to integrate 508 into Information Management Life Cycle, or how to talk to developers and contractors about 508.



What's the link with Quality?

- Quality Policy reinforces Agency's commitment to provide credible, reliable and accessible products and services to all.
- Toolkit incorporates the Quality PDCA Model into Information Management Life Cycle.
- Toolkit helps the users ensure their product or service is **accessible**.



Information Management Life Cycle Stages

- Collect Data and Information
- Store and Analyze
- **Develop Product/Service – a report, a web page, a toolkit, etc.**
- Ensure Information Quality
- Provide Access



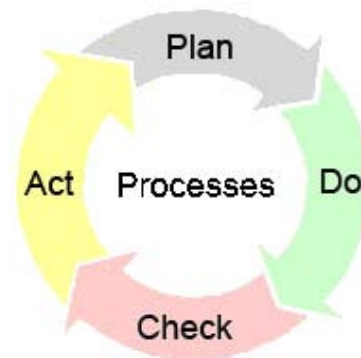
PDCA Model

- Plan: Design and identify method of dissemination and access
- Do: Develop product/service consistent with project planning and objectives
- Check: Review, test, evaluate, and verify the deliverable
- Act: Disseminate and maintain



Quality and 508 Toolkit

- Using the four PDCA steps can help ensure 508 compliance by incorporating 508 into the project life cycle from the beginning.
- The cyclical nature of the PDCA model guides the project towards optimal performance, or for the purposes of this toolkit – 508 compliance.





Purpose of Toolkit

- Provides suggestions, standards, links, and resources to consider or use while planning and developing a variety of projects that involve electronic and information technology (EIT).
- Offers guidance needed to integrate 508 into the project life cycle (within the context of Information Mgmt.) from the very beginning which creates a quality product.
- Grows with changing technology and new processes, resources, etc. This toolkit is intended to be a “living document” - updates, and new sections will be added throughout FY09.



Who is the Toolkit for?

- EPA staff e.g., CORs, TOPOs, team leads, project team members
- Contractors developing a product or providing a service to EPA



Where to Find the Toolkit

Direct link: www.epa.gov/accessibility/toolkit

Toolkit is on the EPA 508 site along with other resources: www.epa.gov/accessibility



Organization of the Toolkit

- Toolkit is on new 508 website (www.epa.gov/accessibility) including printable sections
- Toolkit designed with 3 parts:
 - Overview of 508 (The Basics)
 - Getting Started (4 questions to ask in the beginning)
 - Tools for different types of EIT (Will be expanded over time)



Toolkit Overview

- Overview covers the basics of 508 and the toolkit
 - What is Section 508?
 - What is the Link between Section 508 and Quality Assurance?
 - What is the difference between Section 508 and providing reasonable accommodations to a person with a disability?
 - How does this Toolkit help with Section 508 requirements for EIT?
 - What about contracts, purchase orders, micro-purchases and Section 508?
 - How to Use the Toolkit



Section 508 EIT Toolkit

- Getting Started with the 508 EIT Toolkit
 - Is the Product or Service Electronic and Information Technology?
 - Do any Section 508 Exceptions Apply?
 - Will the EIT pose an Undue Burden to the Agency?
 - What Section 508 Standards Apply to the Product or Service?



Products and Services

- Web Sites and Web-based Applications (Including Web 2.0 Technology)
 - Life Cycle Project Plan Outline
 - Checklist



Future Additions

- Develop and launch new sections of Toolkit
 - Multimedia
 - Documents
 - Forms
 - Web Presentations/Web based meetings
 - Conferences
 - Commercial Off the Shelf (COTS) Technology
 - Software



Questions and Contact Info

- Amanda Sweda, EPA Section 508 Coordinator, (202) 566-0678, sweda.amanda@epa.gov
- Sarah Buchanan, Quality Staff, (202) 564-1204 buchanan.sarah@epa.gov