

UNITED STATES DEPARTMENT OF AGRICULTURE

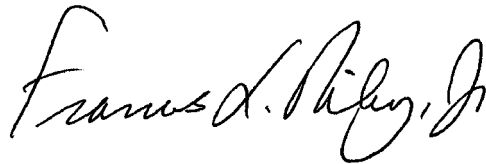
Farm Service Agency
Washington, DC 20250

Notice IRM-324

For: FSA Kansas City and St. Louis Intranet Web Content Providers

Section 508 Web Guidelines

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

The 1998 amendments to Section 508 of the Rehabilitation Act require all Federal agencies to make their information technology accessible to their employees and customers with disabilities. Generally this applies to:

- new development
 - substantial modifications to existing applications
 - all information web pages.
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B

Purpose

This notice provides web page development and maintenance guidelines for all FSA Kansas City and St. Louis Intranet web page content.

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Disposal Date

August 1, 2002

8-22-01

Distribution

All Kansas City and St. Louis FSA Offices

Page 1

1 Overview (Continued)

C

Definitions

An FSA Kansas City and St. Louis Intranet Web Content Provider is anyone who is responsible for providing information on the FSA Kansas City and St. Louis Intranet web.

An information web page is an HTML page without links to databases and special programming.

Example: If you are working with a text-only page, this would be an information web page.

An interactive web page is an HTML page that includes links to databases and special programming.

D

Contact

FSA is committed to making its web pages accessible to all individuals. Address questions about how these standards apply to specific web pages or web applications, or any other accessibility problems or concerns, to the National Help Desk at 816-926-1552 or 800-255-2434.

2 Implementing Web Page Development and Maintenance Guidelines for the FSA Kansas City and St. Louis Intranet

A

Guidelines

Accessibility standards and guidelines are mandatory and apply to all FSA employees and contractors involved in the design, development, review, testing, and maintenance of FSA Kansas City and St. Louis Intranet web pages and web applications, **without exception**.

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2 Implementing Web Page Development and Maintenance Guidelines for the FSA Kansas City and St. Louis Intranet (Continued)

B

Responsibilities

The Telecommunications Division Web Team shall ensure that all FSA Kansas City and St. Louis Intranet information:

- conforms to both Departmental and Agency guidelines
- is accurate, timely, and of continued good quality
- uses approved Intranet templates and formatting
- does not violate material that is copyrighted, including photographs and text.

Acceptance testing will be responsible for ensuring that all FSA Kansas City and St. Louis Intranet software complies with:

- established Intranet standards
 - application requirements
 - Section 508 of the Rehabilitation Act.
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C

Section 508 Training

Web accessibility training is available at <http://www.section508.gov/classes.html>.

This free training:

- requires participants to register with a password
 - works well with both MS Internet Explorer and Netscape
 - allows users to press “Skip Flash” to avoid the animation
 - takes approximately 2 hours to complete
 - can be completed at the user’s own pace.
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2 Implementing Web Page Development and Maintenance Guidelines for the FSA Kansas City and St. Louis Intranet (Continued)

D

Section 508 Checklist Information

Web accessibility checklist information is available at:

- <http://www.section508.gov>
 - <http://www-3.ibm.com/able/accessweb.html>.
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E

Additional Resources

Additional Section 508 information and resources are available at http://intranet.fsa.usda.gov/kcstl/accessability_info.htm.

3 FSA Kansas City and St. Louis Intranet Web Content Providers Responsibilities

A

Responsibilities

According to Section 508 of the Rehabilitation Act, each FSA Kansas City and St. Louis Intranet Web Content Provider will:

- use the alt="text" attribute to provide text equivalents for images
 - use alt="" for images that do not convey important information or convey redundant information
 - use client-side image maps with alternative text for image map hot spots
 - provide an equivalent text link, if using server-side maps
 - summarize the content of each graph and chart, or use the longdesc attribute to link to the description or data
 - provide captions or transcripts of important audio content
 - provide text or audio descriptions of important video content
 - provide content for scripts which is keyboard accessible
 - provide an alternative, if the content is not accessible
 - provide alternate content for applets or plug-ins which are not accessible
 - make forms accessible to assistive technology
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3 FSA Kansas City and St. Louis Intranet Web Content Providers Responsibilities (Continued)

A

Responsibilities (Continued)

- provide method for skipping over repetitive navigation links
- provide a title for each frame and frame page so that users can track frames
- use the TH element to mark up table heading cells
- use the headers attribute on cells of complex data tables
- ensure web pages will be readable without requiring style sheets
- ensure that all information conveyed with color is also conveyed in the absence of color and that the contrast is sufficient in images
- avoid using any blinking or flashing text or animation
- state when a timed response is required, alert the user using both text and an auditory response, and give sufficient time to indicate more time is needed
- provide a text-only page, with equivalent information or functionality, when compliance cannot be accomplished in any other way
- update the content of the text-only page whenever the primary page changes
- test the accessibility using available tools.

For examples of these items go to: <http://www-3.ibm.com/able/accessweb.html>.

The hyperlink for each of the checkpoints will provide a rationale for the action, development techniques, and scenarios for testing.

B

Information Web Page Content

For all information web pages containing **no** links to databases or special programming, each FSA Kansas City and St. Louis Intranet Web Content Provider will use the template located at:

<http://intranet.fsa.usda.gov/kcstl/508template/template.htm>.

Without exception, each Web Content Provider will follow the guidelines addressed in the template.

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3 FSA Kansas City and St. Louis Intranet Web Content Providers Responsibilities (Continued)

C

Interactive Web Page Content

For all interactive web pages containing links to databases and special programming, each FSA Kansas City and St. Louis Intranet Web Content Provider will:

- follow the acceptance testing procedure for submitting web pages for accessibility testing according to Exhibits 1 through 5
 - develop on development servers
 - publish to the Customer Services & Acceptance Certification Division (CSACD) acceptance testing configuration management directories.
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Web Content Provider Identification

All web content will contain a comment in the appropriate author meta tag that includes the full name of the Web Content Provider (person responsible for the content of the web page information), e-mail address, and telephone number. Intranet Web Content Providers will be identified as an individual, **not** as a division, branch, or other group name.

E

Disclaimer

This document is a guideline, and is neither intended to replace Section 508 of the Rehabilitation Act nor to serve as a certification checklist. Web Content Providers will not make any written claims of Section 508 compliancy. This includes using any graphics that imply Section 508 compliancy.

F

Future Template

An interactive web template for Kansas City and St. Louis will be developed at a later date.

Moving Web Software to Acceptance Testing

Step	Action	
1	Contact CSACD to coordinate the software move to the appropriate testing branch.	
2	Check to see if there is a application directory created in the k:\private\dev_to_test\[division name] directory for your application.	
3	IF directory...	THEN go to...
	exists	step 5.
	does not exist	step 4.
4	Create a directory for your web application under the k:\private\dev_to_test\[division name] directory.	
5	Move your directory structure and files in your application directory to k:/drive, that is, k:\private\dev_to_test\[division name][your application name]\.	
6	Submit KC-287 completely filled out with an attachment showing the file listing, file size, and date of the files to be installed onto the acceptance testing web server. See Exhibit 2 for an example of KC-287, and Exhibits 3 through 5 for attachments that may be used.	

Example of KC-287, Release or Processing Instructions for Computer Systems✱**KC-287**

U. S. DEPARTMENT OF AGRICULTURE

(1-19-93)

Farm Service Agency

RELEASE OR PROCESSING INSTRUCTIONS FOR COMPUTER SYSTEMS

1. TO CSACD/CMSB		2. FROM [ENTER DIVISION NAME]	
3. PROCEDURE AFFECTED [enter web application name]		4. SIGNATURE (<i>Approved By</i>) _____ DATE _____	
5. DOCUMENT NUMBER For personal track purpose			
6. SYSTEM/SUBSYSTEM		7. MACHINE IBM <input type="text"/> DEC <input type="text"/> PC <input type="text"/> UNIVAC <input type="text"/> S/36 <input type="text"/> OTHER (<i>Specify</i>): WEB – SECTION 508	

8. SPECIAL INSTRUCTIONS (i.e., Action to be Taken, Disposition of Listing, etc.)

Please move the FILES listed on Exhibit 5 from k:\private\DEV-TO-TEST\[division name]\[application name] into the appropriate Acceptance Test directories.

9. NON-ACTION REMARKS (i.e., Purpose, Justification, Application Division Follow up Action, etc.)

SECTION 508 COMPLIANT ☐ YES ☐ NO

DBA CONTACT NAME: _____

SECURITY CONTACT NAME: _____

10. INITIALS (<i>Received By</i>)	DATE	11. INITIALS (<i>Released By</i>)	DATE	12. INITIALS (<i>Programmer</i>)	DATE	13. JOB/RUN NUMBER

Check appropriate copy designation below:

☐ Original ☐ Pink ☐ Yellow ☐ Blue ☐ White ☐ Green
 Division Copy Branch Copy Supervisor's Copy Person Assigned File Copy Originator's Copy

System Impact and Change Control Document

SYSTEM IMPACT AND CHANGE CONTROL DOCUMENT	
DIVISION:	DATE: August 24, 2001
BRANCH:	ANALYST: PROGRAMMER NAME
SOFTWARE LEVEL: WEB	LIBRARY: n/a
APPLICATION: NAME OF APPLICATION	
SUBSYSTEM IMPACTS: NONE EFFECTED: NONE	
REASON FOR CHANGE:	
LIST REASONS FOR CHANGE	
DESCRIPTION OF CHANGE:	
LIST CHANGES MADE TO APPLICATION – See Exhibit 5.	
DESCRIPTION OF MODULES:	
See Exhibit 5.	
DESCRIPTION OF KNOWN TEST CONDITIONS:	

Check appropriate copy designation below:

<input type="checkbox"/> Original	<input type="checkbox"/> Pink	<input type="checkbox"/> Yellow	<input type="checkbox"/> Blue	<input type="checkbox"/> White	<input type="checkbox"/> Green
Division Copy	Branch Copy	Supervisor's Copy	Person Assigned	File Copy	Originator's Copy

Modules Ready for Acceptance Testing

[APPLICATION NAME] Modules Ready For Acceptance Testing

As of DATE: _____

The following modules are ready to be moved to Acceptance Testing (previous move date was [DATE]):

SAMPLE

Module Name	Module Description	Date Modified	Programmer	Reason for Modification
Add2.asp	Customer Search Page	06/21/2001	Satish	Connection not being closed after a user logs-off.
Conn.asp	Connection Include File	06/21/2001	Satish	Modified new password for scoapers.
CustomerObject.dll	CustomerObject –Component	06/21/2001	Palla	Changed Password for scoaper DB Modified Address Error display – 'is not US' Modified LegacyLink class to display correct legacy records

Check appropriate copy designation below:

☐ Original ☐ Pink ☐ Yellow ☐ Blue ☐ White ☐ Green
 Division Copy Branch Copy Supervisor's Copy Person Assigned File Copy Originator's Copy

Modules for Acceptance Testing

[APPLICATION NAME] Modules for Acceptance Testing

DATE:_____

K: \ PRIVATE \ DEV_TO_TEST \[DIVISION NAME]\[Application]

<u>PATH\FILE Name</u>	<u>Size</u>	<u>Type</u>	<u>Last Modified</u>
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SAMPLE**K: \ PRIVATE \ DEV_TO_TEST \[DIVISION NAME]\[Application]**

<u>PATH\FILE Name</u>	<u>Size</u>	<u>Type</u>	<u>Last Modified</u>
\add2.asp	14KB	Active Server Document	6/21/2001 10:59 AM
\BusDetails.asp	55KB	Active Server Document	6/21/2001 2:31 PM
\conn.asp	1,117	Active Server Document	6/21/2001 11:02 AM
\DupResolve.asp	10KB	Active Server Document	6/21/2001 4:40 PM
\IndDetails.asp	71KB	Active Server Document	6/21/2001 4:38 PM
\images\backgrnd.gif	10KB	Paint Shop Pro 5 Image	5/21/2001 2:27 PM
\images\btnadd.gif	1,004	Paint Shop Pro 5 Image	3/26/2001 6:43 PM
\images\btnaddy.gif	1,065	Paint Shop Pro 5 Image	4/26/2001 6:35 PM
\images\btnbusadd.gif	1,043	Paint Shop Pro 5 Image	5/25/2001 8:08 AM
\images\btnbusaddy.gif	1,043	Paint Shop Pro 5 Image	5/25/2001 8:08 AM
\images\btnbussearch.gif	1,048	Paint Shop Pro 5 Image	5/25/2001 8:00 AM
