

SECTION 508 COMPLIANCE: SHARING PERSPECTIVES

A TLR Presentation & Discussion

INTRODUCTION

Bob Cullen, Information Resource Manager @ AASHTO

GENERAL UPDATE

- NTL published Section 508/Accessibility LibGuide on February 5th
 - <https://transportation.libguides.com/accessibility>
- An NTKN subgroup is working on accessibility training needs; will coordinate with other interested groups, like D-TRAN, AASHTO RAC, TRB COR, CUTC
 - A forthcoming survey will solicit input about challenges and issues we are experiencing in order to shape future training efforts
- NTKN/NTL are working on a calendar or upcoming events page
 - Section 508/Accessibility TLR Part 2 – March 14th
 - Future mini-TLRs on specific topics (such as complex tables) – Spring 2019?
 - CUTC meeting – June 2019 (NTL presentation)
 - AASHTO RAC Summer meeting (session on accessibility) – July 2019
 - TRB LIST workshop – January 2020 (will involve COR and T2 committees)

RENÉE MCHENRY

Transportation Librarian @ Missouri DOT

OBSERVATIONS

- Few to non-existent resources for advice or training at my DOT or at state or university level
- Created new documentation for principal investigators (PIs) in August 2018 (includes accessibility).
 - - <https://www.modot.org/media/16219>
 - Use instead of mandated report templates Publication Guidelines for MoDOT Research Reports
 - Checklist for Guideline Adherence - <https://www.modot.org/media/16204>
- Currently making reports accessible myself projects underway with reports in the pipeline. For newer projects, PI will be responsible for accessibility of the Word document since I create the PDFs. Reports will be rejected if they do not comply with guidelines (certain exceptions).
 - I'm using Microsoft Word 2010 and Acrobat DC.
 - Re-think your publications work flow. Had to revise report cover template to make it more accessible.
 - Still considering outsourcing (as back-up option) but problematic
- Eager to see workarounds or solutions for specific Adobe issues/errors; how can we make this work less time consuming?

OBSERVATIONS CONT'D

- Most helpful basic checklists
 - Microsoft Word 2010 508 Accessibility Checklist - <https://www.ssa.gov/accessibility/checklists/word2010/default.htm>
 - MS Word 2010 Basic Authoring and Testing Checklist - <https://www.section508.gov/sites/default/files/Section%20508%20Basic%20Authoring%20and%20Testing%20Guide%20Checklist%20v%201.0%201.29.15%20FINAL.docx>
- Most helpful tutorial videos for remediation in Adobe; hard to find for “beyond basics” issues
 - Advanced Accessible PDFs (addresses table remediation) - <https://www.lynda.com/Acrobat-tutorials/Advanced-Accessible-PDFs/372674-2.html>
 - Acrobat DC: Creating Accessible PDFs - <https://www.lynda.com/Acrobat-tutorials/Advanced-Accessible-PDFs/372674-2.html>
- Tips
 - Use Word accessibility pane if you are NOT in track changes.
 - Add ALT-TEXT to Quick Access Toolbar in Word (fewer clicks)
 - Table regularity errors in Adobe may be due to split cells you can't see
 - Test PDF accessibility as I go along (chapter by chapter); return to Word document to make changes.
 - Word's equations editor is not accessible (try to replace equations with regular text font or use a screenshot)
 - Gets faster once you are more familiar but still time consuming (300 page report took a week to correct formatting issues and conduct accessibility work)
 - Copy accessible Word files (don't use File > Save As > Rename your file). Risk losing all accessibility tags.
 - Create PDFs using Word Adobe plug-in instead of File > Save as PDF.
- Coping strategies: Do as much editing in Word as possible before converting to PDF, then do remaining (but less) accessibility work in Adobe.
- Most annoying issues in Word: Removing layout tables for figures; creating one figure out of multiple grouped figures; figures with text boxes or lines layered on top; overly complicated tables; equations and chemical compounds.

JENNIFER HERRON

Librarian @ Michigan DOT



Accessibility:
The road so far...

Jennifer Herron,
MDOT Librarian

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Early Challenges

- Software:
 - Nuance vs. Adobe
- Knowledge gap
 - Understanding errors
 - Knowing how to correct
 - Subject matter
- Projects
 - Not a requirement
 - Final approvals submitted
 - Contract ended
 - Delays process



Stop. Collaborate. Listen.



Moving Forward

Guidelines for accessibility

- Send out prior to document creation (30 days to end of project)
- Requiring Word and PDF copies

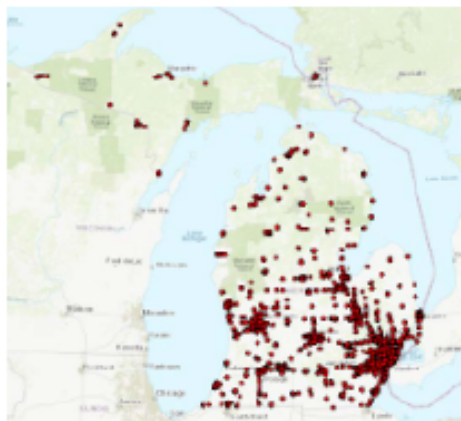
Accessibility Review

- Checklist with information on how to correct errors

Advice

- Alternate version
 - Complex tables, charts, other issues
 - Alternate report that identifies person who made corrections
- How do you display project information?
 - New MDOT project pages
 - Row for accessible documents

Signal Performance Measures Pilot Implementation



Project Number: SPR-1681
Contract Number: 2017-0285
Status: Completed
Start Date: 11/01/2016
End Date: 12/31/2018
Keywords: Transportation Operations, Traffic Signals, Automated Traffic Signal Performance Measures

Summary:

The Michigan Department of Transportation (MDOT) is interested in finding a solution to typical traffic signal system concerns using new high-resolution signal controller data and performance measurement techniques. The strategy for this project was to implement two corridors in the state of Michigan with data logging controllers and implement the Automated Traffic Signal Performance Measure (ATSPM) software developed by the Utah Department of Transportation (UDOT). The ATSPM software and data from this platform were used to evaluate and optimize the two corridors and then monitor the performance of the corridors over time. An assessment was then performed to determine the potential cost to deploy such a system on Michigan roadways and to estimate the benefit it may provide to MDOT and roadway users. Recommendations were then made to MDOT on how to proceed with the deployment and development of this technology.

Publications:

- *Final Report*
- *Spotlight*



Accessible Documents:

- *Final Report*

MDOT Research Manager
André Clover

MDOT Project Manager
Doug Adelman

Performing Organization(s)
AECOM Great Lakes, Inc.

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- Equations/other difficult errors
 - Convert problem page
 - Clears Word, but not PDF checker? (Ex. Lists)
 - Redo page
 - Show Formatting in Word 

ENID WHITE

Research Manager @ Wyoming DOT

SHANNON FIECKE

Marketing & Communications Manager @ **Minnesota DOT**

Other staff involved in accessibility: **Beth Andrews** – Research Coordinator, Center for Transportation Studies, University of Minnesota (research reports); **Lois Butcher** – Administrative Assistant, MnDOT (research reports); **Adam Oie** – Visual Communications Supervisor, MnDOT web team (agency documents)

PROCESS & CHALLENGES

- **Current Process:** Report template with editorial review/ ADA tagging assistance by UMN-CTS. All documents receive final ADA check from MnDOT.
- **Challenges:** Appendix materials, consultant-produced reports and complex tables, forms and spreadsheet deliverables.
- **Questions:** What level of compliance required? (PDF checker not 100% accurate) When does “undue burden” (or “inherently accessible”) apply?
- **Future:** Acquire and/or require CommonLook Office or PDF. Revamp consultant guidelines.

CHAPTER 1: INTRODUCTION (“LEVEL 1 HEADING” STYLE)

1.1 [SUBHEAD HERE] (“LEVEL 2 HEADING” STYLE)

1.1.1 [Subhead Here] (“Level 3 Heading” style)

1.1.1.1 [Subhead Here] (“Level 4 Heading” style)

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Figure 1.1 Sample photo. [Use “Caption” style; include image source credit if applicable]

LINKS

- MnDOT Report Template
 - <http://www.dot.state.mn.us/research/documents/ReportTemplate.docx>
- TRS Template
 - <http://www.dot.state.mn.us/research/TRS/TRS-MnDOT.docx>
- Process for Publishing Research Reports
 - <https://www.dot.state.mn.us/research/finalreport.html>

DISCUSSION

Questions?

Challenges?

Training Needs?