

## HHS Section 508 PDF Files Checklist

Document Name: PHEP National, State, Territory, and Explanation of Data

Tester Name: Michael Davis (Testing: CS 299046-A,B,C,D)

Phone: (404) 718-3177

<b>Fully Compliant (FC):</b>	All instances fully meet the standard as defined below
<b>Non-Compliant (NC):</b>	All instances did <i>not</i> meet the standard
<b>Partially Compliant (PC):</b>	Partially met and requires further explanation
<b>Not Applicable (N/A):</b>	Standard is not applicable to this application
<b>Not Tested (NT):</b>	Standard was not tested

**Any item not rated as fully compliant needs an explanation in detail as to why the standard was not met.** Enter the ID number and an explanation in the space provided at the end of the checklist.

### Section A: All PDFs

These checks should be performed on all PDFs no matter of what is present in the actual content:

ID	Requirements	Traceability to 508	Pass	Fail	NA
A1	Is the PDF tagged?	<a href="#">WCAG 2.0 Success Criterion 1.3.1</a>	✗		
A2	Is the Document Title filled out in the Document Properties?	<a href="#">WCAG 2.0 Success criterion 2.4.2</a>	✗		
A3	Is the correct language of the document set?	<a href="#">WCAG 2.0 Success criterion 3.1.1</a>	✗		
A4	Did the PDF fully pass the Adobe Accessibility Checker?	<a href="#">WCAG 2.0 Success Criterion 4.1.1</a>	✗		
A5	Is the document free from content that flashes more than 3 times per second?	<a href="#">WCAG 2.0 Success Criterion 2.3.1.</a>			✗
A6	Are accurate bookmarks provided for documents greater than 9 pages?	<a href="#">WCAG 2.0 Success Criterion 2.4.5.</a>	✗		
A7	Is the document free from review-related content carried over from Office or other editing tools such as comments, track changes, embedded Speaker Notes?	<a href="#">WCAG 2.0 Success Criterion 1.3.1</a>	✗		
A8	Is the order in the tag structure accurate and logical? Do the tags match the order they should be read in?	<a href="#">WCAG 2.0 Success Criterion 1.3.2.</a>	✗		
A9	Is all informational content contained in the tag structure?	<a href="#">WCAG 2.0 Success Criterion 1.3.1</a>	✗		
A10	Are all non-standard tags appropriately mapped to standard Adobe tags?	<a href="#">WCAG 2.0 Success Criterion 4.1.2</a>			✗
A11	Is all the text within the tags correctly formatted? (Free from line breaks and split words) <a href="#">Learn more about finding and fixing backend text errors.</a>	<a href="#">WCAG 2.0 Success Criterion 4.1.1</a>	✗		
A12	Do paragraph tags accurately represent visual paragraphs?	<a href="#">WCAG 2.0 Success Criterion 1.3.1</a>	✗		
A13	Can text be resized and considered readable when magnified to 200%?	<a href="#">WCAG 2.0 Success Criterion 1.4.4.</a>	✗		
<b>Testing Outcome Description</b>					
This HHS Checklist covers all PDFs under the CS number 299046; letters A, B, C, and D. This include the state factsheets, national factsheet, territories factsheets, and the explanation of data.					

## Section B: PDFs Containing Color

ID	Requirements	Traceability to 508	Pass	Fail	N/A
B1	Is information conveyed by methods other than color alone?	<a href="#">WCAG 2.0 Success Criterion 1.4.1.</a>	×		
B2	Does all text (with the exception of logos) have a contrast ratio of 4.5:1 or greater no matter the size?	<a href="#">WCAG 2.0 Success Criterion 1.4.3.</a> (Size stipulation not considered by HHS)	×		
<p><b>Testing Outcome Description</b> This HHS Checklist covers all PDFs under the CS number 299046; letters A, B, C, and D. This include the state factsheets, national factsheet, territories factsheets, and the explanation of data.</p>					

## Section C: PDFs Containing Links

ID	Requirements	Traceability to 508	Pass	Fail	N/A
C1	Are links tagged correctly in the tag structure? (Contain visual link text and link OBJR within the Link tag)	<a href="#">WCAG 2.0 Success Criterion 1.3.1.</a>	×		
C2	Are links distinguished by a method other than color?	<a href="#">WCAG 2.0 Success Criterion 1.4.1.</a>	×		
C3	Can all link text be understood out of context? If not, does generic link have sufficient context?	<a href="#">WCAG 2.0 Success Criterion 2.4.4.</a>	×		
<p><b>Testing Outcome Description</b> This HHS Checklist covers all PDFs under the CS number 299046; letters A, B, C, and D. This include the state factsheets, national factsheet, territories factsheets, and the explanation of data.</p>					

## Section D: PDFs Containing Images

ID	Requirements	Traceability to 508	Pass	Fail	N/A
D1	Are all images conveying information tagged as figures and included in the tag structure?	<a href="#">WCAG 2.0 Success Criterion 1.3.1.</a>	×		
D2	Do all images conveying information have alt text that provides the same level of understanding a visual user would gain?	<a href="#">WCAG 2.0 Success Criterion 1.1.1.</a>	×		
D3	Are all decorative images tagged as artifact/background?	<a href="#">WCAG 2.0 Success Criterion 1.1.1.</a>	×		
D4	Do complex images have an alternate accessible means of understanding?	<a href="#">WCAG 2.0 Success Criterion 1.1.1.</a>	×		
D5	Is the document free from images of text? (Picture of an informational table, screenshot of text from another source, etc.)	<a href="#">WCAG 2.0 Success Criterion 1.4.5</a>	×		
D6	Are groups of related images tagged in a way assistive technology users would understand?	<a href="#">WCAG 2.0 Success Criterion 1.1.1.</a>	×		

	<p><b>Testing Outcome Description</b> This HHS Checklist covers all PDFs under the CS number 299046; letters A, B, C, and D. This include the state factsheets, national factsheet, territories factsheets, and the explanation of data.</p>
--	--

### Section E: PDFs Containing Tables

ID	Requirements	Traceability to 508	Pass	Fail	N/A
E1	Does the document use table tags only for data tables?	<a href="#">WCAG 2.0 Success Criterion 1.3.1.</a>	×		
E2	Does the table structure in the tag tree match the visual table layout?	<a href="#">WCAG 2.0 Success Criterion 1.3.1.</a>	×		
E3	Are all header cells tagged with the TH tag? Are all data cells tagged with the TD tag?	<a href="#">WCAG 2.0 Success Criterion 1.3.1.</a>	×		
E4	Do all Header cells contain text?	<a href="#">WCAG 2.0 Success Criterion 1.3.1.</a>	×		
E5	Are merged cells correctly spanned with Colspan and/or Rowspan?	<a href="#">WCAG 2.0 Success Criterion 1.3.1.</a>	×		
E6	Do data tables with 1 set of both column and row headers appropriately use scope to associate to data cells?	<a href="#">WCAG 2.0 Success Criterion 1.3.1.</a>	×		
E7	Do data tables with more than 1 set of column and/or row headers appropriately use id/headers to associate to data cells?	<a href="#">WCAG 2.0 Success Criterion 1.3.1.</a>	×		
<p><b>Testing Outcome Description</b> This HHS Checklist covers all PDFs under the CS number 299046; letters A, B, C, and D. This include the state factsheets, national factsheet, territories factsheets, and the explanation of data.</p>					

### Section F: PDFs Containing Lists

ID	Requirements	Traceability to 508	Pass	Fail	N/A
F1	Are all visual lists tagged correctly with the List, List Item (LI), and LBody tags?	<a href="#">WCAG 2.0 Success Criterion 1.3.1.</a>	×		
F2	Does the number of items in the tag structure match the number of items in the visual list?	<a href="#">WCAG 2.0 Success Criterion 1.3.1.</a>	×		
F3	Are nested lists appropriately nested in the tag structure?	<a href="#">WCAG 2.0 Success Criterion 1.3.1.</a>	×		
<p><b>Testing Outcome Description</b> This HHS Checklist covers all PDFs under the CS number 299046; letters A, B, C, and D. This include the state factsheets, national factsheet, territories factsheets, and the explanation of data.</p>					

### Section G: PDFs Containing Headings

ID	Requirements	Traceability to 508	Pass	Fail	N/A
G1	Is text intended to act as a visual heading tagged with the heading tags (H1 through H6)?	<a href="#">WCAG 2.0 Success Criterion 1.3.1.</a>	×		

G2	Do heading tags follow a logical hierarchical progression? (Do not skip heading levels)	<a href="#">WCAG 2.0 Success Criterion 1.3.1.</a>	×		
G3	Are heading tags used only on text that defines a section of content?	<a href="#">WCAG 2.0 Success Criterion 1.3.1.</a>	×		
G4	Does the Heading text accurately describe the sectional content?	<a href="#">WCAG 2.0 Success Criterion 2.4.6</a>	×		
<b>Testing Outcome Description</b> This HHS Checklist covers all PDFs under the CS number 299046; letters A, B, C, and D. This include the state factsheets, national factsheet, territories factsheets, and the explanation of data.					

## Section H: PDFs Containing Forms

ID	Requirements	Traceability to 508	Pass	Fail	N/A
H1	Are all form fields correctly tagged?	<a href="#">WCAG 2.0 Success Criterion 3.3.2</a>			×
H2	Do all form fields contain understandable labels and tooltips?	<a href="#">WCAG 2.0 Success Criterion 3.3.2</a>			×
H3	Do tooltips contain all formatting requirements that will be automatically flagged as an error?	<a href="#">WCAG 2.0 Success Criterion 3.3.2</a>			×
H4	Are required fields programmatically set?	<a href="#">WCAG 2.0 Success Criterion 3.3.1</a>			×
H5	Is the tab order of the form fields logical?	<a href="#">WCAG 2.0 Success Criterion 1.3.2.</a>			×
<b>Testing Outcome Description</b> This HHS Checklist covers all PDFs under the CS number 299046; letters A, B, C, and D. This include the state factsheets, national factsheet, territories factsheets, and the explanation of data.					

## Section I: PDFs Containing Other Common Elements

ID	Requirements	Traceability to 508	Pass	Fail	N/A
I1	Is any nonstandard text (glyph) tagged in an accessible manner?	<a href="#">WCAG 2.0 Success Criterion 1.1.1.</a>			×
I2	Was OCR successfully performed on a scanned image document?	<a href="#">WCAG 2.0 Success Criterion 1.4.5.</a>			×
I3	Was the language appropriately set for all foreign words or phrases?	<a href="#">WCAG 2.0 Success Criterion 3.1.2</a>			×
I4	Is the table of contents tagged with appropriate tags? (TOC, TOC Item (TOCI))	<a href="#">WCAG 2.0 Success Criterion 1.3.1.</a>			×
I5	Are all internal links/TOC entries functioning correctly (if linked)?	<a href="#">WCAG 2.0 Success Criterion 2.4.5.</a>			×
I6	Are citations and footnotes/endnotes tagged with appropriate tags? (Reference, Note)	<a href="#">WCAG 2.0 Success Criterion 1.3.1.</a>			×

**Testing Outcome Description**

This HHS Checklist covers all PDFs under the CS number 299046; letters A, B, C, and D. This include the state factsheets, national factsheet, territories factsheets, and the explanation of data.

Tester Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Save Form

Print Form

Email Form