



Guidelines for Contractors Regarding Document Accessibility

All California state agencies must comply with federal and state laws forbidding discrimination against persons with disabilities, including accessibility of their website and all its documents. On July 1, 2019, CalRecycle published an accessibility compliance certificate to the CalRecycle website stating that we are compliant with AB 434 and Section 508 accessibility requirements. CalRecycle's internal and public-facing website and documents shall conform to the Section 508 accessibility requirements.

After July 1, 2019 all contracts will reflect this requirement, and contractors must create and format website content and documents for accessibility. CalRecycle staff will check documents prepared by contractors for accessibility and return documents to contractors for remediation if not fully accessible.

Accessibility Defined

In this context, accessibility means people with visual, audio, or cognitive disabilities have equal access to web page content; print and digital Word, Excel, PowerPoint and PDF documents. The following are primary principles of accessibility.

For Print Documents

- Minimum font size is Arial 12.
- Color contrast is 4.5:1 at level AA. You can test color contrast by downloading the free Color Contrast Analyzer tool:
<https://developer.paciellogroup.com/resources/contrastanalyser/>

For Digital Documents

- Document properties are included (title, author, and subject).
- Minimum font size is Arial 12.
- Color contrast is 4.5:1 at level AA. You can test color contrast by downloading the free Color Contrast Analyzer tool:
<https://developer.paciellogroup.com/resources/contrastanalyser/>
- PDF, Word, and Excel documents pass an automated accessibility check in the respective software and a manual check by a person.
- Digital documents are accessible by an audio screen reader and the reader reads content in the correct order with no errors.
 - Document creators should utilize built-in formatting styles (like headings) for Word and PowerPoint documents.

- Images include alternative text (alt text) that describes content for users with visual impairments.
- Charts, graphs, and infographics include alt text with instructions pointing readers to an appendix that includes source data for chart and/or a detailed description of the content.
- Tables include heading row and do not include merged cells.
- Documents include meaningful hyperlinks (full URL).
- Excel spreadsheet tabs have unique names and do not include blank rows, columns, or cells.

For Videos

- Videos must include closed captions and detailed transcripts.
- Videos will be hosted on the CalRecycle YouTube channel.

For PowerPoint Presentations

- Minimum font size is Arial 20.
- Color contrast is 4.5:1 at level AA. You can test color contrast by downloading the free Color Contrast Analyzer tool:
<https://developer.paciellogroup.com/resources/contrastanalyser/>
- PowerPoint documents cannot include complex animations (beyond “appear” or “disappear”) and automatic slide transitions.
- PowerPoint presentations with videos include captions and transcripts.
- If a PowerPoint is meant to be used as a resource (posted as a reference after a presentation), we advise it be converted to a PDF. If it will be posted to our site as a PowerPoint presentation, it must be readable by a screen reader.

This policy covers all documents hosted on the website, including, but not limited to:

- Word and Excel Documents, PDFs, PowerPoint Presentations, and videos created by external contractors
- Public Notices and supporting documents (agendas, presentations, etc.)
- Publications (reports, brochures, posters, etc.)
- Electronic forms
- Any official internal or external communications

Guidance for Making Documents Accessible

- Starting July 1, 2019, all documents posted to the CalRecycle website need to be made accessible. Webmaster staff will provide assistance with accessibility until September 1, 2019.

Writing and Formatting Documents

- The CalRecycle report templates will help writers make reports accessible if used correctly. Use appropriate headers.
- Depending on how complicated the document is (with images, tables, charts, and graphs), it may take several hours to remediate a document for accessibility. Build extra time into a project's workflow to accommodate accessibility formatting and verification.
- Documents that include images must include alt text descriptions.
- Documents that include charts, infographics, and other visual representations of data must include an appendix with source data (i.e., an accessible table) and a brief description that explains the significance of the data depicted in the chart.

Resources

The following resources define accessibility and provide instruction on how to make documents accessible in multiple software programs.

AB 434

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB434

Section 508

<https://www.section508.gov/>

Department of Rehabilitation

- **Resources for Creating Accessible Documents**
<https://www.dor.ca.gov/Home/DocumentAccessibility>
- **Microsoft Word:**
<https://www.dor.ca.gov/Home/ResourcesforCreatingAccessibleContent#Word>
- **Excel Tables**
<https://www.dor.ca.gov/Home/ResourcesforCreatingAccessibleContent#Excel>
- **PowerPoint**
<https://www.dor.ca.gov/Home/ResourcesforCreatingAccessibleContent#PowerPoint>
- **Portable Document Formats (PDFs)**
<https://www.dor.ca.gov/Home/ResourcesforCreatingAccessibleContent#PDF>
- **Multimedia and Captioning**
<https://www.dor.ca.gov/Home/ResourcesforCreatingAccessibleContent#Multimedia>