OneLab REACH™

Resource Submission Guidelines

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REACH Partnership Resource Submission Packet

Introduction
Thank you for your interest in the Centers for Disease Control and Prevention's (CDC) OneLab REACH learning management system. This resource guide contains forms and checklists you will need to prepare and submit with your materials for inclusion within the REACH system. Resources should be submitted to OneLab REACH using the request form here. **Disclaimer:** We may make edits to resources that have been submitted to ensure they are 508 compliant.

Please note that all training materials and media files you submit must be 508 compliant to be hosted on REACH. For more information, check out the Accessibility Conformance Checklists | HHS.gov.

We've included some definitions below to help you navigate the checklists:

What is alternate text (alt text)?
Screen reading software is used by people who are blind or who have low vision. Screen readers can only speak text that is in the document or web page. For any non-text content, text must be added so that it can be accessible to people with limited or no vision. Alternative text is read by screen readers in place of images, allowing the content and function of the image to be accessible to people with limited or no vision.

What is an informative image?
Images may be meaningful (informative) or decorative. An informative image – such as a chart, graph, or illustration – conveys a message or action. A decorative image simply complements the text on a page, and should be semantically marked as decorative, or saved as an artifact.

What is a long description?
When a graphic cannot be explained concisely with alternative text ("alt text"), it needs a long description. For example, a chart with robust data must have a long description that details the relationship between data points for users who cannot see the image. It can be placed below the image on the page.

What is your focus area?
REACH training materials fall into nine focus areas. Each area has been defined below. You will be asked to select a primary and secondary focus area for your materials. The primary focus area is where your resource will be hosted. Secondary categories will be used as filters or tags for sorting by various subjects.

Focus Areas

Quality

To improve the quality and safety of laboratory testing in clinical and public health settings.

Safety

To address the knowledge, skills, and abilities necessary to ensure a safe working environment that meets or exceeds applicable regulatory requirements and guidelines.

Core Science

To improve skills, methods, and procedures in clinical and public health laboratories through job aids and courses.

Laboratory Fundamentals

To provide a set of foundational knowledge and capabilities needed for testing samples across the wide spectrum of scientific and technical activities of public health laboratories.

Informatics

To improve the exchange and use of laboratory testing data. It addresses the knowledge, skills, and abilities needed to systematically apply information science, computer science, and information technology to support public health practice, research, and learning.

Preparedness and Response

To enhance the preparedness and response capabilities of the clinical and public health testing community.

Diagnostic Testing

To improve clinical and public health diagnostic testing.

Packing and Shipping

To inform and educate laboratory professionals who pack and ship Division 6.2 infectious substances and dry ice.

Workforce Development

To provide non-technical, including leadership, content to support the continuing education or professional development of laboratory professionals and the testing community.

Web Resources:

Division of Laboratory Systems (DLS) | CDC

Lab Training | CDC Training Job Aids

OneLab REACH | OneLab REACH (cdc.gov)

REACH Partnership Resource Submission Form

This form will be used to submit resources to OneLab REACH and include the details for requirements. For technical questions, please contact LabTraining@cdc.gov.

Submitter Name:
Submitter Email:
Partner Organization:

Media Type: Video   Audio   PDF   Word   PPT

Media Title:

Media Description (Summarize your media file's content in 1-2 sentences):

1. **Select the primary focus area of the media. (Check one option.)**
    Quality
    Safety
    Core Science
    Laboratory Fundamentals
    Informatics
    Preparedness and Response
    Diagnostic Testing
    Packing and Shipping
    Workforce Development

2. **Select all secondary focus areas of the media. (Check all that apply.)**
    Quality
    Safety
    Core Science
    Laboratory Fundamentals
    Informatics
    Preparedness and Response
    Diagnostic Testing
    Packing and Shipping
    Workforce Development

3. **Next, choose your media type to go directly to the checklist:**
    Video   Audio   Acrobat PDF
    MS PowerPoint   MS Word

Required Video Submission Form

This document outlines the requirements for submitting video files to OneLab REACH. When submitting a video file, please follow the guidelines listed below. (For technical questions about this form, please get in touch with LabTraining@cdc.gov).

Please complete the accessibility compliance form below and submit this checklist along with your resource. Additionally, please use the "notes" space provided below the checklist to note any noncompliant items.

Video Requirements	Details	508 Compliant?
Frame Rate	25 fps or 29.97 fps	
Video Resolution	1920 x 1080 HD	
Codec	H.264	
Bit Rate	16 Mbps	
Also Include a Low-Res Version	1280 x 720 HD, H.264, 3 Mbps (target 200 MB; 300 MB maximum)	
Preferred Format	mp4	
Transcripts	Ensure that all video files contain transcripts (SRT or VTT).	
Captions	Ensure that all video files contain captions (SRT or VTT).	
Video Types	Video submissions should include two separate videos – one high-resolution (1920 x 1080) and one low-resolution (1280 x 720) version – as well as an image for a thumbnail associated with the media content. Low-res video files must be less than 300 MBs (200 MBs is preferred).	

Notes:

All documents and any other training materials must be 508 compliant. Please check out the Accessibility Conformance Checklists | HHS.gov for additional details. Use the "Web Sites, Web Applications & Software" checklist.

Required Audio Submission Form

This document outlines the requirements for submitting audio files to OneLab REACH. When submitting an audio file, please follow the guidelines listed below. (For technical questions about this form, please get in touch with LabTraining@cdc.gov).

Please complete the accessibility compliance form below and submit this checklist along with your resource. Additionally, please use the "notes" space provided below the checklist to note any noncompliant items.

Audio Requirements	Details	508 Compliant?
Preferred Format	mp3 or mp4 (100 MB maximum)	
Captions	Ensure that all audio files contain captions (SRT or VTT).	
Transcripts	Ensure that all audio files contain transcripts (SRT or VTT).	

Notes:

All documents and any other training materials must be 508 compliant. Please check out the Accessibility Conformance Checklists | HHS.gov for additional details. Use the "Web Sites, Web Applications & Software" checklist.

Required Acrobat PDF Submission Form

This document outlines the requirements for submitting Adobe Acrobat PDF files to OneLab REACH. When submitting a PDF, please include a copy of the original Microsoft source file (e.g., Word, PowerPoint) if available. (For technical questions about this form, please get in touch with LabTraining@cdc.gov).

Please complete the accessibility compliance form below and submit this checklist along with your resource. Additionally, please use the "notes" space provided below the checklist to note any noncompliant items.

Accessibility Features	508 Compliant?
Document	
Document has title, author, subject, and keywords (embedded in the file properties)	
Document language is specified	
Any text that is in a different language than the primary language of the document is semantically specified	
Document has been tested with a screen reader	
Links	
Links have actual text (no images in place of text)	
Link text indicates the purpose of each link	
The full hyperlink is included for all links	
Links are default blue with underline	
Images	
All images are high quality and free of pixelation issues	
Text embedded in images is legible	
Text embedded in images is spelled out in **alt text** or a **long description**	
Decorative images are marked as either "decorative" or artifacts	
Meaningful images have appropriate alt text	
Meaningful images are marked as figures	
Complex images/infographics have a long description	
Header and Footer	
Information in the header or footer is repeated in the page text	
Tags	
There is no unmarked or untagged content in the document	

Any content that should not be displayed to a screen reader user is semantically marked as an artifact or decorative	
All real page text is semantically tagged as either <p> or H1-H6	
Form fields	
Text boxes and other elements are tagged with a tooltip	
Alt text gives instructions to screen reader users (e.g., "write your feedback here")	
List Items	
All lists are tagged as lists in the tag tree	
There are no image-based list bullets	
There are no sub-lists	
General	
Document passes Acrobat Accessibility Checker with **no errors**	
All **warnings** have been manually checked	
File name is descriptive & less than 31 characters (including spacing)	
Document has no functionality problems	

Notes:

Additional Requirement for PDF Document Submissions

Please indicate the original source document (e.g., Word, PowerPoint) you are including, if available, along with your PDF:

Word Doc   PowerPoint File   Other

All documents and any other training materials must be 508 compliant. Please check out the Accessibility Conformance Checklists | HHS.gov for additional details. Use the "Adobe PDF" checklist.

Required Microsoft Word Submission Form

This document outlines the requirements for submitting Word files to OneLab REACH
(For technical questions about this form, please get in touch with LabTraining@cdc.gov).

Please complete the accessibility compliance form below and submit this checklist along with
your resource. Additionally, please use the "notes" space provided below the checklist to note
any noncompliant items.

Accessibility Features	508 Compliant?
Structural & Semantic Elements	
Headings are created using Styles (not just large or bold text)	
Headings are accurate and informative	
Headings follow hierarchical levels (H1-H6)	
Normal page text is tagged as <p> in the Styles pane	
Table of Contents is based on headings (when applicable)	
Document language is specified (in Review tab)	
Key information in headers/footers appears in the body of the document	
Footnotes are created using the Insert tool (in the References tab)	
Abbreviations and acronyms are spelled out or explained	
The document does not contain multiple text columns	
Superscripts or subscripts are used minimally	
Page numbers are created using the Page Break tool (in Insert tab)	
Links	
Links are created using the Link tool, or by right-clicking on text and inserting the link	
Links have actual text (no images in place of text)	
Link text indicates the purpose of each link	
The full hyperlink is included for all links	
Links are default blue with underline	
Styles and Appearance	
Images of small text have text captions	
Text and background color contrast have been checked for compliance	
Line spacing is set to **at least** 1.5	
Lines are left justified	

Text and Fonts	
Fonts are easily readable and 12 pts or larger	
Symbols used to convey meaning are explained in plain text on the page	
Text effects, Word Art, ALL-CAPS, and DROP-CAPS are not used	
Body text is standard black (no color except for defined links)	
Images, Shapes and SmartArt	
All images with conveyable content have meaningful alt text	
Alt text for informative images (i.e., pie charts) is 150 characters or less	
Complex images include both alt text and a text long description	
Text boxes are placed in line with page text and have alt text	
Smart Art objects are placed in line with page text	
Smart Art objects include alt text (and long description, if necessary)	
All shapes that have meaning have alt text	
Data Tables	
All tabular data are represented in a real (MS Word created) table	
Tables have a title, one header row, and/or one header column	
Tables do **not** contain nested tables or merged or split cells	
Tables are in line with the text	
Layout tables do **not** have table data header designations	
Charts and Graphs	
All charts are placed in line with the text	
All charts have alt text and a long description if needed	
Lists	
All lists are created using the MS Word List feature	
Lists do **not** have image-based bullets	
General	
Document passes Accessibility Checker with **no errors** and is .docx	
File name is descriptive and less than 31 characters (including spacing)	

Notes:

All documents and any other training materials must be 508 compliant. Please check out the Accessibility Conformance Checklists | HHS.gov. Use the "Microsoft Word" checklist.

Required MS PowerPoint Submission Form

This document outlines the requirements for submitting PowerPoint files to OneLab REACH. (For technical questions about this form, please get in touch with LabTraining@cdc.gov).

Please complete the accessibility compliance form below and submit this checklist along with your resource. Additionally, please use the "notes" space provided below the checklist to note any noncompliant items.

Accessibility Features	508 Compliant?
Structural & Semantic Elements	
Headings are accurate and informative, and follow H1-H6 style levels	
Abbreviations and acronyms are spelled out or explained	
Styles, Appearance & Links	
Text and background color contrast is appropriate	
Line spacing for paragraphs is set to at least 1.5 pts	
Links are actual text, and the purpose of each link is clear	
Text and Fonts	
Normal page text is marked as <p> through the Styles pane	
Slide fonts are easily readable and 16 pts or larger	
No ALL-CAP, DROP-CAP, Text Effects or Word Art treatments are used	
Images, Shapes and SmartArt	
Any series of related images or shapes is grouped	
All images with conveyable content have meaningful alt text	
Decorative images are labeled as such in the alt text box	
All shapes and symbols that have meaning (like an arrow) have alt text	
Graphs and Charts	
Graphs and charts have alt text and a long description (if needed)	
Parts of graphs or charts have a 3 to 1 minimum contrast (i.e., pie slices)	
General	
Reading order has been verified by using the Tab key	
File passes MS PowerPoint Accessibility Check with **no errors**	

Notes:

All documents and any other training materials must be 508 compliant. Please check out the Accessibility Conformance Checklists | HHS.gov. Use the "Microsoft PowerPoint" checklist.

For Internal TWDB Use Only

REACH Video and Audio Checklist

(The CDC POC will confirm that audio/video submissions include the information below.)

REACH Partner Video and Audio Media Checklist	508 Compliant?
1.1 Content	
1.1.1 One primary focus area is selected	
1.1.2 Secondary focus areas are selected	
1.2 Additional Video or Audio Details	
1.2.1 Captions are provided for all video or audio files	
1.2.1 Transcripts are provided for all video or audio files	
1.2.2 Video files are shared in mp4 format	
1.2.3 Video submissions include high-res (1920 x 1080) and low-res (1280 x 720) versions	
1.2.4 Low-res video files are less than 300 MB	
1.2.5 Video files include a thumbnail associated with the media content	
1.2.6 Audio files are in mp3 or mp4 format and are not larger than 100 MB	

For POC Reviewer

Reviewer Name: **Date of Review:**

Approval Status: Approved   Not Approved

Notes:

REACH PDF Document Checklist
For Internal TWDB Use Only

(The CDC POC will confirm that PDF submissions include the information below.)

REACH Partner PDF Document Checklist	508 Compliant?
1.1 Form	
1.1.1 An informative text description of the PDF is included	
1.1.2 One primary focus area is selected	
1.1.3 Secondary focus areas are selected	
1.2 Content	
1.2.1 Document properties and language are specified	
1.2.2 Links are semantically correct and descriptive	
1.2.3 Images are high quality and legible (if contain text)	
1.2.4 All images include alt text or a long description	
1.2.5 All normal page text is tagged as either <p> or H1-H6	
1.2.6 All fonts are legible and font size meets standards	
1.2.7 Form fields are marked semantically (if present)	
1.2.8 All lists are marked semantically, and do not include image-based bullets	
1.2.9 Passes manual color contrast check	
1.3 Additional PDF Details	
1.3.1 File name is descriptive & less than 31 characters	
1.3.2 Has no functionality problems	
1.3.3 Has been tested in a screen reader	
1.3.4 Content is legible and easy to read	
1.3.5 Images, tables and graphics are clear, readable, and align with content	
1.3.6 Translated documents (English to Spanish, for example) have been vetted	

For POC Reviewer

Reviewer Name: **Date of Review:**

Approval Status: Approved   Not Approved

Notes:

REACH MS Word Checklist
For Internal TWDB Use Only

(The CDC POC will confirm that MS Word submissions include the information below.)

REACH Partner MS Word Document Checklist	508 Compliant?
1.1 Form	
1.1.1 One primary focus area is selected	
1.1.2 Secondary focus areas are selected	
1.2 Content	
1.2.1 Document properties and language are specified	
1.2.2 Links are semantically correct and descriptive	
1.2.3 Images are high quality and legible (if contain text)	
1.2.4 All images include alt text or a long description	
1.2.5 All normal page text is tagged as either <p> or H1-H6	
1.2.6 All fonts are legible and font size meets standards	
1.2.7 Form fields are marked semantically (if present)	
1.2.8 All lists are marked semantically, and do not include image-based bullets	
1.3 Additional MS Word Details	
1.3.1 Word file passes Accessibility Checker with no errors	
1.3.2 All images and non-text features include alt text	
1.3.3 All links are descriptive and formatted correctly	
1.3.4 All tables have a designated header row	

For POC Reviewer

Reviewer Name: **Date of Review:**

Approval Status: Approved   Not Approved

Notes:

REACH PowerPoint File Checklist
For Internal TWDB Use Only

(The CDC POC will confirm that PowerPoint submissions include the information below.)

REACH Partner PowerPoint Checklist	508 Compliant?
1.1 Form	
1.1.1 One primary focus area is selected	
1.1.2 Secondary focus areas are selected	
1.2 Content	
1.2.1 Document properties and language are specified	
1.2.2 Links are semantically correct and descriptive	
1.2.3 Images are high quality and legible (if contain text)	
1.2.4 All images include alt text or a long description	
1.2.5 All normal page text is tagged as either <p> or H1-H6	
1.2.6 All fonts are legible and font size meets standards	
1.2.7 Form fields are marked semantically (if present)	
1.2.8 All lists are marked semantically, and do not include image-based bullets	
1.3 Additional PowerPoint Details	
1.3.1 Compliant alt text is present for all images	
1.3.2 Reading order of all slides has been verified	
1.3.3 Passes all MS PowerPoint compliance checks	
1.3.4 Fonts are not overly decorative	
1.3.5 Use of color in type and charts passes contrast checks	
1.3.6 Videos include an audio track with video descriptions	
1.3.7 Videos that include dialogue also include closed captions	

For POC Reviewer

Reviewer Name: **Date of Review:**

Approval Status: Approved   Not Approved

Notes: