

# Web Site Standards

## Department of Environmental Quality

The Department of Environmental Quality (DEQ) follows the standards adopted by the State of Montana for agency web sites. This document outlines the requirements for complying with the state standards as well as with additional DEQ web site standards.

There are two different standards for web pages depending upon whether they are considered 'static' web pages or 'e-Government services'.

1. Static web pages are those that contain constant, seldom-changing information. They can also contain simple database queries, as long as the queries are not classified as an e-Government service. All state agency web sites must have the same common look and feel as established for the State of Montana's web site. (<http://www.mt.gov>). DEQ general standards and static web page standards are listed below.
2. E-Government services have a different set of requirements for design (headers, footers, look and feel) than static web pages. See [DEQ's e-Government standards](#) for additional requirements for eGovernment services.

The state's software standards for both types of web pages are outlined on <http://mt.gov/itsd/policy/software.asp>.

### General Requirements:

All web pages within DEQ's web site (<http://www.deq.mt.gov/>) must use the style and design format adopted by the DEQ. Linking to DEQ's cascading style sheet in all web pages will accomplish this. Using DEQ's print style sheet will assure that pages will print correctly.

1. **Home page:** The size of the home page should be limited to 800x600 pixels to minimize scrolling whenever possible. Inside pages should also try to minimize scrolling as much as possible. All home pages should be named index.asp and be given an appropriate page title. META tags should be used to properly identify, describe and keyword the pages for effective search results. All web page file names should use the .asp extension.
2. **Web Standards:** All HTML/ASP pages should be compliant with current [W3C](#) web standards, using [XHTML](#) 1.0 Transitional doctype. HTML code should include the doctype statement.
3. **CSS:** Pages should link to the agency's cascading style sheet at <http://deq.state.mt.us/code/deqstyle.css> .

Pages should also link to the agency's print style sheet at <http://deq.state.mt.us/code/print.css> .

Contact the web site administrator for additional style sheets if required.

4. **Accessibility:** All pages must meet [section 308 federal guidelines](#) and Montana accessibility laws at <http://www.mt.gov/discover/disclaimer.asp#accessibility>.

## Static Web Page Requirements:

5. **Header:** All primary web pages must use the DEQ header that contains embedded links to the DEQ's home page at [www.deq.mt.gov](http://www.deq.mt.gov) and the State of Montana's home page at [www.mt.gov](http://www.mt.gov).
6. **Menu:** All primary web pages must use the designated fonts, colors, cascading style sheets and javascript found in the menu template.
7. **Navigation:**
  - a. A topic-related sub-web or site usually contains a left navigation area that contains the links common to all pages in that topic-related site, such as '[Air Quality](#)', '[Permits](#)', '[Energize Montana](#)', etc.
  - b. The links at the top of the left navigation should follow other sites as much as possible. For instance, staff contacts, descriptions and applicable rules and laws at the top of the list.
  - c. The lower part of the left navigation should have links to other related sites within DEQ, and a link to download the Adobe Reader.
  - d. There can be additional topic-related sub-webs or sites (having their own navigation) under a parent site if that site contains enough information to warrant its own topic. Otherwise, most sub-webs use the left navigation of the parent web.
8. **Footer:** All pages must use DEQ's standard footer, which includes main category links and additional links to the State of Montana's web site.
9. Any large documents or reports posted on the web site must follow [DEQ's standards for large documents](#).
10. Special pages such as reports, queries, and surveys, or pages hosted from a different web or application server may omit the main drop down navigational menu as long as they have links back to their home or parent pages, DEQ's home page, and any other appropriately related page. These links should be simple horizontal text links along the top of the page under DEQ's header.
11. By the end of 2005 the state's domain name will be changing from state.mt.us to mt.gov. All internal links in documents should use relative links. If absolute links are used, they should reflect this change (<http://www.deq.mt.gov/Webpage.asp>).

## Server Considerations:

DEQ's web site is located on a Microsoft 2003 IIS web server. Any pages that are placed on our web server must be able to run from that platform. A user should not be required to download any executable in order to launch a web page (except Adobe Acrobat). We can post pages that are generated from FrontPage, but they cannot be using any feature or component that requires Front Page Server Extensions.

## Additional Design Considerations:

Occasionally, a special project may require a more creative design that may incorporate non-standard colors, fonts, features, animation, etc. These designs need to be submitted for approval prior to posting.

Please contact DEQ's web site administrator, [Patty Davidson](#) at 406-444-3782, for information or assistance in providing the required files and templates.