

SIGN PROGRAM 101 TRAINING



US Army Corps
of Engineers

**West Thompson
Lake**



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Thames River Basin
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U.S. Army Corps of Engineers**

TRAINING TOPICS

- 1) Introduction to Sign Program and Sign Manual
- 2) Sign Basics (Sections 1 & 2 of Manual)
- 3) Project Sign Plans (Section 3 of Manual)
- 4) Sign Design Standards (Section 4-18 of Manual)
- 5) SignPro Program



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PART ONE

INTRODUCTION



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INTRODUCTION TO THE SIGN PROGRAM

This is a general awareness training to provide an overview of the National Sign Standards Program.

Our signs provide professional, useful information and effective directions to our visitors while also ensuring their safety.

The National Sign Program requires consistent signage at all of our facilities, so that people can identify the Corps "brand" wherever they go in the U.S.



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BACKGROUND

As a public agency, the U.S. Army Corps of Engineers has a responsibility to communicate clearly and professionally. The National Sign Program was implemented in 1987 to do just that.

The Sign Standards Manual creates a uniform appearance for all Corps Civil Works signs by establishing standards for color, message format, letter-style and mounting procedures.

The manual includes design methodology and visual standards for identification, directional, information, instruction and safety signs. It also contains guidelines for sign legends, specifications for material and fabrication methods, standards for sign placement, and establishes a comprehensive maintenance plan.

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WHEN IN DOUBT, CONSULT THE SIGN MANUAL

If you have any questions, look in the sign manual.

There are specific standards that must be followed when designing, ordering, and installing signs such as:

- Font style, size, color and spacing
- Line spacing
- “Flush left/rag right” alignment of words
- Sign color, size and message
- Sign placement
- Sign mounting
- Sign materials
- Sign maintenance and cleaning
- The list goes on...

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The Sign Standards Program is a lot to know, but you don't have to know it all to be effective. You just need to know where to look.

SIGN STANDARDS MANUAL

The Corps of Engineers Sign Standards Manual is the go-to resource for all aspects of signs for the Corps and provides guidance for effective management of the Corps sign program.

It is a subset of the Graphics Standards Manual (EP310-1-6)

There are 2 volumes

- Volume 1 – Sections 1-18 (EP 310-1-6a)
- Volume 2 – Appendices A-F (EP 310-1-6b)

- First published in 1987
- Volume I revised in 2006

The Sign Standards Manual is available digitally on the NRM Gateway:

<https://corpslakes.erdc.dren.mil/employees/sign/manual.cfm>

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OVERVIEW OF THE SIGN MANUAL

Section 1 - Introduction

Section 2 – Principles and Guidelines

Section 3 – Program Plan and Documentation

Section 4 – Design Standards

Section 5 – Identification Signs

Section 6 – Directional Signs

Section 7 – Recreation Area Signs

Section 8 – Symbol Signs

Section 9 – Traffic Signs

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OVERVIEW OF THE SIGN MANUAL

Section 10 – Property Markers

Section 11 – Workplace Safety Signs

Section 12 – Regulatory Signs

Section 13 – Interpretive Signs

Section 14 – Lock, Dam and Waterway Signs

Section 15 – Aids to Navigation

Section 16 – Construction Project Signs

Section 17 – Outgrant, Cost Share and Concession Signs

Section 18 – Office Interior Signs

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OVERVIEW OF THE SIGN MANUAL

Appendix A – Procurement Procedures

Appendix B – Materials and Specifications

Appendix C – Sign Maintenance Procedures

Appendix D – Typography Reference

Appendix E – Reference Materials

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PART TWO SIGN BASICS

(SECTIONS 1 & 2 of Sign Manual)



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LET'S NOT DO THIS...

- Over-signing
- Too many signs on one post
- Signs are too close together
- Signs don't follow HAGL (Height Above Ground Level) guidelines
- Mix of Corps and non-Corps signs
- Unprofessional appearance



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LET'S DO THIS INSTEAD...

- Concise messages
- Multiple messages can be displayed on a slat system sign
- Less separate signs
- Easier to read and understand
- Professional appearance



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SIGN IDENTIFICATION CODE SYSTEM:

SIGN TYPE

Every sign in the manual has an alphanumeric code associated with it. The letters in the code show the sign type, and the numbers identify the particular sign within that type.

<u>Code</u>	<u>Sign Type</u>	<u>Sec.</u>	<u>Code</u>	<u>Sign Type</u>	<u>Sec.</u>
AC-000	Symbol of Access	8	RES-00	Undesignated Restricted	7
APRDIR	Approach Roadway Directional	6	RSID-0	Recreation Symbol	8
APRS-0	Approach Roadway Directional with Symbols	6	RSV-00	Facility Reservation	7
BLM-00	Boundary	10	SAF-00	Workplace Safety; Safety	11
BTR-00	Boat Ramp	7	SCA-00	Workplace Safety; Caution	11
CID-00	Construction Project Identification	16	SDA-00	Workplace Safety; Danger	11
CMP-00	Campground	7	SDR-00	Workplace Safety; Directional	11
CREDIT	Corps Participation Credit	5	SECNID	Secondary Identification	5
DNG-00	Undesignated Danger	7	SLAT-0	Slat System	8
DRSS-0	Directional Symbol	8	SNO-00	Workplace Safety; Notice	11
ENT-00	Entrance Station	7	STANID	Standard Identification	5
FDI-00	Fire Danger Index	7	STANIN	Individual Letterforms	5
FEESYM	U.S. Fee Area Symbol	7		Standard Identification	5
HRS-00	Opening Hours	7	SWM-00	Swimming Beach	7
HSID-0	Hazard Symbol	14	TR-000	Trail Marker	7
HSLAT-0	Hazard Slat Symbol	14	UNS-00	Undesignated Safety	7
INT-00	Office Interior	18	W00-00	Traffic Warning (MUTCD)	9
INTERP	Interpretive	13	WDA-00	Waterway Danger	14
NPK-00	No Parking	9	WLI-00	Waterway Lock Instruction and Information	14
PRJDIR	Project Roadway Directional	6	WPM-00	Lake Mile Marker (Primary)	14
PRK-00	Parking	9	WRE-00	Waterway Restricted	14
PRK-AC	Parking w/ Symbol of Access	9	WRN-00	Undesignated Warning/ Caution	7
PS-000	Prohibition Symbol	8			
PTNR	Corps Identification w/ Partner Logo(s)	5	WS-000	Waterway Symbol	14
R00-00	Traffic Regulatory (MUTCD)	9	WSM-00	Lake Mile Marker (Secondary)	14
REG-00	Regulatory	12	WWA-00	Waterway Warning	14
			WWSTID	Waterway Identification	14

SIGN IDENTIFICATION CODE SYSTEM: LEGEND SIZE

The height of the capital letters in the primary legend is also known as A. All dimensions of worded signs will be described in terms of A. The size of the sign legend (A) is determined by the distance at which the sign is to be read. This letter size is calculated using the Viewing Distance Guide (see page 2-6).

For symbol signs without worded legends, the signs are built around the dimension of the margin, known as M.



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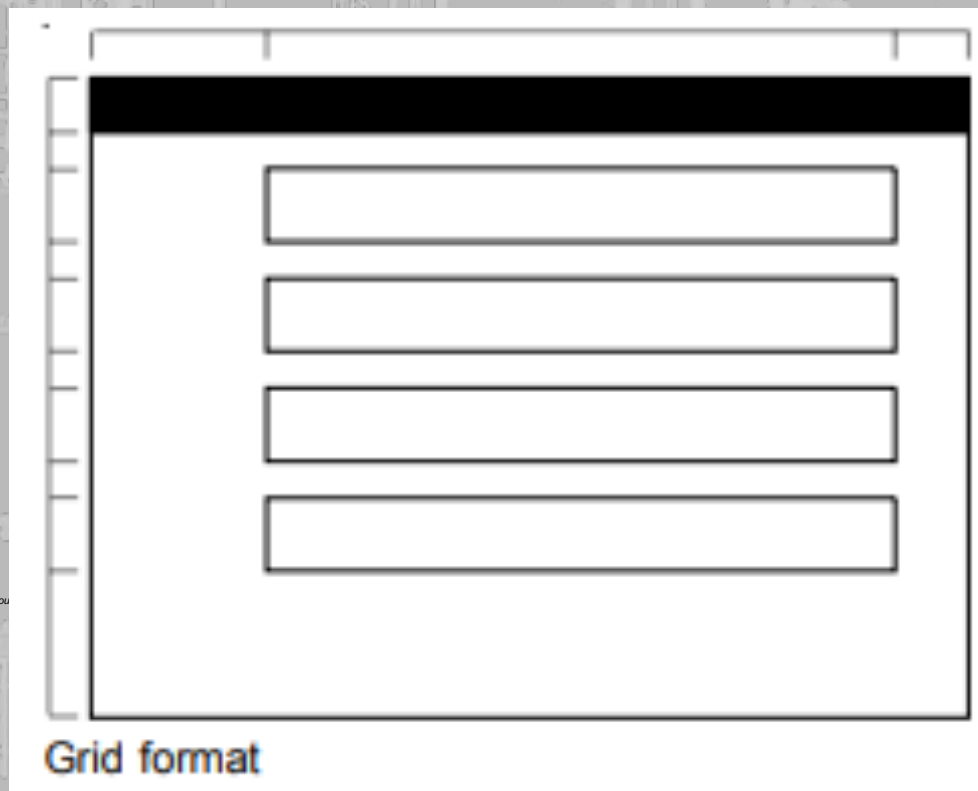


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SIGN IDENTIFICATION CODE SYSTEM: PANEL (SIGN) SIZE

Determined by the length and size of the legend.

Based on the grid format for that sign type.



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SIGN IDENTIFICATION CODE SYSTEM: SPECIFICATION CODE

Refers to the materials and fabrication techniques available for Corps signs as outlined in Appendix B. The specification for a given sign type may vary with the panel size, placement location or intended use.

The number on the matrix following the specification code shows the mounting configuration and type of post assembly. Each material and sign assembly method is individually specified in Appendix B.

RRW-00	Routed Signs
HDO-00	HDO Plywood Signs
ALU-00	Aluminum Signs
ICL-00	Individual Letter-forms
SCP-00	Screen Printed Signs
FRP-00	Fiber Reinforced Polyester
IMP-00	Injection Molded Plastic
PES-00	Porcelain Enamel/Steel
FSM-00	Flexible Sign Markers
WTW-00	Waterway Signs

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SIGN IDENTIFICATION CODE SYSTEM: POST SIZE AND MOUNTING

POST SIZE

In SignPro, a post size is generated based on panel size.

MOUNTING

The distance from the ground to the bottom edge of a sign panel, also known as the HAGL (Height Above Grade Level) or HAWL (Height Above Water Level) for waterway signs. This is based on panel size.

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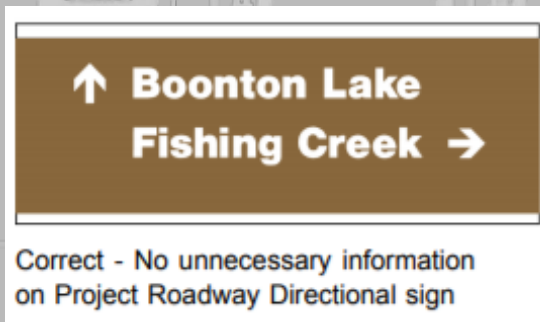


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SIGN MESSAGE

A sign is designed for the first-time viewer, so sign legends must be brief and easy to understand. Use as few words as possible to communicate the desired message. All signs, with the exception of directionals, should convey no more than one concept or thought.

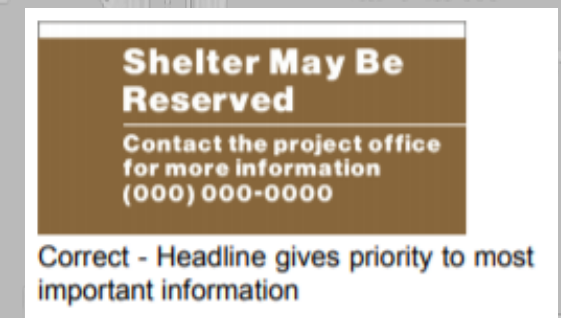
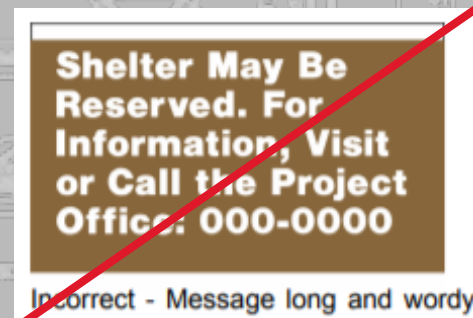


Sign messages should be concise, preferably no more than ten words. If a longer legend is necessary, break it up into a short headline, in larger letters, over the rest of the text.

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SIGN PANEL DESIGN

Legibility:

Typography and panel size must be appropriate for the distance and speed at which a sign is viewed.

The typography should be sized, spaced, and positioned so that the type does not appear to bleed off the edge.

To maximize the target value of a sign, it must have sufficient background area and contrast so that a driver can distinguish it in complex driving environments.

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Incorrect - Panel too small for type



Correct - Proper size panel for type



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SIGN PANEL DESIGN

Border:

The function of the border is that of a “visual container” of the message. It is most effective at night when the border on the top and bottom of the panel is caught and illuminated by headlights, which heightens the target value and signals to the driver the location of the sign.



Incorrect - Sign without borders



Correct - Sign with borders



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SIGN PANEL DESIGN

Flush Left Legends:

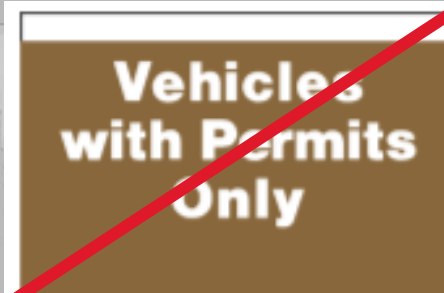
The legends of most signs shown in the manual use a flush left/rag right format. This means that the legend is aligned flush to the left of the layout grid margin. The look of the unjustified right margin is determined by line-break and legend placement within the format.

This type of layout has greater readability than if the legend is centered or justified. By using this format throughout, visual consistency is added to all types of signs used in the Corps sign system.

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Incorrect - Centered type



Incorrect - Justified type



Correct - Flush left type on grid format

SIGN PANEL DESIGN

Typography: The Corps sign system uses the Haas Helvetica letter style for all sign legends.

Helvetica Bold is used for all Standard Identification signs and primary legends on most other types of signs specified in this manual.

Lake

Helvetica Medium is used for waterway signs, recreation signs meant to be viewed from the water, and directional signs.

Lake

Helvetica Regular is used for all building interior signs and for selected support legends in combination with the Helvetica Bold typeface.

Exit

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SIGN PANEL DESIGN

Typography Standards:

1) Upper- and Lower-Case Legends

Legends of most signs should have upper and lower case legends with initial capital letters

2) Letter- and Word-Spacing Typography

The spacing between letters in words must be correct for optimum readability (see Appendix D)

Caution

**Lake Water
Level Varies**

**Watch for
Obstructions**

Cordell Hull

Spacing too tight for signs

Cordell Hull

Spacing too open for signs

Cordell Hull

Correct spacing for signs



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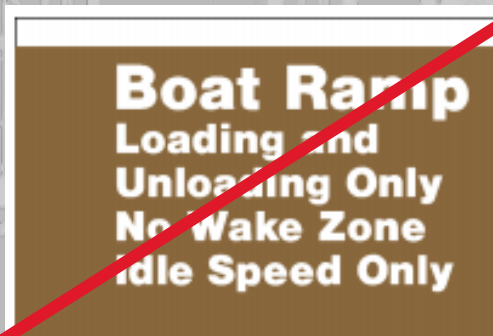
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SIGN PANEL DESIGN

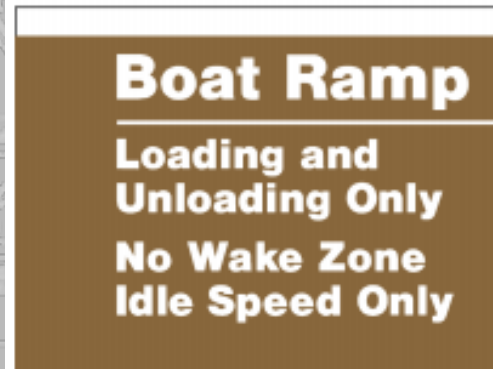
Typography Standards:

3) Line-Space

The space between multiple-line sign legends. Line-space between two different messages is greater than line-space between lines of the same multiple-line message group.



Incorrect - Equal line-spacing between all legend lines



Correct - Line-spacing varies according to the intended messages



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SIGN PANEL DESIGN

Typography Standards:

4) Legend Sizes and Viewing Distance Guidelines
























The appropriate size letter is selected for a sign so that the legend will be readable from the viewing distance desired (See Page 2-6).

TABLE A:

Table A: This table identifies the correct sign legend size as calculated from the proposed viewing distance, for signs read on project roads at slow approach speeds, as viewed by pedestrians, or from slow moving water craft. This chart is applicable for most all signs shown in the manual except where reaction time is a factor.

Legend size calculations for vehicles are shown for low MPH viewing. Adjustments for higher speed reaction times, or viewing from a wider cone of vision are not included in Table A. Letter sizes for these conditions must be calculated on a site-by-site basis, using FHWA standards or refer to the viewing distance/ reaction time calculations.

For waterway signs, refer to the sign legend sizes shown to the right. For distances greater than 1,512 feet, the capital letter height (A) of the sign legend is calculated by dividing the viewing distance by 28 and rounding up to the nearest inch. For example, a sign viewed from 2,000 feet would require a legend height of 72" ($2,000 \div 28 = 71.428$, and round up to 72"). Sign placement guidelines for waterways are provided in Section 14.

Viewing distance (In feet):	Capital letter height (In inches):	Application:			
0-20	.75				
21-27	1				
28-41	1.5				
42-55	2				
56-83	3				
84-111	4				
112-167	6				
168-251	9				
252-335	12				
336-503	18				
504-671	24				
672-839	30				
840-1007	36				
1008-1175	42				
1176-1343	48				
1344-1512	54				

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SIGN PLACEMENT AND MOUNTING

- Sign placement guidelines exist for placing signs viewed from an approaching vehicle as well as for mounting signs for pedestrian viewing.
- Mount signs at eye level. Mounting heights and locations have been determined for ease of reading based on sign size.
- Mount signs using wood posts unless otherwise specified. The standard is a 4" x 4" wooden post (No. 2 grade or better, well-seasoned, treated, and free from defects). Larger signs may be mounted with structural grade posts of larger dimensions.
- Wooden signposts should be used consistently throughout a project and they should all be painted the same Corps brown color.

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Detailed guidelines with drawings are on pages 2-8 through 2-10 and Volume 2, Section B – Materials and Specifications.

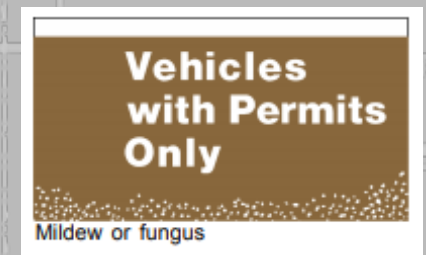
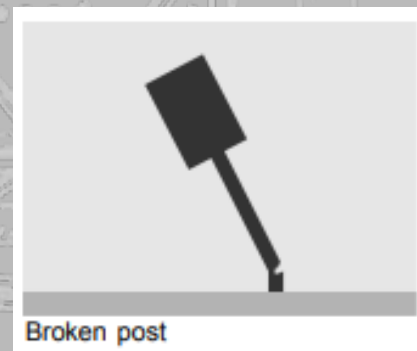
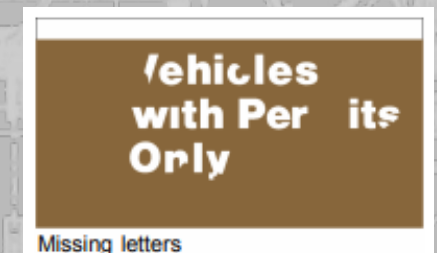
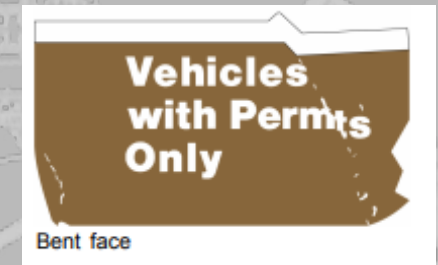


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SIGN MAINTENANCE

The maintenance of signs is an integral part of comprehensive sign program management.

- Inspecting
- Repairing
- Replacing
- Removing
- Cleaning
- Refreshing



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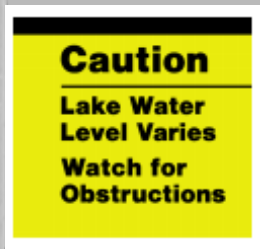
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SAFETY SIGNS

1) Danger/Restricted Signs



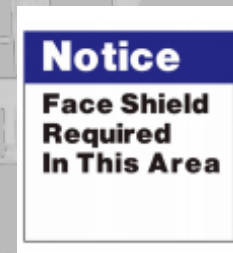
2) Warning/Caution Signs



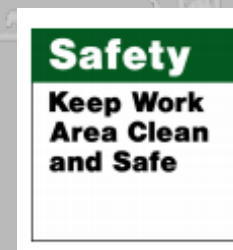
3) Symbol Signs



4) Notice Signs



5) General Safety Signs



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PART THREE PROJECT SIGN PLANS

(SECTION 3 of Sign Manual)



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PROJECT SIGN PROGRAM MANAGER

The project Sign Program Manager is responsible for making a sign plan for each specific site based on geography, hazards, audience, traffic, and the uses for each site. Site-specific sign legends will follow the standard sign formats to maintain a uniform and cohesive look throughout a project.

Implementing the Sign Plan:

1. Documentation of Existing Conditions
2. Preparation of Sign Plan
3. Implementation of Sign Plan
4. Maintenance of Sign Plan

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SIGN PLAN: STEP 1

DOCUMENTING EXISTING CONDITIONS

All signs currently in place must be inventoried and located on a site map. A photograph showing each sign and its surrounding area is recommended.

- Explanation of documentation process: p. 3-1 to 3-2.
- Sign Inventory Worksheet: p. 3-3.
- Example of map: p. 3-4.

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SIGN PLAN: STEP 1

DOCUMENTING EXISTING CONDITIONS

Mapping can also be done in GIS or Google Earth. It is helpful to have geo-tagged photos (from a phone/camera equipped with GIS). The USACE Innovations Team is coming up with a Sign Plan App to help projects inventory signs which should be available soon.

Plan ID No.	Legend Use/Notes	Point Size	Legend Size	Notes
16	Circle → Lake Ouchitza Rocky Beach Campground US Army Corps of Engineers Little Rock District	8x8" 150"	150"	Replace, move to other side of entrance
17	No Parking Anytime	2x18" 150"	150"	Remove: this sign is not necessary at this location
18	Campsites 29-54 Campsites → 1-28	57x36" 150"	150"	Replace sometime in future
19	Lake Ouchitza Rules, Open near Fishing to near Blanche Point Registration not online Register at Arden Campground. Boat Registration Required. Ten persons - two	48x48" 150"	150"	
20	STOP	24x24" 150"	150"	Re-mount on 4'x4' post. Use same panel. Plt at 60" HAGL
21	Composite Identification No. 1 Number Routed into Round Raker core	NA 60"	60"	Replace at end of cycle 1991
22	Composite Identification No. 2	NA 60"	60"	
23	Composite Identification No. 3	NA 60"	60"	

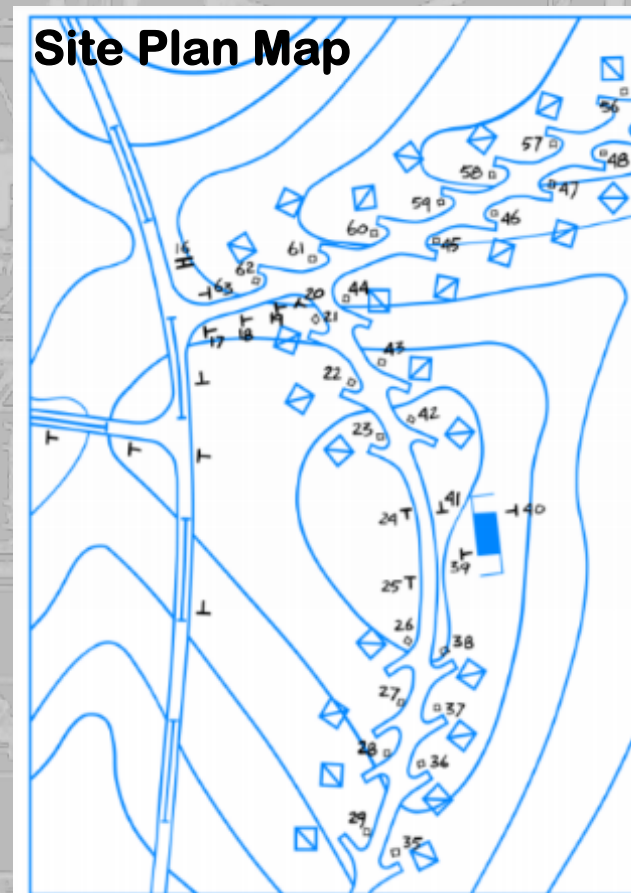
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Project Name: Location

Plan No. Date Revision By Date Page of Pages

PR 2/15/14 144 2/13/14 3 12

Sign Inventory Worksheet



SIGN PLAN: STEP 2

PREPARATION OF SIGN PLAN

- 1) Evaluate the data collected to determine required signs, replacement signs, and unnecessary signs.
- 2) Schedule the removal of existing signs that are unnecessary or the replacement of noncomplying signs.
 - The principles and guidelines governing the sign standards program: p. 2-1 to 2-12.
 - Explanation of sign plan process: p. 3-1 to 3-2.
 - Illustrations and descriptions of the signs available for use on a Corps project: p. 5-1 to 18-21.
 - Sign Inventory Worksheet: p. 3-3.
 - Example of map: p. 3-6.

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SIGN PLAN: STEP 3

IMPLEMENTATION OF SIGN PLAN

- 1) Upon approval by the District Sign Program Manager, carry out the plan by removing unnecessary signs and replacing noncomplying and missing signs.
- 2) Order and install new signs.
- 3) Update project Sign Inventory Worksheet and site map as required.
 - Sign Order Worksheet: Appendix A.
 - Material and installation specifications: Appendix B.
 - Example of implementation drawing: p. 3-6.

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SIGN PLAN: STEP 4

MAINTENANCE OF SIGN PLAN

- 1) Inspect the signs on a regular basis to ensure that signs are in place and in good condition – preferably **ANNUALLY**.
- 2) Continue to order and install new signs to replace noncomplying signs.
- 3) Evaluate site conditions continually to determine if new signs are required or if existing signs are no longer necessary
- 4) Review and update project Sign Inventory Worksheet and site map annually or as required.
- 5) Provide routine maintenance of signs.
 - Explanation of maintenance process: p. 2-12.
 - Maintenance guidelines: Appendix C.

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PART FOUR SIGN DESIGN STANDARDS

(SECTIONS 4-18 of Sign Manual)

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SIGN DESIGN STANDARDS

Section 4 of Sign Manual

SEVEN STANDARDS MUST BE FOLLOWED:

- 1) The Corps Signature for agency identification
- 2) Color standards for each type of sign
- 3) Three weights of the Haas Helvetica typeface for the lettering on sign faces
- 4) Specifications for letter- and word-spacing
- 5) Visual relationship of sign legend to sign panel size
- 6) Recommended viewing distances for each size of legend typography (p 2-6)
- 7) Sign placement guidelines (p 2-8 to 2-9).

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SIGN DESIGN STANDARDS

1) The Corps Signature is the key graphic element used to identify the Corps to the public.

a) The most prominent use of the Signature will be on identification signs. For Standard Identification, post and panel signs, the reverse Signature is used; the Mark is Communication Red, the Signature type is white.



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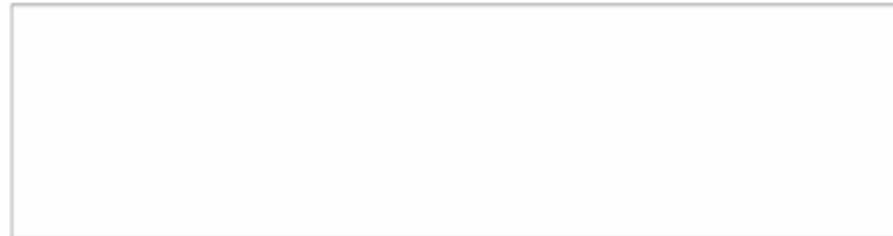
SIGN DESIGN STANDARDS

2) Recreation Area Color Standards

Corps Brown (BR): Background for identification, directional, recreation, and symbol signs. The closest Federal Standard Color is 20095.



White (WH): Legend for identification, directional, and recreation signs. Background for boundary signs. The closest Federal Standard Color is 27925, but the match with the 595B fan deck is not exact.



Communication Red (CR): Corps Mark (Castle) on identification signs. The closest Federal Standard Color is 11350, but the match with the 595B fan deck is not exact. The Graphics Standards Manual (EP 310-1-6) specifies Communication Red shall match Pantone Red 032.



Black (BK): Legend and Signature for boundary signs. The closest Federal Standard Color is 17038.



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SIGN DESIGN STANDARDS

3) Typography – Helvetica BOLD

Helvetica Bold is used for all legends on Standard and Secondary Identification signs.



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Cook Recreation Area

J. Percy Priest Lake

Helvetica Bold is used for all legends on recreation signs and as the support legends for Prohibition Symbol and Area Regulation signs.

Fee Collection

1. Select campsite.
2. Fee will be collected by uniformed park ranger on patrol.
3. Retain permit receipt and display at campsite.



Helvetica Bold is used for all legends on Workplace Safety signs and for support legends on Parking/No Parking signs.

Danger

**High
Voltage**



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SIGN DESIGN STANDARDS

3) Typography – Helvetica MEDIUM

Helvetica Medium is used for all directional and water-viewed signs.



Restricted
No Boats
Here to Dam

↑ J. Percy Priest
Dam 1.5 Miles
← Cook Recreation
Area

4) Typography – Helvetica REGULAR

Helvetica Regular is used with Helvetica Bold on Construction Project Identification signs and Property Markers.

Construction
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U.S. Army Corps
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Baltimore District

**Andrews Air Force
Base Hangar Field
Maintenance**

A Project of the U.S. Air Force

Consulting Engineer:
International Engineering
Company Inc.
Dallas, Texas

General Contractor:
Fred J. Early, Co. Inc.
Atlanta, Georgia

**Witness
Post**

Please Do Not Disturb
For Information Write To
U.S. Army Corps of Engineers
Portland District
P.O. Box 2670
Portland, Oregon 97208



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SIGN DESIGN STANDARDS

Arrows

- Position **straight-up** and **left-directed** arrows **to the left of the legend**
- Position **right-directed** arrows **to the right** of the legend
- The graphic below illustrates arrow alignment for the five different directions in which arrows may be placed on signs. Reading from left to right, the arrows show the **priority of placement on a sign** (see p. 6-4).



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STANDARD IDENTIFICATION SIGNS

Section 5 of Sign Manual

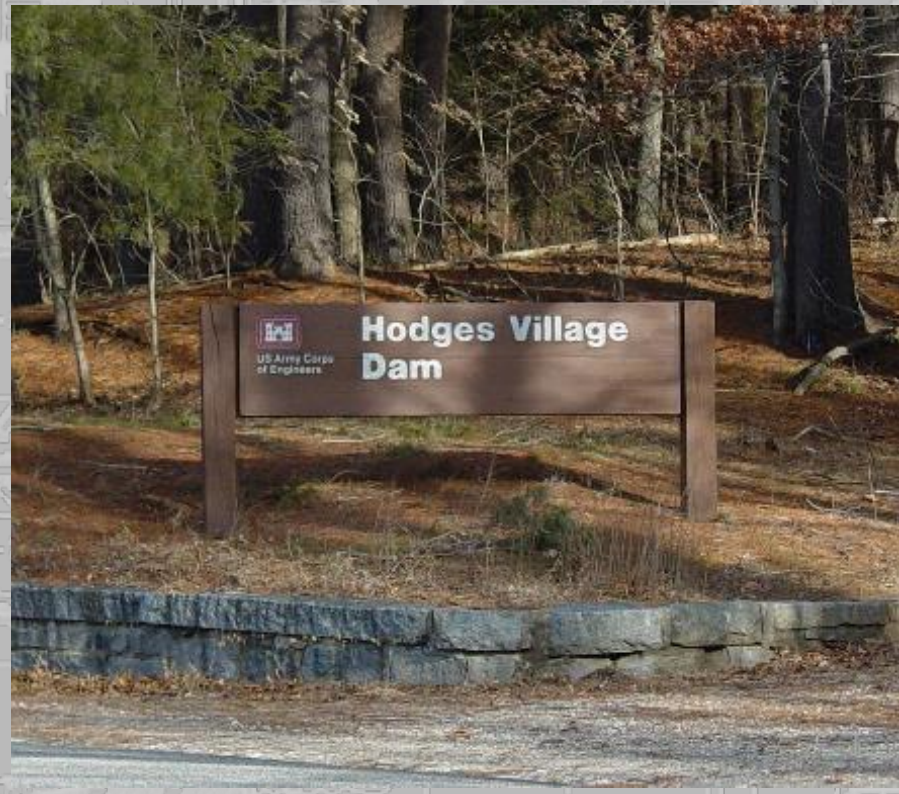
All Corps projects and facilities are identified with a Standard Identification sign which incorporates the Corps Signature.

Most frequent use of the Standard ID sign will be as a free-standing sign mounted between two posts.

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STANDARD IDENTIFICATION SIGNS

a) Standard Identification sign with full name of the project.



a)

b) Standard Identification sign with the area name as the primary legend and the project identification placed as the secondary legend.



b)

c) Identification sign with area name as the primary legend and cooperating sponsor identified in the secondary legend.



c)

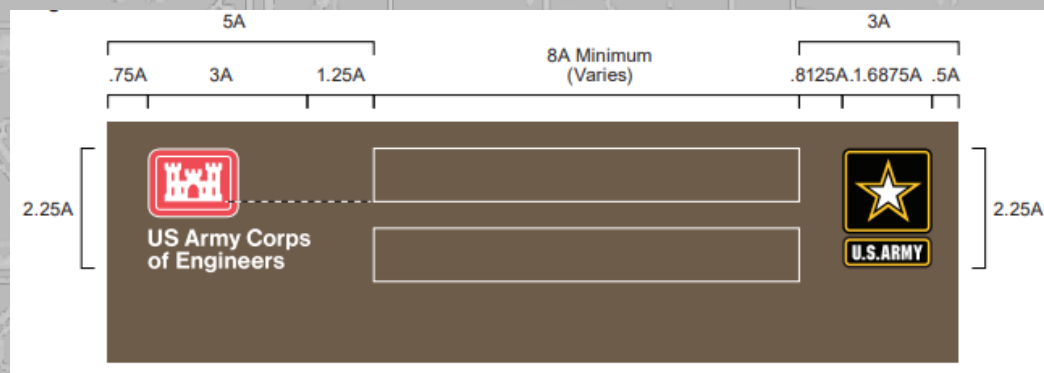
STANDARD IDENTIFICATION SIGNS

MAY 2019: Modification of Standard ID Signs to include Army star logo

This change places the Army star logo on the sign's right margin.

New and replacement Standard ID signs will incorporate this standard.

All currently standing Standard ID signs will be assessed for their eligibility for Army star logo decal placement. Eligible signs will receive decals. Signs ineligible for decals will not receive them but will be allowed to remain standing until the end of serviceable life.



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<https://corpslakes.erdcdren.mil/employees/sign/pdfs/20191008%20Army%20Star%20Logo.pdf>

DIRECTIONAL SIGNS

Section 6 of Sign Manual

Well planned and properly designed directional signs are important visitor aids.

They lead visitors to a Corps project, direct them to the various recreation areas, and then guide them to the facilities within each area. Directional signs are highly visible, seen not only by the boaters, campers, swimmers, and picnickers using a facility, but also by the many people traveling in the vicinity of a Corps project.

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DIRECTIONAL SIGNS

Border: Top border is one-half the size of basic grid unit A; bottom border is .375A.

Typography: Helvetica Medium, initial capitals only.

Sign Panel: Layout based on grid. Overall size of panel determined by length and number of messages.

Color: Corps Brown background with white borders, arrows, and typography.

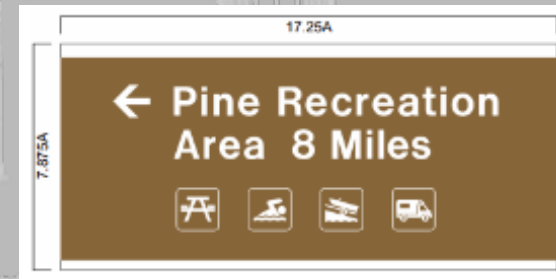
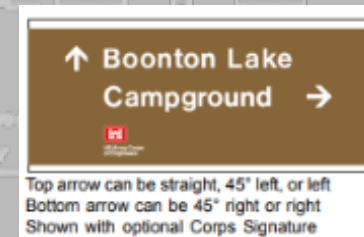
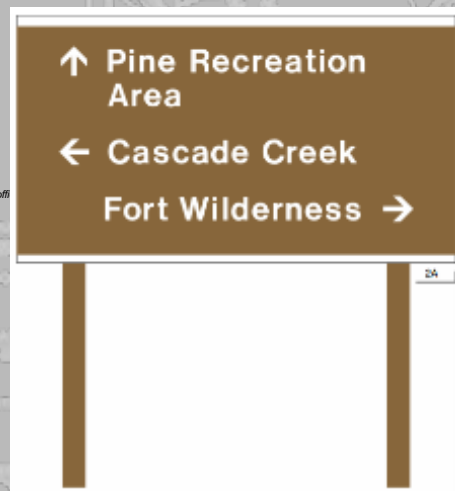
Post: Attached to the back of the sign panel, set in two units (2A) from the outside edge of the panel. Size and material determined by panel size.

Materials: Signs are fabricated from HDO plywood or aluminum. The face is applied reflective sheeting.

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RECREATION AREA SIGNS

Section 7 of Sign Manual

Recreation area signs serve a variety of purposes and applications.

They outline fees charged, hours of operation, services available, and procedures to be followed when launching a boat, using a dump station or reserving a picnic shelter.

This diverse group of signs is brought together through visual consistency: color, typography, border treatment, and panel layout, as illustrated on page 7-2.

Divided Into Basic Functional Areas:

- 1) Entrance Station
- 2) Campground
- 3) Picnic Area
- 4) Swimming Area
- 5) Boat Ramp



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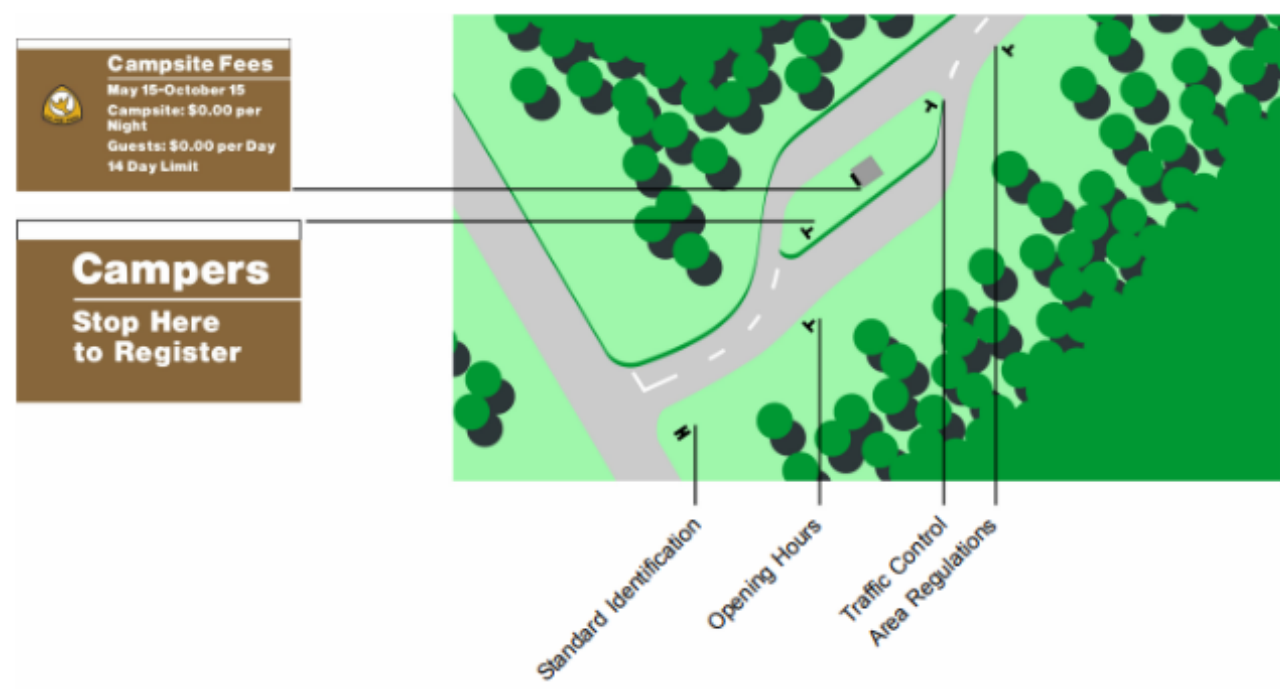
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RECREATION AREA SIGNS

Entrance Stations

Because there are several signs concentrated around an entrance station, placement guidelines should be followed:

- Signs should be mounted so that they are easily read from a motor vehicle, rather than by a pedestrian
- When the entrance station is in a center island, fee & registration signs should be mounted on the driver's **LEFT** side



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RECREATION AREA SIGNS

U.S. Fee Area Symbol

Entrances to areas that collect fees can be identified using this symbol.

This symbol may be used on approach roadways, project roads and on buildings. The symbol is available in three sizes (6", 9", 18")



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RECREATION AREA SIGNS

Picnic Areas

The shelter reservation signs can be mounted on or adjacent to the facility or structure which may be reserved in advance.

An additional detachable panel may be affixed to the base to advise users that the facility has already been reserved for that day.



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RECREATION AREA SIGNS

Swimming Areas

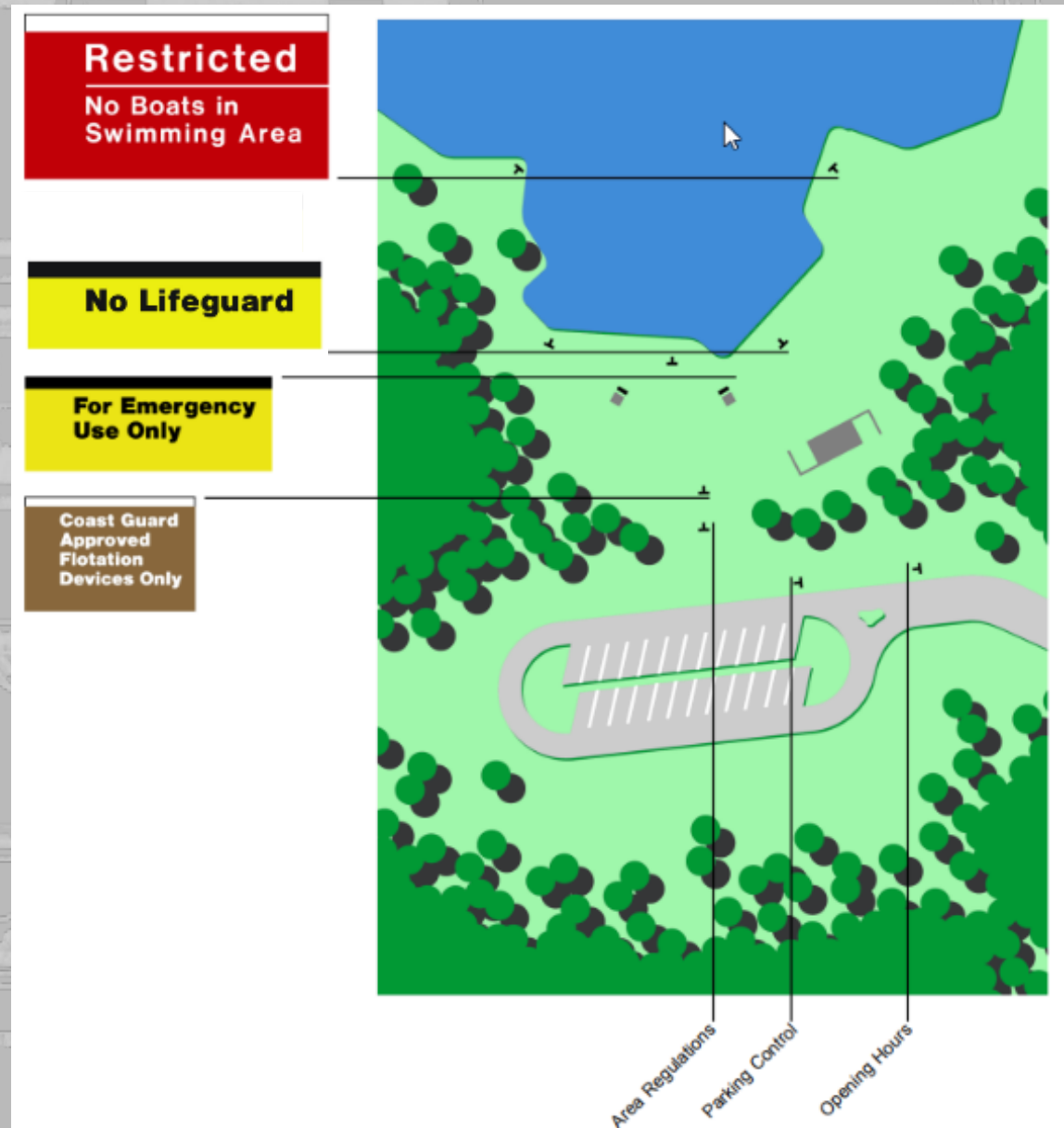
There are multiple signs that could be installed in swimming areas.

The “No Lifeguard” sign must be located on Corps-maintained access routes (including paths/trails) to the beach to advise there is no lifeguard service.

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RECREATION AREA SIGNS

Boat Ramps

Used adjacent to the boat ramp and outlines the rules to follow at the ramp and on the lake or river.

The first two messages are mandatory, and the third message is mandatory unless sign type BTR-03 (page 7-36) is used.

The fourth message is optional, depending on local project regulations.

Boat Ramp

**Loading and
Unloading Only**

**No Swimming
or Wading**

**No Wake Zone
Idle Speed Only**

**10 Horsepower
Maximum**

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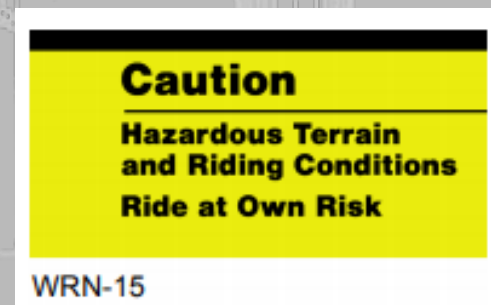
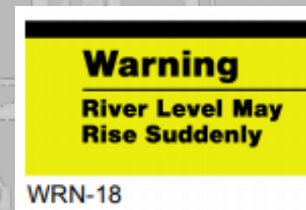
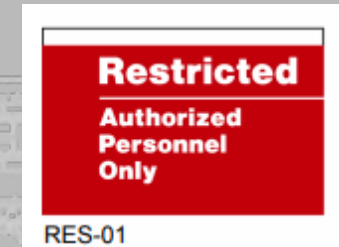
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RECREATION AREA SIGNS

Undesignated Safety Signs

These signs may be used to warn project visitors about hazards and to restrict potentially dangerous activity.

Unlike the other signs in this section, they do not relate to a specific functional area at a Corps project but may be needed anywhere along a lake or river.



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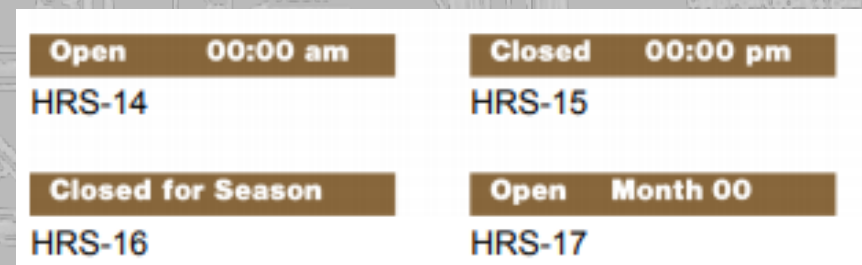
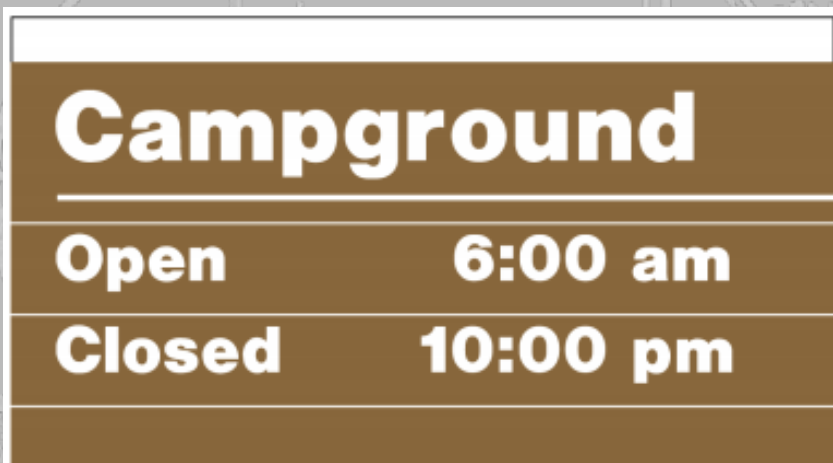
RECREATION AREA SIGNS

Opening Hours

Inform project or facility users of public operating hours and seasonal closures.

Placed at the entrance of a project, or at the entrance to individual facilities within a project.

The sign panel is fabricated of retroreflective sheeting applied to HDO plywood. The header panel and base strip are permanently attached to the back-up HDO panel, with glue and wood screws. The two insert strips, one for the opening time and one for the closing time, are individually screw-mounted to the backup panel, without glue. With this mounting method, the strips with specific times can be changed, without replacing or refinishing the entire sign panel.



RECREATION AREA SIGNS

Electronic Display Sign (EDS)

Also known as a variable message sign, is a programmable lighted sign that can be used indoors as well as out. The messages displayed can be easily changed to meet current needs. Signs of this type may be used to enhance communications with visitors and to supplement approved signs to advertise interpretive programs, announce special events, display water safety messages, or to advise of special conditions.

The National Sign Standards Program does not provide specifications for these signs, nor does it recommend or list specific manufacturers.



SYMBOL SIGNS

Section 8 of Sign Manual

Symbols should be used whenever possible.

There are two types of symbols used:



1) **Positive Symbols** - shown with brown background and white symbol are used to indicate the availability of a service, accommodation or activity.

- Used on Identification, Approach Roadway Directional, Directional signs within projects, as a discrete identification of a service or activity, and on an Area Regulation Slat System sign

2) **Prohibition Symbols** - such as “No Camping”, “No Motor Bikes”, etc. The symbol has a white background and black symbol with a red circle and a slash through the symbol.

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SYMBOL SIGNS

There are so many symbols available!

Spelunking
RS-084

Who knew?!



*Where a symbol is used in the Prohibition format, its number is also provided



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Airport	RS-029		Hotel, Lodging	RS-018		Scuba Diving	RS-060	PS-060
Alcoholic Beverage		PS-100	Hunting	RS-072	PS-072	Sea Lion/Seal Viewing	RS-106	
All-Terrain Vehicle Trail	RS-095	PS-095				Shelter, Picnic	RS-039	
Amphitheater	RS-070		Ice Fishing	RS-092	PS-092	Shelter, Sleeping	RS-037	
Automobiles	RS-003	PS-003	Ice Skating	RS-050	PS-050	Shelter, Trail	RS-043	
			Information	RS-014		Showers	RS-035	
Baby Carriages	RS-111		Inline Skating	RS-125	PS-125	Site, Picnic	RS-044	
Baseball	RS-096					Site, Trailer	RS-040	PS-040
Bear Viewing Area	RS-012		Jeep, Off Road Vehicle			Skateboard	RS-098	PS-098
Bicycle Trail	RS-066	PS-066	Trail	RS-067	PS-067	Skating, Ice	RS-050	PS-050
Boat Launch Ramp	RS-054	PS-054				Ski Jumping	RS-048	PS-048
Boat Marina	RS-053		Kennel/Pet	RS-045		Ski Lift/Chair Lift	RS-105	
Boat Tour	RS-087					Skating, Cross Country	RS-046	
Bottles or Cans		PS-101	Ladder, Fish	RS-089		Skiing, Downhill	RS-047	PS-047
Bus Stop	RS-031		Launching Ramp	RS-054	PS-054	Sledding	RS-049	PS-049
			Laundry/Laundromat	RS-085		Sleeping Shelter	RS-037	
Campfires	RS-042	PS-042	Library	RS-110		Smoking	RS-002	PS-002
Campground	RS-038	PS-038	Life Jackets	RS-094		Snakes	RS-099	
Cans or Bottles		PS-101	Life Ring	RS-128		Snack Bar	RS-102	PS-102
Canoeing	RS-079		Lighthouse	RS-007		Snowshoeing	RS-078	
Cars, Automobiles	RS-003	PS-003	Litter Receptacle	RS-086		Snowmobiling	RS-052	PS-052
Caving, Spelunking	RS-084		Lockers/Storage	RS-030		Spelunking/Caving	RS-084	
Chair Lift/Ski Lift	RS-105		Lodging	RS-018		Stable	RS-073	
Cleaning, Fish	RS-093	PS-093	Lookout Tower	RS-006		Storage, Lockers	RS-030	
Climbing	RS-082	PS-082				Store, Grocery	RS-020	
Collecting, Rock	RS-083	PS-083	Marina/Boat	RS-053		Strollers	RS-111	PS-111
Cross Country Skiing	RS-046		Mechanic/Garage	RS-027		Surfing	RS-059	PS-059
Cross Walk	RS-016	PS-016	Men's Restroom	RS-021		Surfing, Wind	RS-108	
			Moorage/Marina	RS-053		Swimming	RS-061	PS-061
Dam	RS-009		Motel/Lodging	RS-018				
Deer Viewing	RS-011		Motor Bike Trail	RS-065	PS-065	Technical Rock Climbing	RS-081	PS-081
Disc Golf	RS-122		Motorboating	RS-055	PS-055	Telephone	RS-025	
Digging, Artifacts		PS-127				Theater	RS-109	
Diving	RS-062	PS-062	Off-Road Vehicle Trail	RS-067	PS-067	Tour Boat	RS-087	
Diving, Scuba	RS-060	PS-060	Overlook/Viewing Area	RS-036		Tour, Bus	RS-031	
Dogs, Pets on Leash	RS-017	PS-017				Tower, Lookout	RS-006	
Dog Sledding	RS-123		Parking	RS-034	PS-034	Trail Shelter	RS-043	
Downhill Skiing	RS-047	PS-047	Pedestrian Crossing	RS-016	PS-016	Trail, All-Terrain Vehicle	RS-095	PS-095
Drinking Water	RS-013	PS-013	Pets on Leash	RS-017	PS-017	Trail, Bicycle	RS-066	PS-066
Dumpster, Trash	RS-091		Pet Storage/Kennel	RS-045		Trail, Hiking	RS-068	
			Personal Watercraft	RS-121	PS-121	Trail, Horse	RS-064	PS-064
Environmental Study Area	RS-076		Picnic Shelter	RS-039		Trail, Motor Bike	RS-065	PS-065
Exercise Fitness Area	RS-097		Picnic Site	RS-044		Trail, Off-Road Vehicle	RS-067	PS-067
			Playground	RS-069		Trailer Sanitary Station	RS-041	
Falling Rocks	RS-008		Point of Interest	RS-080		Trailer Sites	RS-040	
Ferry, Vehicle	RS-033		Post Office	RS-026		Tramway	RS-071	
Fire Extinguisher	RS-090		Power Boats	RS-055	PS-055	Trash Dumpster	RS-091	
Firearms, Guns		PS-001				Trucks	RS-004	PS-004
Fireworks		PS-124	Radios		PS-103	Tunnel	RS-005	
First Aid	RS-024		Ramp, Launching	RS-054	PS-054			
Fish Cleaning	RS-093	PS-093	Ranger Station	RS-015		Vehicle Ferry	RS-033	
Fish Hatchery	RS-010		Rattlesnakes	RS-099		Viewing Area/Overlook	RS-036	
Fish Ladder	RS-089		Receptacle, Litter	RS-086		Viewing Area, Bears	RS-012	
Fishing Area	RS-063	PS-063	Receptacle, Trash			Viewing, Deer	RS-011	
Fishing, Ice	RS-092	PS-092	Dumpster	RS-091		Viewing, Seals/Sea Lions	RS-106	
Fitness Area, Exercise	RS-097		Recreation Vehicle Sites	RS-104	PS-104	Viewing, Whales	RS-107	
Food Service/Restaurant	RS-019		Recreation, Winter	RS-077		Viewing, Wildlife/Nature	RS-076	
Fuel, Gas Station	RS-032		Restaurant/Food Service	RS-019				
			Restroom, Men's	RS-021		Wading	RS-088	PS-088
Garage/Mechanic	RS-027		Restroom, Women's	RS-023		Water, Drinking	RS-013	PS-013
Gas Station	RS-032		Restrooms	RS-022		Water-skiing	RS-058	PS-058
Golf Course	RS-126	PS-126	Rock Climbing, Technical	RS-081	PS-081	Whale Viewing	RS-107	
Grocery Store	RS-020		Rock Collecting	RS-083	PS-083	Wildlife Viewing Area	RS-076	
			Rocks, Falling	RS-008		Wind Surfing	RS-108	
Handicapped Access	RS-028		Rowboating	RS-057		Winter Recreation Area	RS-077	
Hatchery, Fish	RS-010					Women's Restroom	RS-023	
Hiking Trail	RS-068		Sail Boarding, Wind Surfing	RS-108		Wood Cutting	RS-112	PS-112
Horse Stable	RS-073		Sailing	RS-056				
Horse Trail	RS-064	PS-064	Sanitary Station, Trailer	RS-041				

SYMBOL SIGNS

Prohibition Symbol Signs

Prohibition Symbol sign panels are used to identify specific restrictions. They are placed near the area where the rule is applicable.

Prohibitions will always be used with an explanatory message. This message reinforces the impact of the sign and clarifies its meaning for enforcement purposes. The typography is Helvetica Bold, initial capital letters only.



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SYMBOL SIGNS

Area Regulation Slat System Sign

To reduce the proliferation of signs in and around a Corps facility, a system of grouping prohibitions on a single sign, as shown below, has been developed. Each prohibition is contained on its own panel or slat. Two, three or four slats are grouped together into a single sign.

This slat system sign is placed in a highly visible location to maximize the number of visitors who will read it. In this case, it's located at the main trail head access point.



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TRAFFIC SIGNS

Section 9 of Sign Manual

The **Manual on Uniform Traffic Control Devices for Streets and Highways** (MUTCD) has been adopted as the standard for all Regulatory and Warning signs used on Corps project roadways for vehicular traffic.

Each state also has a supplement to the MUTCD, which lists additional approved signs.

Three important traffic-related sign types in the Corps sign standards vary from the MUTCD:

1. Approach and Roadway Directional signs (see Section 6)
2. Recreation Symbol signs (see Section 8)
3. Parking and No Parking signs (pages 9- 10 to 9-19).

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TRAFFIC SIGNS

Group 1: REGULATORY



Group 2: WARNING



TRAFFIC SIGNS

Parking Sign Formats

P-Visitors Only
PRK-01



P-Government
Vehicles Only
PRK-06



P-Employees
Only
PRK-02



P-Authorized
Vehicles Only
PRK-07



P-Buses Only
PRK-03



P-Tie-down Only
PRK-08



P-Boat Trailers
PRK-04



P-On Paved
Roads Only
PRK-09



P-Cars With
Trailers Only
PRK-05



P- Recreation
Vehicles Only
PRK-10



NP-Any Time
NPK-01



NP-On the
Grass
NPK-04



NP-Fire Lane
NPK-02



NP-Beyond
This Point
NPK-05



NP-Along
Roadway
NPK-03



NP-am-pm
Indicate Times
NPK-06



NPK-07



NPK-08

PROPERTY MARKER SIGNS

SECTION 10 of Sign Manual

The identification and marking of government property is an important part of project management.

Boundary marking serves as a guide for Corps personnel and informs users that they are on government land.

Several different sign types are used for boundary marking:

- Witness posts
- Boundary lines
- Easement lines
- Identification of wildlife management areas

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Boundary Line

Please Do Not Disturb
For Information Contact:

U.S. Army Corps of Engineers
Portland District
P.O. Box 2870
Portland, Oregon 97208
(000) 000-0000

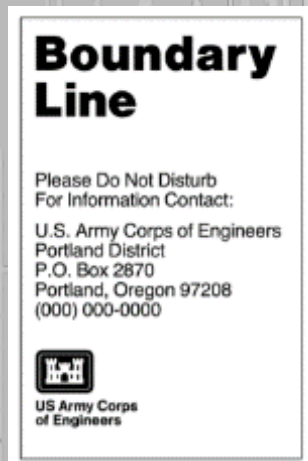


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PROPERTY MARKER SIGNS

Two types of property markers:

1. An individual polyethylene panel with screen printed (epoxy) legend. The flexible panel can easily be mounted on a wooden post or on a structure.



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2. An integrated post and panel marker, consisting of a flexible post and a screen printed, reflective marker. The post, composed of glass fiber, marble, and thermosetting polymers, will not rust or become brittle from cold or ultraviolet exposure. It has a sign graphic that is factory-applied to the property marker post.



WORKPLACE SAFETY SIGNS

SECTION 11 of Sign Manual

The Workplace Safety sign system was developed for both public and restricted areas of Corps projects and facilities.

The functions of the signs are to:

- Alert or warn people about workplace hazards of which they may not be aware
- Restrict access to workplaces that present dangerous conditions
- Inform people of safety requirements.

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SDA-21

WORKPLACE SAFETY SIGNS

Five categories of workplace safety signs:



a) Danger Signs: “Danger” is white on red background. The lettering describing the specific danger is black on a white background.



b) Caution Signs: “Caution” is bright yellow on black background. The descriptive legend is black on a yellow background.



c) Notice Signs: These signs have a distinctive blue top panel with the legend “Notice” in white. The information on the sign is printed black on a white background.



d) Safety Signs: Always has a bright green top panel with the “Safety” legend in white. The lettered information on the sign is black on a white background.



e) Directional Signs: The top section of the sign is black with a white legend identifying the subject of the Directional sign. The directional arrow that matches the weight of Helvetica Bold type is printed black on a white background.

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REGULATORY SIGNS

SECTION 12 of Sign Manual

Various types of regulatory signs are used throughout Corps water resource development projects to warn, inform, and restrict where necessary.

The four basic reasons regulatory signs are used are to:

- 1) Warn visitors of hazardous conditions of which they might otherwise be unaware
- 2) Restrict access in those areas of a project which present extremely dangerous conditions
- 3) Control visitor actions that may result in damage to the physical environment or government property
- 4) Limit visitor activities that may be objectionable to others

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REGULATORY SIGNS

Four Types of Regulatory Signs:

- 1) **Area Regulation Signs (two to four message slat system signs)**
(Section 8)
- 2) **Prohibition Symbol Signs**
(Section 8)
- 3) **Workplace Safety Signs**
(Section 11)
- 4) **Waterway Safety Signs**
(Section 14)

The coloring, lettering, and wording of these signs have been carefully chosen for easy legibility and understanding.

Because of this, the wording of sign legends should not be altered unless unusual circumstances exist.



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REGULATORY SIGNS

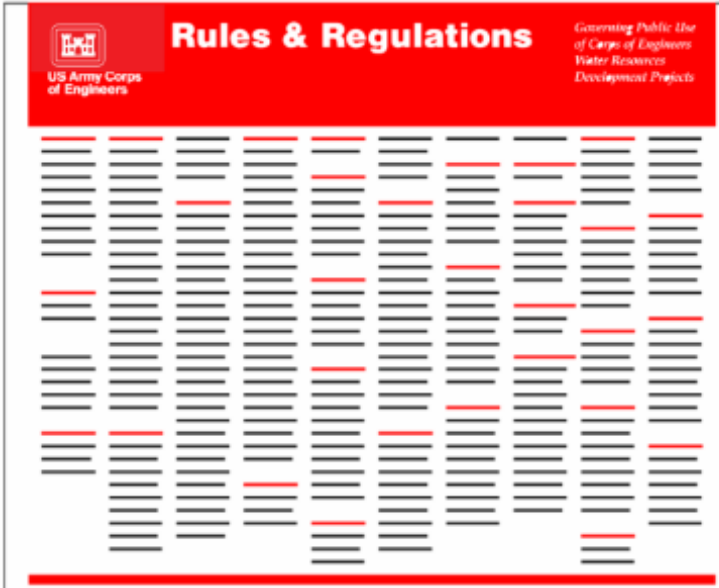
Standard Title 36 Rules & Regulations

The regulation that governs all Corps projects is Title 36 (Chapter III Part 327) of the U.S. Code of Federal Regulations.

A copy of the full Title 36 (Chapter III Part 327) must be posted at each project for public information purposes.

It should be placed where it can be easily viewed. The most appropriate location is at the project office and at major recreation facilities.

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30"						
24.3125"						
	REG-02					
Sign Type	Legend Size (A)	Panel Size	Post Size	Specification Code	Mounting Height	Color Bkg/Lgd
REG-02	na	30"x24.3125"	-	SCP-6	48"	WH/CR-BK



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INTERPRETIVE SIGNS

SECTION 13 of Sign Manual

Interpretive signs, trail panels, and wayside exhibits are connectors. They give meaning to the experience of the visitor. Their function is to communicate specific messages to visitors that may be educational or relate to management concerns.

Interpretive signs will vary greatly in content and design.

This section focuses on interpretive planning, writing guidelines, and format suggestions. It is not the intent to control the visual look of the finished signs; rather, the intent is to provide guidance in developing interpretive signs.

Interpretive signs need to reflect creativity and flexibility, as they relate to specific sites, themes, goals, and objectives.

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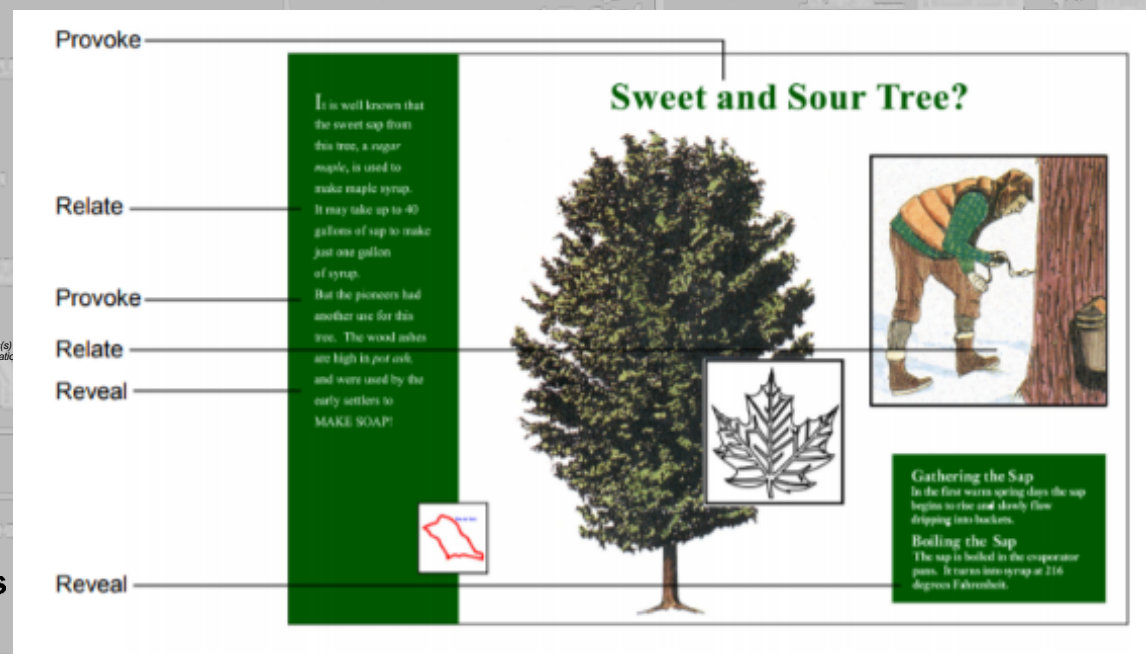
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INTERPRETIVE SIGNS

The Corps defines “interpretation” as:

Communication and education processes provided to internal and external audiences, which support the accomplishments of the agency’s missions, tell the agency’s story and reveal the meanings of and the relationships between natural, cultural, and created environments and their features.

Unity is key. Interpretive signs should be integrated into the project’s sign plan and interpretive programs. They should not stand alone, but be part of a planned whole. There should be unity of themes and of design.



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INTERPRETIVE SIGNS

Remember the VISITOR when planning and designing interpretive signs, it is important to remember how people learn.

People learn better when they are actively involved in the learning process.

People learn better when using as many senses as possible.

People retain about:

- 10% of what they hear
- 30% of what they read
- 50% of what they see
- 90% of what they do

Remember this when planning the graphics and writing the text for interpretive signs or exhibit panels.

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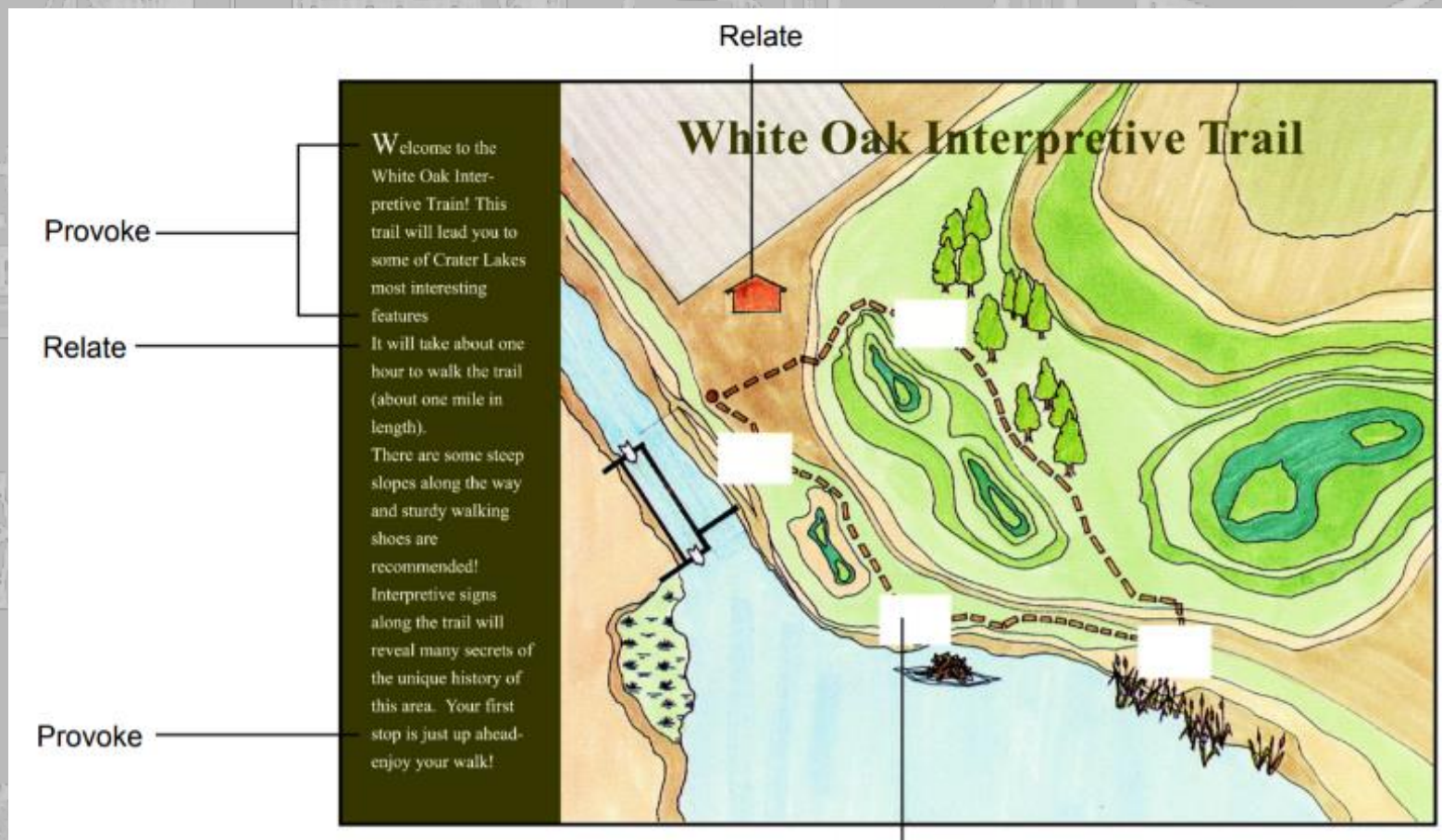


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INTERPRETIVE SIGNS

EXAMPLE: Self-Guiding Interpretive Trail

Self-guiding interpretive trails use two different types of signs: one large trail orientation sign and several smaller trail station signs located at various sites along the trail. The role of the trail orientation sign is to give the visitor a general overview of what the trail is about and what kind of recreational experience to expect.



The interpretive story for the entire trail is developed first. Then each trail stop interprets a part of that whole story. A self-guiding trail should not have more than 7-10 stops. Each station sign should be considered a sub-theme of the main theme.

INTERPRETIVE SIGNS

EXAMPLE: Interpretive Wayside

Wayside exhibits are located at points of interest such as forest management areas, locks and dams, roadside pull-offs, or vistas and viewing platforms.

Avoid square panels or large rectangles. A 5:3 or a 5:4 ratio is more visually appealing. Use materials that are appropriate to your site.

Text should be kept short.
Create a message pyramid:

Title (no more than 5 words)

Subtitle (up to 25 words)

Text (do not exceed 50-60 words)

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Graphic images have more impact than words.
Their selection is key to successfully communicating the concept or topic to the visitor.



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INTERPRETIVE SIGNS

EXAMPLE: Interpretive Wayside

Provoke

Provoke

Relate

Reveal

Reveal

Relate

Relate &

Reveal

Look for the large mound of sticks in the water in front of you. An underwater doorway leads to the inside of this beaver lodge.

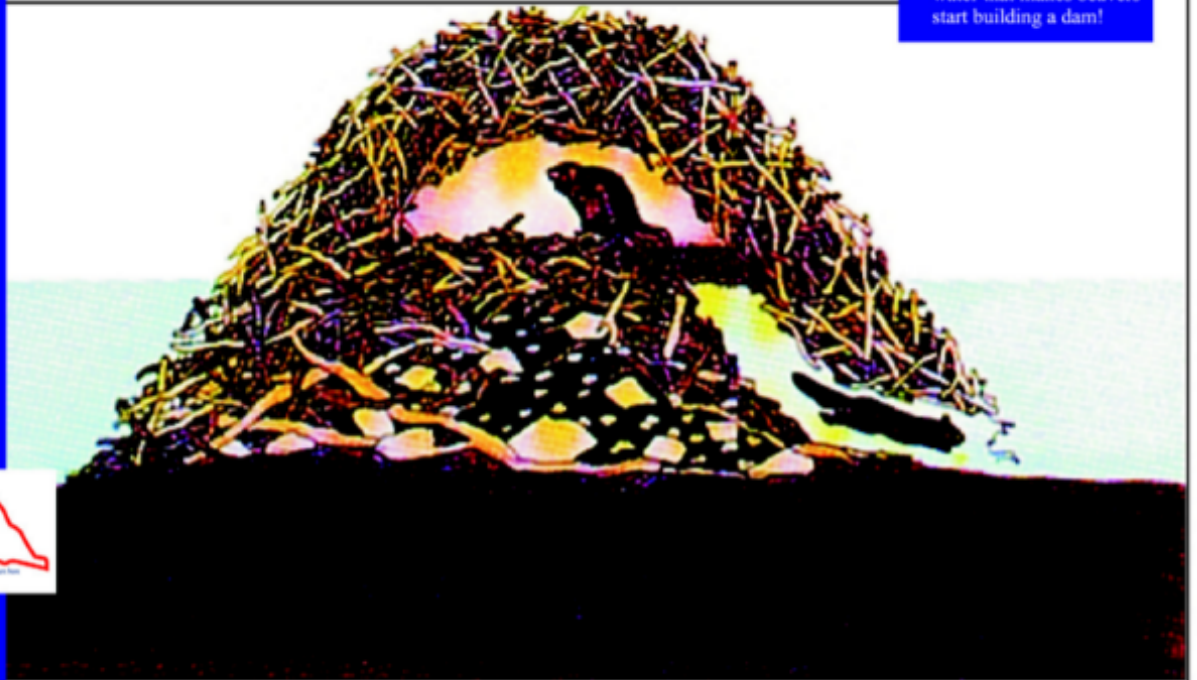
During the day, the beaver parents and *kits* snooze on a bed of shredded wood inside their lodge.

With their beds high and dry, and the tunnel entrance underwater, the beaver never have to worry about locking their door.

A door that's never locked!

Beaver Facts

- Beaver kits can swim 24 hours after they're born!
- A fully grown beaver can weigh up to 70 pounds.
- It's the sound of running water that makes beavers start building a dam!



LOCK, DAM & WATERWAY SIGNS

SECTION 14 of Sign Manual

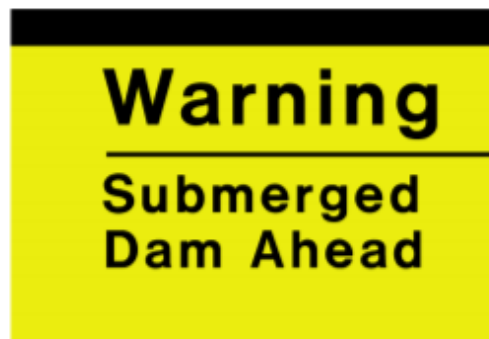
The primary purpose of this program is to increase boater safety. Each element of the program has been carefully designed to be part of this comprehensive system. It employs very specific standards for legend, color, format, typography and size.



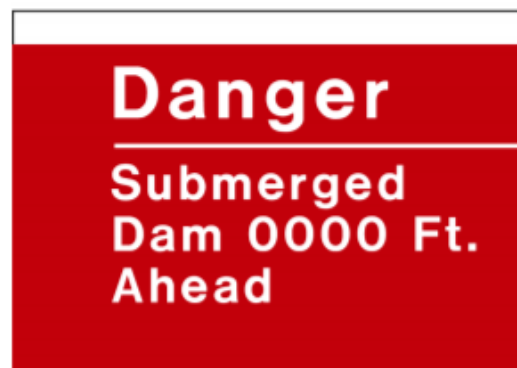
- 1) **Warning:**
Used to caution boaters of impending dangerous conditions, generally placed the farthest up and downstream to notify boaters they are approaching a dam.
- 2) **Restricted:**
Placed in closer proximity to the dam and on the structures to prohibit access.
- 3) **Danger:**
To inform viewers of an immediate and grave danger

LOCK, DAM & WATERWAY SIGNS

These are the only allowable color combinations that are to be used on signs to warn and/or restrict boaters on a Corps water project.



Zone 1, Warning Signs
Lemon Yellow diamond grade retroreflective sheeting background with black nonreflective legend, overbar and rule.



Zone 2, Danger Signs
Red diamond grade retroreflective sheeting with white diamond grade retroreflective legend, overbar and rule.



Zone 3, Restricted Signs
Red diamond grade retroreflective sheeting with white diamond grade retroreflective legend, overbar and rule.

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Sign material specifications are provided in Appendix B (pages B.13 through B.13- 16) with product numbers and identification of manufacturers listed in Appendix E.

A display of Warning, Danger and Restricted signs is provided on pages 14-10 through 14-30.



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AIDS TO NAVIGATION

SECTION 15 of Sign Manual

The United States Coast Guard (USCG) Aids to Navigation system marks waterways to assist boaters in navigation and alert them to obstructions and hazards. On waterways with Corps facilities, the Corps sign program complements the Aids to Navigation (ATON) system (see Section 14).

The ATON system includes devices such as lights, sound signals, buoys, and dayboards. It is Corps policy that restricted areas and other hazards at our locks and dams and other waterway facilities may use a combination of buoys and dayboards with the USCG ATON symbols as the primary marking system. Signs as described in Section 14 are a compliment to this system.

Practical Buoy Example: Using a Class 5 or 6 buoy, typical symbols have a 2-inch orange strip forming the edges of the symbol, with a symbol height of 12 inches and (if used) 3-inch black letters.

This buoy's daymark is the standard USCG symbol meaning "no boats beyond this point." The diamond is a general mark of warning, and the cross inside is equivalent to the word "Restricted" on a Corps sign.



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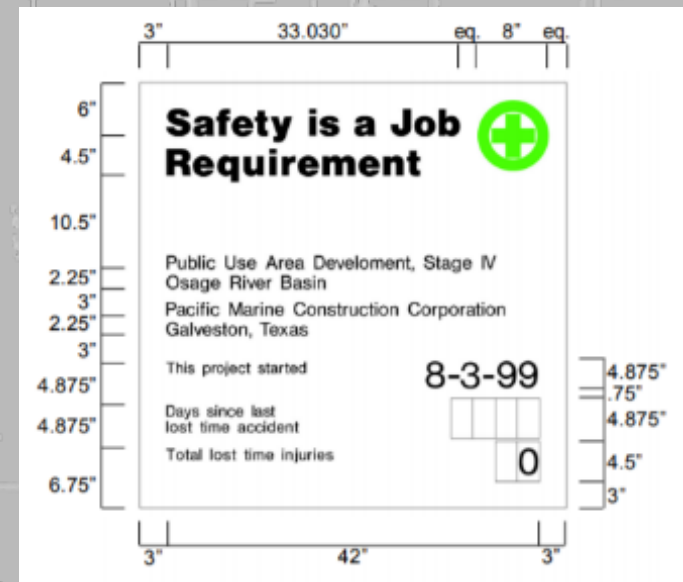
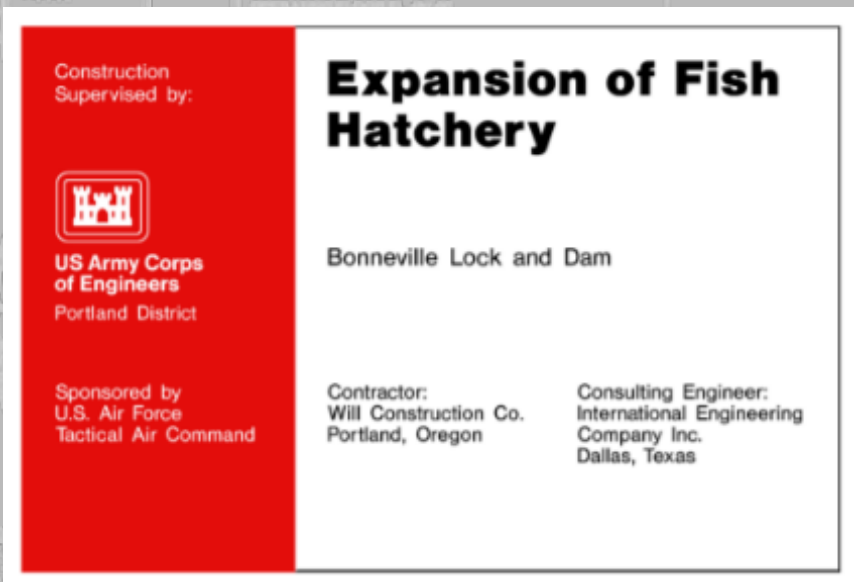
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CONSTRUCTION PROJECT SIGNS

SECTION 16 of Sign Manual

The use of signs to identify Corps managed or supervised design, construction, and rehabilitation projects - both for military and civil works - is an important part of efforts to keep the public informed of Corps work.

For this purpose, a construction project sign package has been adopted. This package consists of two signs: one for project identification and the other to show on-the-job safety performance of the contractor. These two signs are to be displayed side by side and mounted for reading by passing viewers.



CONCESSION & COOPERATIVE AGENCY SIGNS

SECTION 17 of Sign Manual

Sign Guidelines for Outgrant, Cost Share and Commercial Concessions on Corps Projects

When signs are placed on Corps projects by lessees, they should be placed in a way that conforms to the visual uniformity and communicative intent of the Corps Sign Standards program.



This example shows the identification of a state operated campground with the Corps Participation Credit sign placed along the entry road into the facility.

OFFICE INTERIOR SIGNS

SECTION 18 of Sign Manual

This section describes the correct use and placement of interior signs in district, division and project offices.

Haas Helvetica Regular typeface is used for all interior signs, with the exception of building directories and registries. All typography is upper and lower case, flush left and rag right on the respective grid for each type of sign.

On sign legends you should use full division, branch, section or project names for consistency and clarity. Don't use abbreviations or acronyms.

This section is more applicable to District and Division Offices, not so much at the Project level.

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SUMMARY OF SIGN MANUAL APPENDICES

Appendix A – Procurement Procedures

Appendix B – Materials and Specifications

Appendix C – Sign Maintenance Procedures

Appendix D – Typography Reference

Appendix E – Reference Materials

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APPENDIX A

PROCUREMENT PROCEDURES

Once the need for a new or replacement sign has been identified, the Project Sign Program Manager will prepare a Sign Order Worksheet. All signs must be procured using the guidance provided in the Federal regulations.

You should use SignPro to design your signs.

Signs *must* be approved by our District Sign Program Manager prior to ordering.

UNICOR is the Priority Source vendor per the FAR. They are versed in USACE sign standards. You must ALWAYS get a quote from them. If they cannot meet your time requirement, then you can go to another source and document on the GPC worksheet the reason why.

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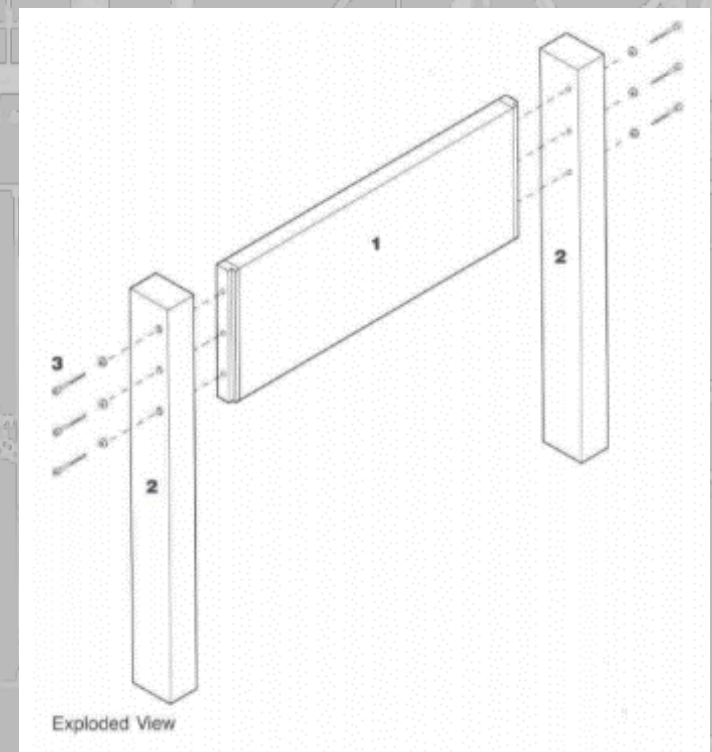
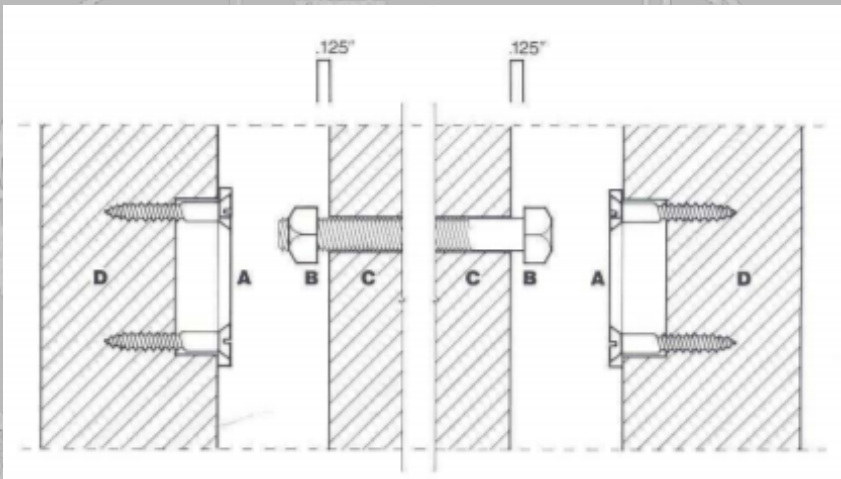
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APPENDIX B

MATERIALS & SPECIFICATIONS

86 pages of extremely detailed specifications including, but not limited to:

- Engineering criteria for footing size and depth for all signs
- Sign construction diagrams
- Performance specifications
- Material specifications
- Specifications for each different type of sign
- Installation specifications
- Literally everything you need to know regarding materials & specifications



APPENDIX C

SIGN MAINTENANCE PROCEDURES

Effective sign maintenance is a necessary component for the Sign Standards Program implementation and management. If maintained correctly, project signs will last up to twice as long, thus reducing overall program costs. Well maintained signs present a professional appearance.

This section includes methods for inspection, record keeping, repairing, refurbishing, cleaning and replacing project signs.

The **front** of the section describes maintenance procedures, including preparation of maintenance surveys and work orders.

The **back** of the section outlines specific maintenance tasks and some of the maintenance methods are shown in step-by-step illustrations.

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A list of recommended tools, supplies and suggested documentation for inspection and maintenance records are also included.



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APPENDIX D

TYPOGRAPHY

This section provides everything you need to know about typography on signs

- Legend Sizing
- Panel Layout
- Letter-Spacing
- Word-Spacing
- Flush Left Alignment
- Helvetica Bold Word Display Reproduction Art
- Helvetica Regular Word Display Reproduction Art

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APPENDIX E

REFERENCE MATERIAL

- List of sign materials, manufacturers and products for use
- List of fabricators and installers who have the capability to fabricate signs to Corps Sign Standards



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PART FIVE SIGNPRO PROGRAM

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SIGNPRO PROGRAM

Corps SignPro is a web-based application for inventorying and ordering signs.

- It provides custom grids that will help you to create signs that will be compliant in terms of format, color, and typeface.
- It shows you a scaled color image of your created sign giving you a preview of your sign prior to ordering it.
- It can be your sign plan.

Website: <https://signpro.usace.army.mil/login.asp>

You will need to obtain a log-in and password from our District Sign Program Manager.

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*****PLEASE NOTE:**

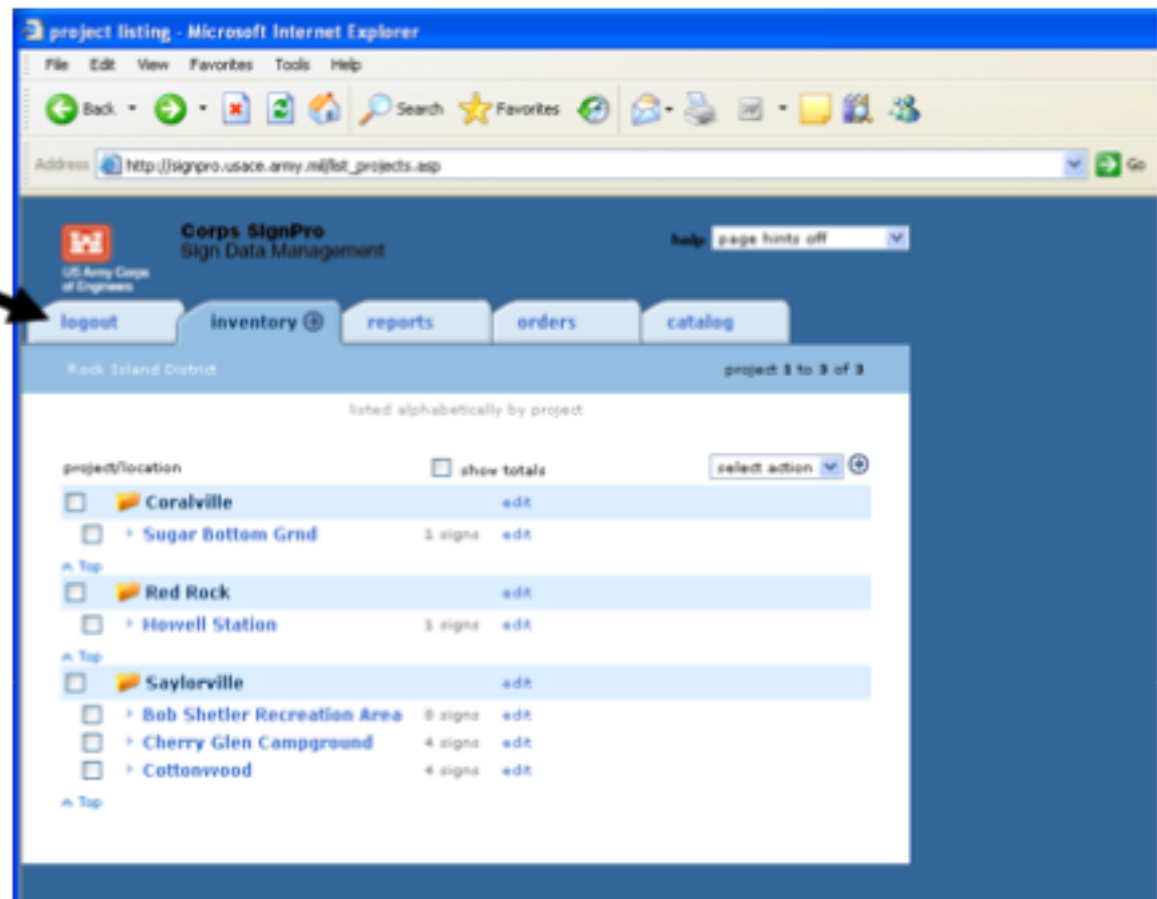
The SignPro software is currently down as of March 2021. They are working diligently to fix it.

SIGNPRO PROGRAM

Navigating SignPro

The means to navigate around the program includes the tabs labeled logout, inventory, reports, orders, and catalog.

Click a tab to activate and a new screen will appear.



SIGNPRO PROGRAM

The Inventory

- The inventory screen shows you all your signs.
- The inventory screen can be the basis of your sign plan, just add reference maps

Sign Data Management

US Army Corps of Engineers

logout inventory reports orders catalog

Rock Island District > Saylorville > Bob Shetler Recreation Area

signs 1 to 7 of 7

page 1
listed ascending by number

Saylorville

Bob Shetler Recreation Area

☐ show image

show up to 25

select action

sign	type	status	spec code	order	mounting	WAGL	info
<input type="checkbox"/> 0002	STAND	compliant	HDO-06		wall mount	60"	edit
<input type="checkbox"/> 0003	STAND	compliant	HDO-06		wall mount	60"	edit
<input type="checkbox"/> 0004	TR-001	compliant	FSM-07		single post	36"	edit
<input type="checkbox"/> 0005	BLM-14	compliant	FSM-07		single post	36"	edit
<input type="checkbox"/> 0006	PRK-AC	compliant	ALU-05		single post	60"	edit
<input type="checkbox"/> 0007	SLAT-4	compliant	HDO-09		double post	30"	edit
<input type="checkbox"/> 0008	RSV-01	compliant	ALU-03		double post	36"	edit

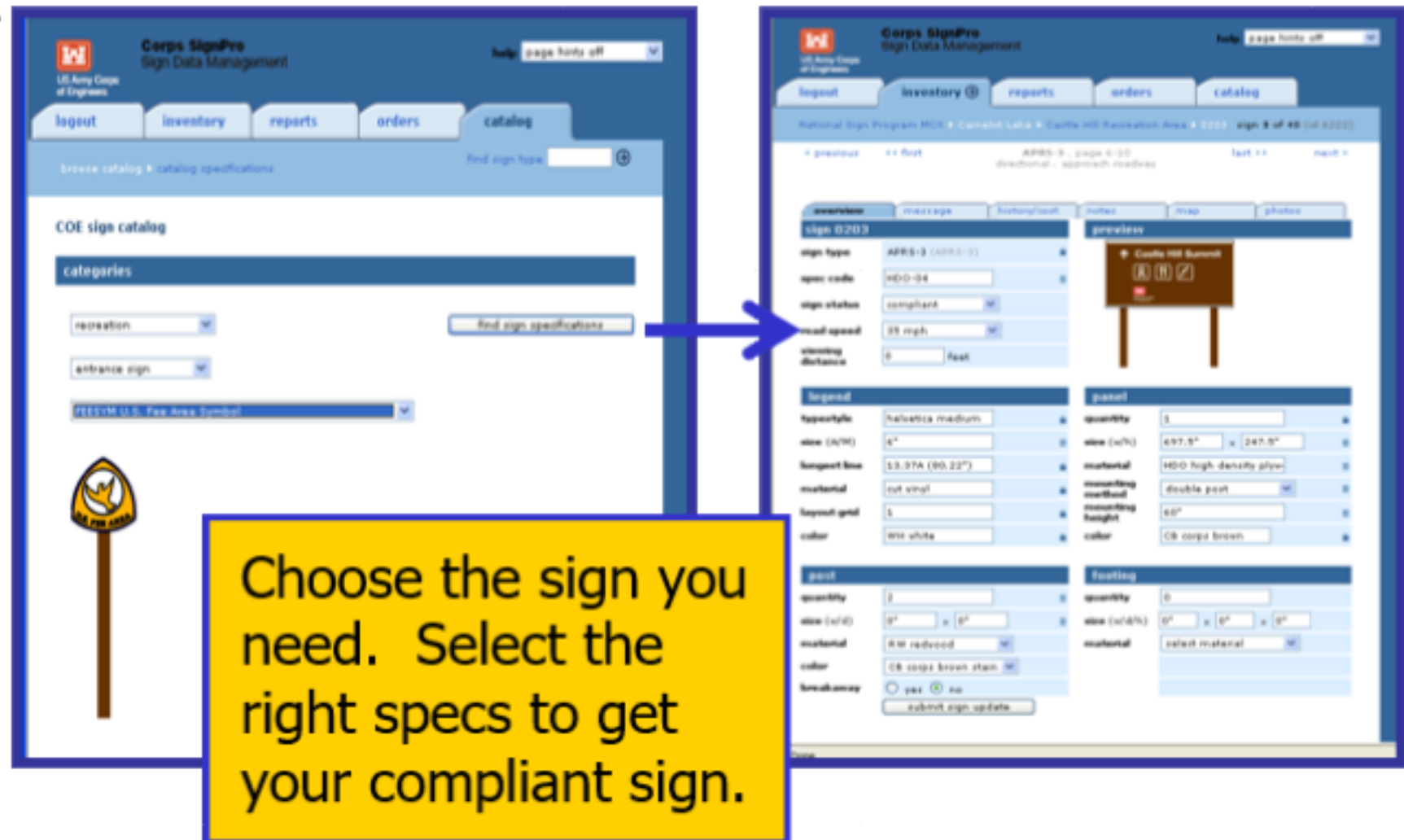
Back to Top



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SIGNPRO PROGRAM

The Catalog



The image displays the Corps SignPro Sign Data Management interface, showing the process of selecting a sign from a catalog. A blue arrow points from the 'categories' section on the left to the detailed sign specifications on the right.

Left Panel: COE sign catalog

- Categories: recreation, entrance sign, FETSM U.S. Fee Area Symbol
- Find sign type: [search box]
- Find sign specifications: [button]

Right Panel: Sign Details (Sign 0203)

- Sign type: APRS-3 (APRS-3)
- Spec code: HD-04
- Sign status: compliant
- Road speed: 35 mph
- Viewing distance: 0 feet
- Legend: Helvetica medium, size (w/h): 6" x 6", font type: 13.37A (80.22"), material: cut vinyl, layout grid: 1, color: W10 white
- Panel: quantity: 1, size (w/h): 697.5" x 247.5", material: HD-0 high density ply, mounting method: double post, mounting height: 60", color: CB corps brown
- Footling: quantity: 0, size (w/d/h): 6" x 6" x 6", material: select material

Choose the sign you need. Select the right specs to get your compliant sign.

SIGNPRO PROGRAM

The Message Screen

The screenshot shows the 'Corps SignPro Sign Data Management' web application. The header includes the US Army Corps of Engineers logo, a 'help' link, and a 'page prints off' button. Navigation tabs for 'logout', 'inventory', 'reports', 'orders', and 'catalog' are visible. The main content area displays 'National Sign Program MCI', 'Camelot Lake', 'Palmore's Park', and '0415'. It shows 'sign 15 of 22 (id 0046)' and navigation links for 'previous', 'first', 'last', and 'next'. Below this, there are tabs for 'message', 'history/cost', 'notes', 'map', and 'photos'. The 'message' tab is active, showing a sign for 'Hunting Bear Working Area' with a deer symbol and a directional arrow. Below the sign image, there is a 'legend lengths (A/M = 1.5")' section with two rows of data: '11.825A 9.245A' and '14.537" 13.897"'. A 'panel (rounded to nearest 0.125")' section shows 'Size' as 'A: 12A x 22A inches: 18" x 33" Grid: 3'. A 'submit message update' button is at the bottom.

- Customize your message here
- Add symbols
- Add & change text
- Show directional arrows
- Determine panel size

SIGNPRO PROGRAM

Orders

The screenshot shows the 'orders' tab in the SIGNPRO program. It includes sections for 'order overview', 'shipping', 'cost', and 'status'. The 'order overview' section contains fields for order no., manufacturer, installer, and attachments. The 'shipping' section contains fields for contact, telephone, street, city, state, and zip. The 'cost' section contains fields for panels, parts, shipping, and installation. The 'status' section contains fields for prepared, approved, ordered, and received, each with a 'by' field, a 'phone' field, and a 'date' field. There are also 'notes' and 'update order' buttons.

The Orders tab generates the Order cover sheet and attaches the specs for each sign in the order.

The screenshot shows the 'sign order 3ELL-04 attachments' page. It lists three signs with their respective details. Each sign entry includes a 'sign code', 'sign type', 'specification', 'panel', 'post', 'shop', 'install', 'qty', and 'total cost'. There are also 'detach from order' buttons for each sign.

sign	sign code	sign type	specification	panel	post	shop	install	qty	total cost
1	0042	EST-0061	ASD-03	\$100.00	\$0.00	\$40.00	\$0.00	1	\$140.00
2	0045	DRS-3	ASD-03	\$10.00	\$0.00	\$10.00	\$0.00	2	\$20.00
3	0053			\$10.00					

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*****DON'T FORGET THAT THE DISTRICT
SIGN PROGRAM MANAGER NEEDS TO
APPROVE YOUR SIGNS BEFORE YOU
ORDER THEM*****

CONCLUSION

Our projects should look professional, well-maintained, and easily recognizable to the public. In order to do that, we need to keep our signage consistent throughout the nation. Our signs provide professional, useful information and effective directions to our visitors while also ensuring their safety.

The Corps of Engineers Sign Standards Manual is the go-to resource for all aspects of signs for the Corps.

- National Sign Program: <https://corpslakes.erdcdren.mil/employees/sign/sign.cfm>.
- SignPro Program: <https://signpro.usace.army.mil/login.asp>

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Sign Program 101 Training created by:
Cathy St. Andre
NRM Specialist
Thames River Basin
New England District
U.S. Army Corps of Engineers