

Sign Advisory Work Group Meeting Minutes

Tuesday, April 6, 2010

Executive Management Training Center

Southbridge, Massachusetts

Attendees: Rick Magee, Jeff Mangum, Milt Boyd, John Nichol, John Tennery, Kim Rea, Tim Grundhoffer, Debra Stokes, Mike Kidby, John Derby, Steve Logan. Meeting was chaired by Jeff Mangum. Kim Rea kept the minutes.

MCX Update – Rick Magee

- FY09 Sign Business was relatively slow.
- Debra Stokes is back as the HQ sign proponent in addition to her regular duties as Congressional Liaison.
- Chicago Fish Barrier Issue
 - Several weeks of discussion regarding sign request
- Approval of Sign – Danger/ Thin Ice/Keep Off
- Pending Items – Buffalo District request for non-standard safety sign
 - Richard Theobald was replaced as new sign manager for Buffalo. David Mitchell will be the new sign manager and will be at the workshop
- Our symbols were developed starting in 1984. Stewardship responsibility of them is by the Society for Environmental Graphic Design (SEGD). Rick has been in contact with this group to try and get the USACE/NPS symbols coordinated so we do not end up creating new symbols for the same things and create additional confusion for the customer.
- **Action Item – Assigned to Rick, MCX – Deadline September 30, 2010** – Have all new symbols developed since 1993 checked by SEG.D.
- New recreation symbols
 - In HQ for approval
 - Most of the symbols we are having approved are symbols NPS adopted using our SEG.D system.
- Walla Walla request for gold mining signs.
 - NWW wishes to post no digging below high water mark or no digging without regulatory permit.
 - John Derby – suggested using crossed pick and shovel with the slash symbol.
 - Rick Magee – suggested “No collecting artifacts” sign (PS-127) with modified text if need to post something quickly.
 - Duane Johnson – Need to be careful when using the slash symbol. Can be too busy and not effective if symbol and artwork clash.
 - Jack Nichol – suggested the possibility of needing to use a worded custom sign instead of a symbol sign. Can use CST-LRS1 “Restricted” for this application.
 - Steve Logan – suggested using the symbol sign for digging (PS-127) and adding the words “Requires permit”.

MUTCD Reflectivity Requirements – Tim Grundhoffer

- Federal Highway Administration came out with new standards regarding reflectivity in 2008.
- The Manual of Uniform Traffic Control Devices (MUTCD), reflecting advances in the industry, is moving from beaded to prismatic materials for sign sheeting.
- In the sign manual it still specifies the old “Diamond Grade”™ sheeting for waterways signs. This needs to be changed.
- Minimum contrast ratio for certain signs reduces fade over time.

- There are a lot of new requirements for traffic safety signs in the 2009 edition of the MUTCD. Unsure if or how the new guidance will affect recreation signage.

Action Item – need to review the new MUTCD standards for traffic signs and determine how they affect recreation areas.

- Changing from beaded to prismatic reasoning is less expensive in the long run with longer performance life (reflectivity life) for prismatic materials.
 - Rick Magee – noted that white, yellow and orange signage require new, higher reflectivity levels on traffic signs but brown, green and blue requirements have not changed.
 - Rick Magee – MUTCD requires annual review of reflectivity. There is an optional testing method that is a visual inspection using a control sample to test fade.
 - Tim Grundhoffer – expressed it is important to test signs so you can manage maintenance of signs and work towards a long term management/maintenance plan of sign program. Suggested having actual sign piece control samples to use for testing fade.
 - Jeff Mangum – emphasized that we need to follow the MUTCD for all traffic control signs excepting directional, parking/no parking, and recreation symbol signs.

Action Item – Assigned to Rick & Tim, MCX – update manual to show changes in reflectivity standards for waterway (§ 14) and traffic signs (§ 9).

- Team agreed that the reflectivity requirements should be changed independently of the rewrite of volume 2. 3M no longer makes the 1st generation Diamond Grade™ sheeting specified in the manual.
- Jeff Mangum – suggested instead of updating would it be beneficial to just refer folks to the MUTCD so the information always stays current and we do not have to make changes every time the specifications in the MUTCD change.

Volume 2 Update

- Rick Magee – Is volume 2 still being used/is it needed?
- Suggested group review volume 2 to determine what information is still needed.
- Tim Grundhoffer – suggested when doing this review we consider finding organizations (i.e. Federal Highways, MUTCD) that have standards that are regularly updated that we can link that will also help keep us consistent.
- While doing this review keep in mind easy, practical, long lasting.

Action Item – Assigned to workgroup – Deadline October 29, 2010 – All division reps send an email requesting review and feedback from the field on volume 2 needs. Rick will provide a standard request so the work group requests will be uniform. SAWG members to provide recommendations for Volume 2 update.

Volume 1 Updates

- There are some errors in volume 1.
- Change §6 to reflect new policy regarding approach directions signs with Corps Communication Mark.
- Do we want to add security signs to the manual? How and where?

- Sections 2 & 13 have typos. There is a paragraph in §2 that is missing
- §14 – remove all references to “Diamond Grade” and replace with “highly reflective prismatic materials” or similar.
- SAWG agreed as long as there are no policy changes we should be able to make the updates without additional approval.
- Discussed use of terms “Corps Signature” vs. “Corps Communication Mark”. According to use in the Graphics Standards Manual:
 - Mark = castle
 - Signature = the words under the castle
 - Corps Communication Mark = castle + words
 - Rick will add a note at the front of the Sign Manual explaining that in the Sign Manual the term “Corps Signature” is used for the Corps Communication Mark. Changing the wording will mess up the layout in the manual as the new wording would be longer than the current wording.
- Jeff Mangum – new symbols will be vector files so they can be exported and used for brochures, maps, etc.

Action Item – Assigned to work group – Deadline June 1, 2010 – any volume 1 changes need to be submitted to Rick so he can complete by the end of FY10.

- Safety Signs – should we leave safety signs in the current sections or add a section specifically for safety signs?
 - Currently safety signs are covered in several sections (§2, 6, 7, 8, 11, 14, 16, and 18).
 - All safety signs are listed at <http://corpslakes.usace.army.mil/employees/sign/pdfs/matrix-SafetySigns.pdf>
 - Jeff Mangum recommended and the group agreed that we should put all the Caution, Danger, Warning signs in one place and then break down into subsections i.e. waterway, workplace, recreation, etc.

Corps SignPro

- Most people who are using it like it.
- There have been no updates for several months. Rick provided Peter Reedijk changes about a year ago. Currently Peter is locked out of the system and cannot make changes.
- Reference links to the sign manual are broken in SignPro because URLs were changed at HQ.
- Discussed vehicle decals and object markers being added to SignPro. This has been requested from the field so they can be included on sign orders to sign shops. Object markers are included in MUTCD.

Action Item – Assigned to Rick, MCX – Rick will add the object markers to SignPro.

- Jack Nichol and Rick Magee - Discussed Forest Service standards for barricade markers (gate marking policy) U.S. DoT has proposed a new rule requiring expensive gates on Federal lands.
- *Reports* are up and working.
- If you create test signs make sure you put them in a project or location with the word TEST in the name.

- The *sign status* for all signs default to non-compliant. Need to remind field folks they have to manually change to compliant or other status otherwise reports show non-complaint.
- *Mapping*: GPS/GIS still not working in SignPro. Jeff still working the issue
- John Derby advised that once you input a map into SignPro will not allow you to delete and add a different map.
- Can input latitude/longitude using degrees and decimals of a degree (no minutes or seconds). Enter longitude with a negative sign for western hemisphere.
- Duane Johnson – are *non-Corps* signs be counted? If so do they show up as compliant or non-compliant? Rick suggested to show the status as non-Corps so they are not counted)
- John Derby – currently historical signs are not being counted because they are non-compliant. Group agreed these should be counted but need to find a good way to identify what they are.
- John Derby – Some Seattle districts are unable to change the legends on waterways signs. Rick is able to go in and make these changes.

ACTION ITEM – Assigned to Rick Magee, MCX – Debra Stokes – report for STANDID compliance still outstanding

HQ Update – Debra Stokes

- HQ is not filling Debra’s position
- Security Sign Issue
 - Debra sent to OC
 - Corps facilities are not military, they are civil works. This should exempt us from the military facility rules.
- John Derby – brought to groups attention 2003 memo regarding consent to search vehicles.

Action Item – Assigned to Milt Boyd – June 1, 2010 – will review security sign issue regarding civil works exemption from AR 190-13 and FM 3-19.30

- Branding
 - Still using the trademarked communication mark with signature.
 - No word on updating the graphic standards manual.
 - No current HQ proponent for graphic standards.
 - Cannot use white castle stickers on signs – they are non-compliant!

Waterways Signs – Mike Kidby & Tim Grundhoffer

- Mike Kidby – Met with Navigation industry in January. The Sign glare issue still a problem in some areas
- Tim Grundhoffer –
 - Mostly a problem when bright spot lights have to be held on a sign;
 - 1st generation Diamond Grade™ is a big problem because it has too much reflectivity;
 - Angle of signs does not resolve glare, in most cases;
 - Suggested updating the memo and resending regarding glare problem.
- Recommendations – use newer product prismatic sheeting or a lower graded sheeting to reduce glare.

- Lock personnel need to report glare issues to the district sign manager so we can track them, review sign location and come up with a plan for fixing the glare problem.

Action Item – Mike Kidby – Deadline April 30, 2010 – Revise & reissue an updated memo to the field for glare issues.

Action Item – Mike Kidby – Deadline May 31, 2010 – Collecting info from districts on mooring bits, need to compile/review to determine if action is needed.

- Mike Kidby – Need for a standard policy for crew changes/supplies at lock and dams.
 - Security changes impacted fleeting areas;
 - May need signage for crew change areas i.e. “Tow Crew Waiting Area”, Tow Transition Area”.
 - Group agreed we could provide examples of what could be used for this activity.
 - Could mooring bits be used for crew changes?
- Floating mooring bits in lock chambers – there is a decal being used to show hazards of how bits can become stuck and not move up and down properly.
 - Tim Grundhoffer suggested it would be good to include this information in brochures, posters, etc. about navigation
- Update of waterway section in Volume 1 is doable.
- Quote for update of Volume 2 in the past have ranged between \$60 - \$100,000.
- USCG has been testing and has issues with replacing their USCG orange with construction orange on their signs/buoys.

ANSI Signs

- Arc Flash Hazards – this is a decal, not a sign. Decals are not covered by USACE Sign Standards.
- ANSI standards are a lot like USACE, but include the option to show a pictogram. The signal line, “CAUTION”, “WARNING”, “DANGER”, or “NOTICE” is all upper case on ANSI compliant signs.

Action Item – Assigned to Rick Magee, MCX & Karl HQSO – Follow up at next meeting

Interior Signs

- This seems to be the most ignored section in the sign manual.
- Rick proposed and the group agreed that the page for emergency exit and fire extinguisher signs (page 18.18) should be removed because they do not meet our safety standards (EM385-1-1) or National Fire Protection Association (NFPA) sign standards. Requirements for these are included in the EM385-1-1.

Action Item – Assigned to Rick Magee & Tim Grundhoffer, MCX – Remove page for emergency exit and fire extinguishers and reference safety manual EM385-1-1 and NFPA standards.

Firearms on Corps Property Issue

- Discussed concealed firearms. We follow the Corps regulations (36 C.F.R.) regarding no firearms. The new law regarding firearms on Department of Interior sites does not apply to DoD. The PS-001, no firearms, is the approved sign if a sign is needed.

Volunteer Projects Recognition

- This is already done in the Contributions, Fundraising, and Recognitions Guidelines.
- These Guidelines do not recommend using signs to recognize volunteer projects.

Invasive Species Signs

- PDT involved with invasive species, policy signed recently.
- Asked the SAWG to look at a draft sign and provide recommendations.

Action Item – Jack Nichol, John Derby, Kim Rea – Deadline June 4, 2010 – provide examples of signs for review by SAWG.

CID-01 Signs

- Construction ID signs – how they are procured depends upon individual districts.
- For the most part contractors are responsible for making these signs.
- SAWG vote to approve to use an additional logo on these for joint projects with funding from another agency. For example, CID-01 with Corps Castle and USAF logo or with ARRA logo.

Action Item – Assigned to Rick Magee & Tim Grundhoffer, MCX – include in manual update §16 that a second logo can be placed on CID-01 signs

Miscellaneous Sign Ideas – John Derby

- No Cliff Jumping (proposed)
 - If we approve no cliff jumping then there would also be a request for no bridge jumping
 - Recommended to use no diving symbol and add the text, “No Diving or Jumping”.
- Radon Sign
 - Safety manual says the radiation symbol must be on the sign. This contradicts our sign manual.
 - In emergency situation a temporary sign can be used until the MCX/SAWG/HQ approves a permanent solution.

Action Item – Assigned to John Derby – Deadline April 30, 2010 – send request for radiation sign

- USFS sign example – restoration area – Corps example “Revegetation Project Please Do Not Disturb”

Guidance for Signs on State Right-of-Ways – Kim Rea

- Some states (i.e. Missouri, Pennsylvania, Virginia) require signing of sign agreement for fabrication, installation, and maintenance of signs on state right-of-ways.
- Concerns that the agreement is not appropriate.
- Need for some guidance on how to pursue getting signs on the state right-of-way.

Action Item – Assigned to Kim Rea – Deadline May 14, 2010 – Draft FAQ for the gateway

Improving Process for Non-Standard Safety Sign Requests – Jeff Mangum

- SAWG perceives a need to add more information and guidance to the Gateway to help improve the process for requests of non-standard safety signs.
- Jeff will send a document next week.
- Request one PDF instead of numerous documents/attachments. Multiple attachments get cumbersome and confusing.
- Request photo(s) of the area be included to assist in review and recommendation process for the SAWG.
- Electronic signatures might expedite the signature process.

Action Item – Assigned to Jeff Mangum – April 30, 2010 – update the sign application template PDF to accept electronic signatures and also fix so all typed text appears when document is printed.

Defining SAWG Standard Operating Procedures – Jeff Mangum

- HQ will respond to initial email if they have time, but most often will wait until formal request is forwarded to HQ for final approval.
- Division SAWG representatives need to respond to every email and attend every meeting.
- Members need to be clear for each request if you approve/disapprove/approve with modification.
- If request comes from your division the division rep will be responsible for searching prior meeting minutes to make sure the SAWG has not already made a decision on that subject.
- Debra advised amending the charter to include the information above.

Action Item – Jeff Mangum – Deadline April 16, 2010 – email the Charter to the work group to review for amendment suggestions.

Action Item – ALL SAWG – Review of Charter

- Discussion of whether there should be a co-chair or a secretary. Discussion led to possibly offering a developmental process where someone would come in and assist the chair during meetings. This would rotate. Will further discuss.

Succession planning

- Milt recommended paying to have documents scanned to assist in capturing the work group products.
- Will further discuss at future meetings.

Next Meeting

- Discussed need for another meeting at the end of the year – potentially October timeframe.
- Discussed locations: Seattle, St. Louis.

**Sign Advisory Work Group
Southbridge, Massachusetts
Tuesday, April 6, 2010**



SAWG Members, from left to right:

Milt Boyd (HQ Office of Counsel), Rick Magee (Sign MCX Manager), Duane Johnson (SPD), Steve Logan (SAD), Kim Rea (MVD), John Derby (NWD), Jack Nichol (LRD), Jeff Mangum (SAWG Chair, NAD), Tim Grundhoffer (MVD), Debra Stokes (HQ Sign Program Proponent), Mike Kidby (HQ Navigation), John Tennery (SWD).

ACRONYMS Used

ANSI American National Standards Institute

AR Army Regulation

ARRA American Recovery and Reinvestment Act

DoD Department of Defense

DoT Department of Transportation

EM Engineering Manual

FY Fiscal Year

FAQ Frequently Asked Questions

GPS Geographic Positioning System

GIS Geographic Information System

HQ Headquarters

HQSO Headquarters Safety Office

MCX Mandatory Center of Expertise

MUTCD Manual of Uniform Traffic Control Devices

NPS National Park Service

NWW Walla Walla District

OC Office of Counsel, HQ USACE

PDT Project Delivery Team

SAWG Sign Advisory Work Group

SEGD Society for Environmental Graphic Design

3M Minnesota Mining and Manufacturing Co.

36 C.F.R. Title 36, Code of Federal Regulations

USACE United States Army Corps of Engineers

USAF United States Air Force

USCG United States Coast Guard

USCG United States Forest Service

STANDARD SIGN TYPES MENTIONED:

CID-01 Construction Identification

CST-LRS1 Custom, land viewed, restricted

PS-000 Prohibitory Symbol

STANDID Standard Identification

DIVISION ABBREVIATIONS:

LRD Great Lakes and Rivers Division

MVD Mississippi Valley Division

NAD North Atlantic Division

NWD North West Division

SAD South Atlantic Division

SPD South Pacific Division

SWD South West Division