

Sign Advisory Work Group Meeting Minutes

27-28 APR 2011 in Southbridge, Massachusetts

Attendees

- Rick Magee, MCX, National Sign Program Manager
- Tim Grundhoffer, MCX, Technical Advisor
- Debra Stokes, HQ Operations Sign Program Proponent
- Mike Kidby, HQ Navigation Sign Program Proponent
- Karl Anderson, HQ Safety Office (participated by phone)
- Milt Boyd, HQ Office of Counsel (participated by phone)
- Jeff Mangum, SAWG Chair and NAD representative
- John Derby, NWD representative
- Duane Johnson, SPD representative
- Steve Logan, SAD representative
- Jack Nichol, LRD representative
- Kim Rea, MVD representative
- John Tennery, SWD representative
- Heather Lawler, NWK Sign Shop employee

2010 Action Item Review

- Recapped completed items, scheduled incomplete items (see Action Item list)

Headquarters Update

- Security signs: Milt discussed our concerns with security signs mandated for military facilities being used on civil work facilities. These are inappropriate for our field sites. There has been no answer on whether or not our projects are civil or military installations. An exemption is not acceptable, so no effort will be made to get one. It should be a "Notice to Visitors" sign (see Appendix A). If the group comes up with a compliant alternative sign, Milt can review and if he approves, it can be posted to the Gateway. Commanders must designate AR-190 "restricted areas".
 - Jack asked how this sign applies in the field. John Derby said it may be used at hydro projects like Chief Joseph Dam and may apply to restricted or secure areas.
 - **ACTION**: edit present Gateway security sign page with latest guidance by 21 MAY. Rick will coordinate with Debra and Milt. Debra to draft white paper for Pentagon approval.
- Milt related lessons learned from a 9th District Court case, Bailey v. United States of America:
 - 9th District in a split decision found that the Corps of Engineers acted with proper management discretion, sovereign immunity was upheld.
 - We need to follow our own rules (i.e., have a sign plan and adhere to our sign standards)
 - Do not ignore problems.

Waterways Signs

- **ACTION**: Mike Kidby will provide floating mooring bit report/guidance to post on Gateway by 06 MAY.
- Tim discussed sign glare for tow operators.
 - There is a 2008 memo to the field addressing this issue – it may be on the

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- Gateway. **ACTION**: Rick will post existing memo on gateway by 27 MAY.
- SWL actions – placed a non-glare acrylic (Lexon®) overlay on signs. No reportable issues with this method.
- **ACTION**: Tim will make a field inspection of signs with this overlay by 15 AUG.
- **ACTION**: Kim will investigate & report to MCX the Rock Island District waterway sign retroreflectivity policy by 01 JUN. MCX will forward to HQ.
- A new concept is being offered to boat captains. The ‘Night Finder’ camera is a camera that amplifies tiny light particles in total darkness and displays boats, people, and floating objects onto a special monitor as if it were day time outside. This would eliminate the need for the Corps to find a less reflective sheeting material for fabricating our Navigational Inland Waterway signs.
- **ACTION**: Rick, Tim, and Mike will draft update of Section 14 by 01 JUN.

ANSI Safety Signs

- ANSI presentation by Geoffrey Peckam – President of Clarion Sign System. The ANSI standards are revised every 5 years. Standard 235 was combined with 253 and the new standard is now 2535. The goal is to clearly identify safety hazards and provide avoidance methods.
 - The safety sign should state:
 - nature of hazard;
 - seriousness/degree;
 - consequences of inaction;
 - how to avoid the hazard.
 - Must balance brevity and detail.
 - There are 3 components to a safety sign:
 - Signal Word (indicates severity & probability; e.g., “Danger/Warning” indicates death or serious injury, “Caution” indicates minor to moderate injury; Notice should NOT be used to indicate possible injury but may indicated property damage or safety procedures;
 - Symbol to get attention and convey nature, consequence, and/or avoidance. (ISO 3864.3 describes symbol design principles)
 - Text (presenter stated “Clearview” font 30% more readable than Helvetica)
- **ACTION**: John Derby will Submit Seattle District workplace safety sign case study to Rick by 01 SEP.
- **ACTION**: Rick & Karl will Research ISO/ANSI safety sign standards & symbols. Obtain ANSI standards and symbols by next meeting.

MCX Update

- Rick discussed Non-Standard Safety Signs approved/pending; accomplishments, challenges, looking ahead; possible SignPro Workshop @ Lompoc, California in 2012.

SignPro Status

- SignPro ‘glitches’ have not been corrected; the contractor who wrote SignPro has been

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denied access to a Corps computer even though he has a contractors CAC card. Debra Stokes is going to step in and resolve this issue. Project sign coordinators are reminded to be vigilant when entering Interpretive Signs; SignPro automatically defaults to a Non-Compliant status and has to be manually corrected to be compliant.

- The SAWG is concerned SignPro will be not be compatible with the new Windows 7.20.

Sign Manual

- There are no more hard copies of Volume I available, projects are urged to keep their Volume I hard copies around. 2006 edition of Volume I is available on the NRM Gateway.
- **ACTION**: Rick will ask ISOP PDT opinion on optional use of Corps Mark on interpretive signs (possible change to p. 4-2) by 21 MAY.
- **ACTION**: Rick will determine status of Graphics Standards Manual / Corps Branding by 13 MAY.
- **ACTION**: The SAWG Division Reps will provide sign manual Volume I corrections/comments to Rick by 01 JUN.
- **ACTION**: Debra will get opinion from Milt on use of SWM-01, and any other sign with words “at your own risk” by 15 JUN.
- **ACTION**: Debra will contact Society of Environmental Graphic Design to review/approve all symbols added since 1993 by 30 JUN.
- **ACTION**: Rick will revise Volume II and send draft to SAWG for review by 15 JUL.
- **ACTION**: Rick will update sign manual Volume I with corrections, ch. 9 & 14 retroreflectivity updates, ch. 16 use of other agency logos on CID-01, and ch. 18 deletion of Fire Extinguisher and Emergency Exit signs by 30 SEP.
- **ACTION**: Rick will change REG-02 & REG-05 font to Helvetica in Volume I and SignPro by 30 SEP.

Miscellaneous Sign Issues

- Debra Stokes pointed out to the group that anyone who is going to order the REG-05 ‘Notice to Visitors’ sign that the text is Times New Roman and should be Helvetica Regular. This same error appears on our Title 36 posters. Steps are being taken to correct this problem.
- Kim briefly discussed past invasive species and electronic sign guidance. No further action needed.
- John Derby presented his survey results for a new ‘No Cliff Jumping’ prohibition symbol sign. One hundred and sixteen lakes or twenty five districts responded in favor of adopting the new sign and 20 lakes opposed the sign saying they did not have cliffs or it could not be enforced in Title 36. At the conclusion of John’s brief the SAWG decided that if the cliff were removed the panel could be used for ‘No Jumping’ from bridges, cliffs, or other structures. A second text line will be available to make it more specific to an area or natural formation. **ACTION** : Jeff will mock up a universal no jumping/diving symbol for review by 06 MAY.
- John Derby discussed Albeni Falls Dam navigational sign defects. **ACTION**: John will share photos of back side of Albeni Falls Dam waterway sign defects to help identify cause by 30 JUN.

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- John Derby presented Seattle's proposed symbol for Pod Casting. Michelle McMorran had requested John to design a Pod Cast symbol for her teams Leadership Development project. Two prototypes were designed by Jeff Mangum from the Tully Lake Sign Shop. After the brief the SAWG felt it looked too much like an Amphitheatre symbol sign and park visitors may be confused with what the Corps was trying to communicate. John Derby is talking with Lauren Morrison, National Park Service Graphics Coordinator at Harpers Ferry to see if the NPS has already answered this question. **ACTION:** John will find a better podcast symbol for review (check ISO & ANSI) by next meeting.
- Jeff discussed use of cell phone tags (QR codes) proposed by Norfolk District. **ACTION:** Jeff will share photo of proposed use of cell phone tag (QR code) on informational sign by 21 MAY.
- Jeff discussed lack of a Corps standard for marking & signing road gates. **ACTION:** Jeff will submit suggested guidance to follow USFS standards on marking/signing road gates to Milt & Karl for review by 21 MAY.
- John Derby presented his findings for 'Object Markers.' Object markers are signs placed on project service gates to warn a motorist that a gate is present. Object markers are referenced in the MUTCD (Manual for Uniformed Traffic Control Devices) however the Corps does not have a standard for the sign. Projects using Object Markers are advised to purchase them from other sources and to not include them in their Sign Pro inventories.
- **ACTION:** Tim will provide 3M sign packaging guidance to Corps sign shops by 06 MAY.

SAD Pilot Program for Adding Corps Mark to Existing APRDIR (Steve)

- Discussed how to determine success/failure of program. Is it aesthetically pleasing and does it meet our needs? If program fails, do we need to research products to remove decals? **ACTION:** Steve, Rick and Greg will get together to discuss.
- By putting the decal on we are making a compliant sign non-compliant. **ACTION:** a policy letter will be issued to give interim permission to make the signs with decals compliant. Need to provide more guidance and examples.
- **ACTION:** Rick and Steve will provide better guidance and graphic examples of Corps Mark decal use on existing approach roadway directional signs for SAD pilot program by 15 MAY.

Problems with DOT approval of Approach Roadway Directional Signs (Steve, Kim & Jeff)

- Discussed specific problems encountered by Kim in the state of Missouri. It would be helpful to learn how the National Park Service and Forest Service are dealing with Missouri for directional signs identifying their parks.
- **ACTION:** Kim will share her Missouri sign contract with Milt Boyd, and Rick will brief Milt on highway sign issues by 01 JUL.

Kansas City Sign Shop Presentation (Heather Lawler)

- Heather provided a slideshow of her sign shop facility, discussed its capabilities, and showed the group some of the materials they use.

Field Trip to Minuteman National Historic Park, Concord, Massachusetts

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Appendix A

Notice to Visitors

Appropriate at Corps of Engineers Civil Works Facilities
To Meet Requirements of AR 190 (Security)

Notice to Visitors

This area has been declared a restricted area by authority of the commander in accordance with the provisions of the directive issued by the Secretary of Defense.

- All persons and vehicles entering this area are subject to search.
- Photographing or making notes, drawings, maps or graphic representations of this area or its activities are prohibited unless specifically authorized by the commander.
- Any such material found in the possession of unauthorized persons will be confiscated.

Sign Advisory Work Group Action Items

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Action	By	Due	Done
*Provide floating mooring bit report/guidance to post on Gateway	Mike	5/6/11	
Mock up a universal no jumping/diving symbol for review	Jeff	5/6/11	
Provide 3M sign packaging guidance to Corps sign shops	Tim	5/6/11	
Determine status of Graphics Standards Manual / Corps Branding	Rick	5/13/11	
Provide better guidance and graphic examples of Corps Mark decal use on existing approach roadway directional signs for SAD pilot program	Rick/Steve	5/15/11	
Revise Gateway security page to include guidance on AR 190 application to civil works projects	Rick	5/21/11	
Ask ISOP PDT opinion on optional use of Corps Mark on interpretive signs (possible change to p. 4-2)	Rick	5/21/11	
Share photo of proposed use of cell phone tag (QR code) on informational sign in Norfolk District	Jeff	5/21/11	
Submit suggested guidance to follow USFS standards on marking/signing road gates to Milt & Karl for review	Jeff	5/21/11	
Make sure old glare reduction memo is posted on Gateway and that hyperlink title is clearly descriptive	Mike/Tim/Rick	5/27/11	
*Provide sign manual Volume I corrections/comments to Rick	Div Reps	6/1/11	
Update sign manual section 14 with glare reduction guidance	Rick/Tim	6/1/11	
Investigate & report to MCX the Rock Island District waterway sign retroreflectivity policy. MCX will forward to HQ.	Kim	6/1/11	
Get opinion from Milt on use of SWM-01, and any other sign with words "at your own risk"	Debra	6/15/11	
*Contact Society of Environmental Graphic Design to review/approve all symbols added since 1993	Debra	6/30/11	
Share photos of back side of Albeni Falls Dam waterway sign defects to help identify cause	Derby	6/30/11	
Get Milt's advice on state DOT contractual issues for approach roadway directional signs. Use Steve's presentation as basis for brief.	Rick	7/1/11	
*Revise Volume II and send draft to SAWG for review	Rick	7/15/11	
Field inspection of acrylic overlays and identify less reflective material to reduce glare on waterway signs	Tim	8/15/11	
Submit Seattle District workplace safety sign case study to Rick	Derby	9/1/11	
*Update sign manual Volume I with corrections, ch. 9 & 14 retroreflectivity updates, ch. 16 use of other agency logos on CID-01, and ch. 18 deletion of Fire Extinguisher and Emergency Exit signs	Rick	9/30/11	
Change REG-02 & REG-05 font to Helvetica in Volume I and SignPro	Rick	9/30/11	
Research ISO/ANSI safety sign standards & symbols. Obtain ANSI standards and symbols.	Rick/Karl	Next meeting	
Find better podcast symbol for review (check ISO & ANSI)	Derby	Next meeting	

*carry over from 2010 meeting