



US Army Corps
of Engineers®

The Sign Post

A newsletter for the U.S. Army Corps of Engineers Sign Program
Spring 2010 Edition

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Welcome to The Sign Post.

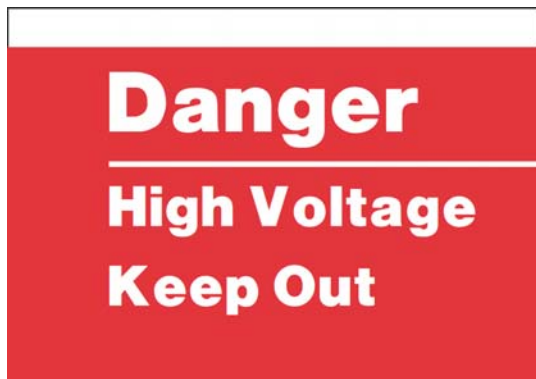
By Rick Magee, National Sign Program Manager

There is much to report in the world of signs. *The Sign Post* contains news including recently approved safety signs and other sign-related policy issues, news from UNICOR, tips and changes regarding Corps SignPro, and some regular features such as the maintenance corner and sign funnies. Please take a few minutes to read this edition of *The Sign Post*. As always, contributions for future newsletters are welcome.

Newly Approved Danger Signs – High Voltage / Keep Out

New safety critical signs have been approved for use at all civil works facilities managed by the Corps of Engineers. These new safety signs are additions to the list; they do not replace existing approved signs.

The message “Keep Out” has been added to Danger//High Voltage to instruct the reader the desired action. This new sign is also approved as either a workplace safety sign, SDA-32 and as an undesignated safety sign, DNG-26. The DNG-26 may be used in locations where the public is in proximity to the risk. The SDA-32 or the existing SDA-01, Danger//High Voltage, should be used in workplace settings where Corps employees and contractors are the primary people at risk.



DNG-26



SDA-32

Another Approved Danger Sign – Thin Ice/ Keep Off

Mike Ensich, Chief of Operations, signed a policy letter adding **Danger/Thin Ice/ Keep Off** to the catalog of available safety critical signs. The intent for this new sign is that it be posted at specific locations that have a *consistent condition of thin ice* during the winter, such as channels and outflows. If a general warning is desired, use the existing sign WRN-13, **Caution / Unsafe Ice Conditions May Exist** at boat ramps or other access points.



DNG-27 (new)



WRN-13 (existing)

Remember, the text of all safety critical signs (Danger, Warning, or Caution) placed on Corps Civil Works Facilities are considered a matter of USACE policy and must be approved by HQUSACE. A list of all safety signs can be found at

<http://corpslakes.usace.army.mil/employees/sign/pdfs/matrix-SafetySigns.pdf> in the Gateway.

To request a new safety sign, the procedure and necessary form is found at

<http://corpslakes.usace.army.mil/employees/sign/waivers.cfm>

Sign requests are reviewed by the Sign Advisory Work Group to ensure the proposals meet the Corps sign standards before a recommendation is sent to HQ USACE. The SAWG often makes suggestions how to improve the proposed text. Members of the SAWG request that the application be carefully filled out and supplemented with photographs and diagrams to best document the reasons the proposed sign is desired.

News and Tips from UNICOR**Doug Pecyna, UNICOR**

The UNICOR Sign Factory, located in Lompoc, California, has been very busy producing a great variety of signs, posters, decals, and routed seals for our varied customers. As we go into the summer season we will be even busier, and so we wanted to take a few minutes of your time to assist you in placing your upcoming sign orders with us. Here are two important tips which will make your ordering experience as smooth as possible and should speed up your order delivery with the highest level of quality.

For Best Results:

- 1.) Send your quote request via E-mail to pecyna@central.unicor.gov or to myork@central.unicor.gov. We prefer an e-mail attaching your quote as a PDF file (the only way we can open it) for expediting your order. You can create a PDF of your order directly from Corps SignPro. If faxing your quote, please include your e-mail address so we may respond with your quote in e-mail.
- 2.) Please make sure the following are including in your order to ensure your quote will be as accurate as possible:
 - The sign type (use sign code in Corps sign manual)
 - The substrate required (i.e. Wood, aluminum, plastic, decals,)
 - The legend size (size of text).
 - Please include a call back number.
 - For any questions you may call us at 805-735-6211 and receive your answer from our knowledgeable staff.
 - When receiving your quote, please review it carefully to assure your sign is exactly as you requested it. You will also receive a list of all signs, specs, and shipping prices.

Lompoc Sign Factory signs are second to none! We are committed to excellence in Quality and Custom Designed Signs to meet our every customer's needs. Our customer survey rating is consistently excellent and we know you will always be satisfied.

We invite you to email or call us at pecyna@central.unicor.gov or 805-735-6211. Visit our web site at www.unicor.gov and click on Industrial Products, then Signs.

Stimulus Funds and Signs

Recent policy from the Assistant Secretary of the Army's Office decrees that American Recovery and Reinvestment Act funds are not to be used to procure signs from Federal Prison Industries, also known as UNICOR. Continue to purchase signs from UNICOR using your regular budget.

Please call the National Sign Program Manager if there are any questions on this policy.



SignPro Tips & Changes

Practice signs: Have you created any fake signs or locations that you have created to learn Corps SignPro? If so, please delete them or move them to a location that begins with the word “test”. This will make reporting sign numbers more accurate in the future. For example: “TEST Jellystone Park” or “TEST Hanalei Bay”

Sign status: A reminder to please select the correct sign status on the overview page. This field defaults to “non-compliant” and requires you to change to “compliant”, “in storage”, “on order” or several other options. Remember to hit the “**submit sign update**” button at the bottom to save all changes before leaving this page. This is also very important for correctly reporting signs.

Orders: The Order feature of Corps SignPro has become the preferred method for ordering signs from UNICOR and from the Corps sign shops at Truman Lake in Kansas City District and Tully Lake in New England.

Instructions for sign orders in Corps SignPro:

First, add a new order. You will need to give it a unique number. A good way to create an order number is to use a 3 or 4-letter code for your project, dash, the year, dash, then the number of the order. For example, a new order created for Jellystone Park might be coded **JELL-10-01**.

- **Orders list** – Selecting the orders tab brings you to a page listing all the orders in your district. You can select an order by clicking on the blue order number. Giving your order a unique order number will make your life easier. You can also see on this page the status of the order, the total cost if you have entered prices for the signs on the worksheets, and the number of worksheets the order contains.
- **Order overview page.** This is the cover page for your order. Here is an example >
- **Shipping.** Enter the phone number and shipping address for delivery of your signs. Remember to click on the **update order** button to save the page before leaving.
- **Cost.** The cost can be entered later, after you receive a quote from the sign shop. Costs are added on the sign worksheets and are brought to the overview page by clicking the **import cost** button. You get to the worksheets by clicking on the blue word “worksheets” in either location it appears on the order overview screen.

The screenshot shows the 'Corps SignPro Sign Data Management' interface. The top navigation bar includes 'logout', 'inventory', 'reports', 'orders', and 'catalog'. The current page is 'orders > JELL-10-01 > worksheets' with 'order ID 1103'.

order overview		shipping	
order no.	JELL-10-01	contact	Boo Boo
manufacturer	Tully Lake Sign Shop	telephone	978-249-3168
installer	Boo Boo	street	Park Avenue
attachments	3 worksheets	city	Jellystone Park
		state	northwest territories
		zip	99155
<input type="button" value="update order"/>			
cost			
panels	\$1,985.30	shipping	\$201.40
posts	\$0.00	installation	\$0.00
total cost	\$2,186.00	<input type="button" value=" < import cost"/> <input type="button" value=" export cost >"/>	
<input type="button" value="update order"/>			

- *Status* — the person at the project creating the order enters his or her name and phone number on the prepared line. The District Sign Manager enters his or her name and phone number on the approved line. Once the order is sent to a shop for fabrication, the ordered by line may be filled in. That may be the same person who prepared the order.


- *Notes* – Use this box to leave notes for the sign shop or future sign managers about the order, such as special fabrication or shipping instructions, urgency, etc.
- *Add signs* from the inventory screen. Select signs to order by clicking on the box for one or more signs you need to order, use drop-down “select action” menu to add signs. Select the order number. Remember that all orders for your district will appear, be sure to select your order number.
- *Worksheets* – Adding a sign will create a worksheet. You can go to the worksheets from the orders overview page by clicking on the blue word “worksheets”. You can check your signs, and be sure to change the quantity for each from the default of zero. Start at the top and work down consecutively inserting signs into your order. Once you have prices, enter the cost on the worksheet and watch the program do the math. Use the box on the right for any notes regarding individual signs. Remember to click on the insert or update buttons to save your work before moving on to the next sign or another page.

- *Sending your order* – on the orders list, next to the order number, are two icons. The first, in black and gray, is for printing your order. The second icon is an envelope for sending a link to your order via e-mail. Use the second to send your order to your District Sign Program Manager for approval. You can also send the order to USACE sign shops or anyone in the USACE Global Directory in Outlook.

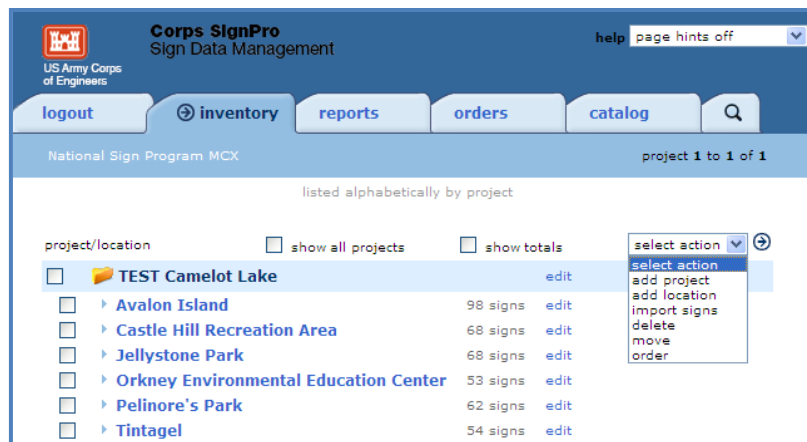
order no.	prepared	approved	ordered	received	status	total cost	worksheets
▢ HFS-09-01					prepared		2
▢ JELL--09-01		19/02/09	19/02/09		approved	\$1,215.00	2
▢ JELL-04		02/02/06	14/02/07		approved	\$1,394.00	3
▢ JELL-05		05/02/07	05/02/07	06/02/07	received	\$2,141.00	8
▢ JELL-10-01		12/12/08	23/04/10		approved	\$2,186.00	4

Provide UV laminate for all sign panels. Recommended shipping by Acme Trucking Company.

- *Sending to UNICOR* – to send your order to UNICOR for a quote you must send a PDF of your order. Click the printer icon and give the system some time to create an image of your order. Once the image appears, select **file**, drop down to **print**, and then select **Adobe PDF**. You will likely have to scroll to the left to find this option. If it is not there, call ACE-IT. After selecting Adobe, click the **print** button and give your computer time to create a new document for you to save on your hard drive. You may wish to change the name of the file from the default to the same as your unique order number. Attach this file to an e-mail in Outlook and send to pecyna@central.unicor.gov

 sign order cover sheet		requisition number JELL-10-01 date 4/23/2010 included pages 4		
US Army Corps of Engineers				
contacts				
prepared by Yogi Bear approved by Mr. Ranger, sir ordered by	date 12/12/2008 date 4/23/2010 date	telephone 978-249-9150 telephone 978-318-8254 telephone 978-249-9150		
ship to				
contact Eoo Boo address Park Avenue city Jellystone Park state NT zip 99155	telephone 978-249-3168			
order overview				
	RSV-01 (2)	APRS-4 (0)	WWA-39 (0)	WRN-11 (0)
cost summary	signs	posts	shipping	installation
	\$1,985.30	\$0.00	\$201.40	\$0.00
	total cost			\$2,186.70
notes Provide UV laminate for all sign panels. Recommended shipping by Acme Trucking Company.				

Need help? The help dropdown menu is located at the top of the page, above the Catalog and Search tabs. Check it out for further instructions to these and other features of Corps SignPro. The Corps SignPro User Manual is also accessible from this menu and is located on the Gateway at http://signpro.usace.army.mil/signpro_manual.pdf



Sign Maintenance Corner

Jeff Mangum

If you have certain signs that are popular as souvenirs, try using 1-way vandal-resistant screws or bolts. Use 1" for installing aluminum signs, 1.5" screws for plywood signs.

One possible source of vandal resistant hardware and the special tool to remove them is P&C Tech Products, Inc., in Sterling, Massachusetts. Check their web-site for more information: <http://www.pandctechproducts.com/catalog.htm#bolts>

Fractions or Decimals?

Jeff Mangum

The USACE sign manual does not have guidelines for use of numbers on signs, according to a PDF search for keywords "fraction" and "decimal".

The Manual for Uniform Traffic Control Devices (MUTCD) does state for Guide Signs – Freeways and Expressways: "Fractions of a mile, rather than decimals, should be displayed in all cases" on <http://mutcd.fhwa.dot.gov/hdm/2009/part2/part2e.htm>.

The Corps of Engineers adopts the MUTCD as our standard for traffic signs. There are three exceptions – directional signs, parking/no parking signs, and recreation symbols. In the absence of USACE guidelines, project sign managers should be advised fractions are specified by the MUTCD, but they may use decimals if preferred and the district sign program manager approves.



Red Tail on Corps Brown

Here is one way to improve Corps signs and keep the pigeons away.

Photo credit: Chelsie Morris, Bonneville Lock & Dam, NWP

Seen on the Street

This unusual sign was spotted in Virginia Beach by Milt Boyd, SAWG member from the Office of Counsel.
 @*^#0!! if I can figure out what it means!

Send your digital photos of, unusual, funny, bizarre, or otherwise remarkable signs to **The Sign Post**. Please send the name of the person who took the picture.



Success with Signs

We are always looking for new ideas to post on The Gateway. Share your ideas on sign management by submitting a Good Enough to Share (GETS) or Lessons Learned through the website, or directly to the MCX manager. It may also appear in a future edition of **The Sign Post**. If you have a topic to suggest, an interesting photo of a sign, or a candidate to interview for the next edition of **The Sign Post** please let us know.

The Sign Advisory Work Group



The Sign Advisory Work Group met on April 6th in Southbridge, Massachusetts. Pictured, from left to right, are: Milt Boyd, Office of Counsel; Rick Magee, Sign MCX; Duane Johnson, SPD; Steve Logan, SAD; Kimberly Rea, MVD; John Derby, NWD; Jack Nichol, LRD; Jeff Mangum, NAD and SAWG Chair; Tim Grundhoffer, Sign MCX; Debra Stokes, HQUSACE Sign Program Proponent; Mike Kidby, HQUSACE Navigation; John Tennery, SWD.

Contact Information with *new* address:

The National Sign Program Center for Expertise (MCX) is hosted by the Saint Paul District. This spring the Saint Paul District Office is moving. By the first of June we will have relocated next door into newly renovated space in the Railroad and Bank Building built by the Empire Builder, James J. Hill. Originally it was the Headquarters for the railroads J.J. Hill owned, most notably the Great Northern, the Northern Pacific, and the Chicago, Burlington & Quincy Railroads. The Burlington Northern Santa Fe still maintains regional offices in the building.

The Sign Post is produced by the National Sign Program Center for Expertise (MCX).
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The Sign Post is an unofficial newsletter for Corps of Engineers people involved with the sign program. Always welcome are contributions to The Sign Post. Submit short articles, ideas, suggestions, or photos that you have taken of unusual signs via your District Sign Program Manager to the National Sign Program MCX.