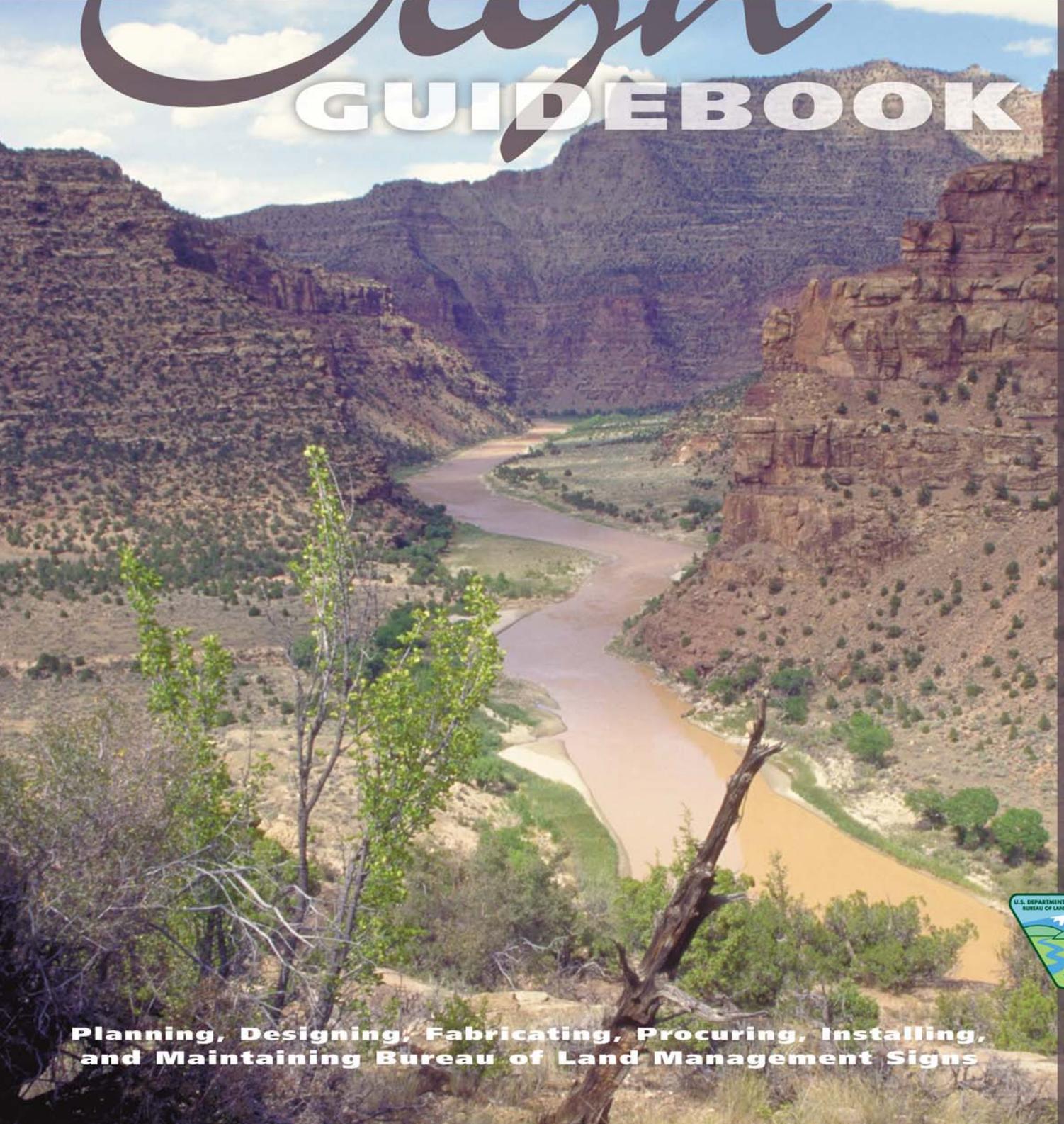


# BLM

# Sign

# GUIDEBOOK

BLM



**Planning, Designing, Fabricating, Procuring, Installing,  
and Maintaining Bureau of Land Management Signs**

**BLM**

*Sign*

**GUIDEBOOK**

**December 2004**



## *Mission Statements*

*The mission of the Department of the Interior is to protect and provide access to our Nation's natural and cultural heritage and honor our trust responsibilities to tribes and our commitments to the island communities.*

*The mission of the Bureau of Land Management is to sustain the health, diversity, and productivity of the Nation's public lands for the use and enjoyment of present and future generations.*

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# Preface

Effective communication requires the clear, concise delivery of an understandable message through a powerful medium. Signs are one of the avenues for conveying information to the public about the Bureau of Land Management (BLM). They are a key factor in the way the public views the BLM's competency to manage the public lands and waters under its jurisdiction. Signs on the BLM-managed public lands and waters are our "silent employees."

A comprehensive sign program fosters safety, facilitates the management of an area, provides a learning opportunity for visitors, and offers a positive image and identity for all entities involved in the management of that area. This National Sign Guidebook establishes standards and guidelines for signs and the BLM's National Sign Program. Signs purchased and installed on the public lands must comply with a number of procurement and accessibility laws and regulations. This National Sign Guidebook presents information for planning, designing, fabricating, procuring, installing, and maintaining signs in a clear, complete, and user friendly format for all BLM employees.

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# Chapter 1—Introduction

The Bureau of Land Management (BLM) uses the highest standards for signing the public lands and waters under its jurisdiction and management. Signs are intended to guide, inform, and protect visitors. This National Sign Guidebook (Guidebook) establishes uniform guidelines and directs the reader/user through the sign planning process.

## A. Purpose of This Guidebook

The purpose of this Guidebook is to establish standards and guidelines for planning, developing, and managing signs for the BLM-administered public lands and waters.

This Guidebook:

1. Describes the National Sign Program planning process.
2. Describes the different types of signs and the locations where they are used.
3. Outlines the national design standards.
4. Provides specific design standards that apply to certain types of signs, including material and specification requirements.
5. Identifies procurement procedures.
6. Delineates the inventory and maintenance guidance.
7. Provides reference material and other resources.

## B. Signing Guidebook Principles

The following principles were used in formulating the National Sign Guidebook and should be used in administering the BLM National Sign Program:

1. Signs must deliver understandable messages to visitors. Each sign should address a single topic and not include jargon or technical terms. Messages should not be mixed.
2. The established BLM logo must be used, where appropriate.
3. Signs must comply with the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Sections 4.1

and 4.30 from both standards provide specific guidance for signs (see Appendix 1). Persons with disabilities must be consulted when designing informational signs and interpretive materials.

4. Signing situations related to vehicular and pedestrian traffic should follow the specifications established in the Manual on Uniform Traffic Control Devices (MUTCD), published by the Federal Highway Administration.

5. BLM-approved international symbols and established signing industry standards must be used for sign design, fabrication, installation, and maintenance.

6. Signs must comply with pertinent Federal, State, and local laws, as appropriate.

7. The standards and guidelines in this National Sign Guidebook must be applied consistently to ensure that areas are safe and to enhance visitors' experiences on the BLM's public lands and waters.

8. Whenever possible, signs should be used in conjunction with other media, such as maps, brochures, interpretive materials, etc.

### **C. Funding**

All funding needs for conducting inventories and reviews and preparing maintenance schedules, as well as for the cost of planning, designing, fabricating, installing, and maintaining signs, are the responsibility of the Field Office or designated area. The National Sign Coordinator can assist with cost estimates for design, fabrication, and installation.

### **D. Sign Review**

A periodic review should be performed by the appropriate Area or Field Office, along with any managing partners, to address adequacy, wording, and design standards. This review should also include, but not be limited to, location concerns, the relevancy of the signs, condition of signs, visual clutter, the relationship to other signs in the area, and program issues.

## **E. Sign Maintenance**

Each office should prepare a maintenance schedule for signs currently in place. This schedule should then be reviewed and updated annually to address damage, visibility, legibility, and appearance. A five-year plan should be developed, based on the annual maintenance plan, for each office.

## **F. Sign Plan Approval**

An approved sign plan must be in place prior to the fabrication and installation of new signs. The sign plan must be approved by the Area/Field Manager.

## **G. Procurement Process**

The National Sign Center, located in Rawlins, Wyoming, is the source for all signs.

## **H. Data Bases**

Until a sign module to the facilities maintenance system is developed, BLM Form 9130-4 may be used.

## Chapter 2—Sign Planning

This section answers the question, “So you think you need a sign?” and offers guidance for using signs. It also emphasizes the importance of a communication strategy in developing a sign plan and provides details for conducting an inventory. Each Field Office should develop a Sign Plan consistent with the National Sign Strategy/Policy to ensure that signs are planned and used properly, will inform the visitor, are not cluttering the area, and will achieve the intended results. Ideally, signs should be used in conjunction with other media to communicate and/or reinforce key ideas. By themselves, signs cannot tell the entire story.

### A. Communication Strategy—“So You Think You Need a Sign?”

The decision to use a sign begins with planning. Signs must be part of an identified need or communication goal to inform an intended audience while fulfilling both BLM and legal requirements. Knowledge of how, when, and where to develop effective messages is the key to successfully developing a sign plan and communication strategy. If your communication strategy is effective, users will have prior knowledge of the context for the sign. For example, if route markers are being considered for a trail system, the user may already have a map reflecting the location of those markers and additional information explaining their purpose. Therefore, the strategy would include planning for the trail system, the map, and specific signs within resource management plans, activity plans, or project plans (see Section B).

Considerations for developing a communication strategy include:

#### 1. Rationale

The decision to use or not use a sign to communicate a message should not be made on an ad hoc basis. Sign use should always be consistent with the direction of larger planning efforts (resource, activity, and project plans) in tandem with the National Sign Strategy and the Field Office Sign Plan.

#### 2. Delivery

It is important to recognize that most information and attitudes are acquired before a user arrives at the use area. Where will the visitors receive the initial message? It could be at home, on-site, or in another location. Where the user receives the message

will determine the level of attention and the consistency of his/her response to subsequent messages placed on the area signs. It can be helpful to include photos or illustrations of signs located onsite in communications intended for off site use so that people are primed for the reminder when they arrive at the site.

Typically, there are three major “zones” in which information is delivered.

a. Exterior Zone

This may vary from one mile to several hundred miles outside of the destination site. Information in this zone is usually most appropriately delivered in the form of maps, brochures, public outreach programs, etc. The only signs needed in this zone may be directional signs so that the visitor can easily find the site. It can be useful to work backwards from the site to make sure that directional or other information is provided at all visitor decision points.

b. Entrance Zone

This zone includes the access point or area. A wide variety of sign categories (Chapter 3) would be appropriate in this zone to inform visitors they have arrived at the entrance of their destination and what, if any, services and facilities are available.

c. Interior Zone

The messages in this zone are more detailed and should be used to reinforce previously acquired information; to identify and interpret themes; to remind users of regulatory issues; and to provide detailed directions, warnings, services, etc.

3. Effectiveness

Effective messages can come in a variety of forms, including signs, brochures, maps, etc. Regardless of their form, successful messages must:

- a. Fulfill a user need and contain pertinent information to ensure that the user has a safe and enjoyable visit on the BLM public lands and waters;
- b. Convey clear, simple, brief messages;
- c. Command attention and user respect;

- d. Convey positive messages;
- e. Be presented in a manner that allows for ease of viewing and gives the viewer time to respond appropriately;
- f. Be maintained to reflect a positive image of the BLM;
- g. Be designed so that user response(s) can be measured or evaluated; and
- h. Not be used as instructional media; it is critical that signs be used with other media such as maps and brochures.

After you have developed an effective communication strategy and determined that signs are the most effective way to present the information, you should create a sign plan.



This cultural resource site is a prime example of a BLM area that could benefit from identification, informational, and regulatory signage.

## **B. The Sign Plan**

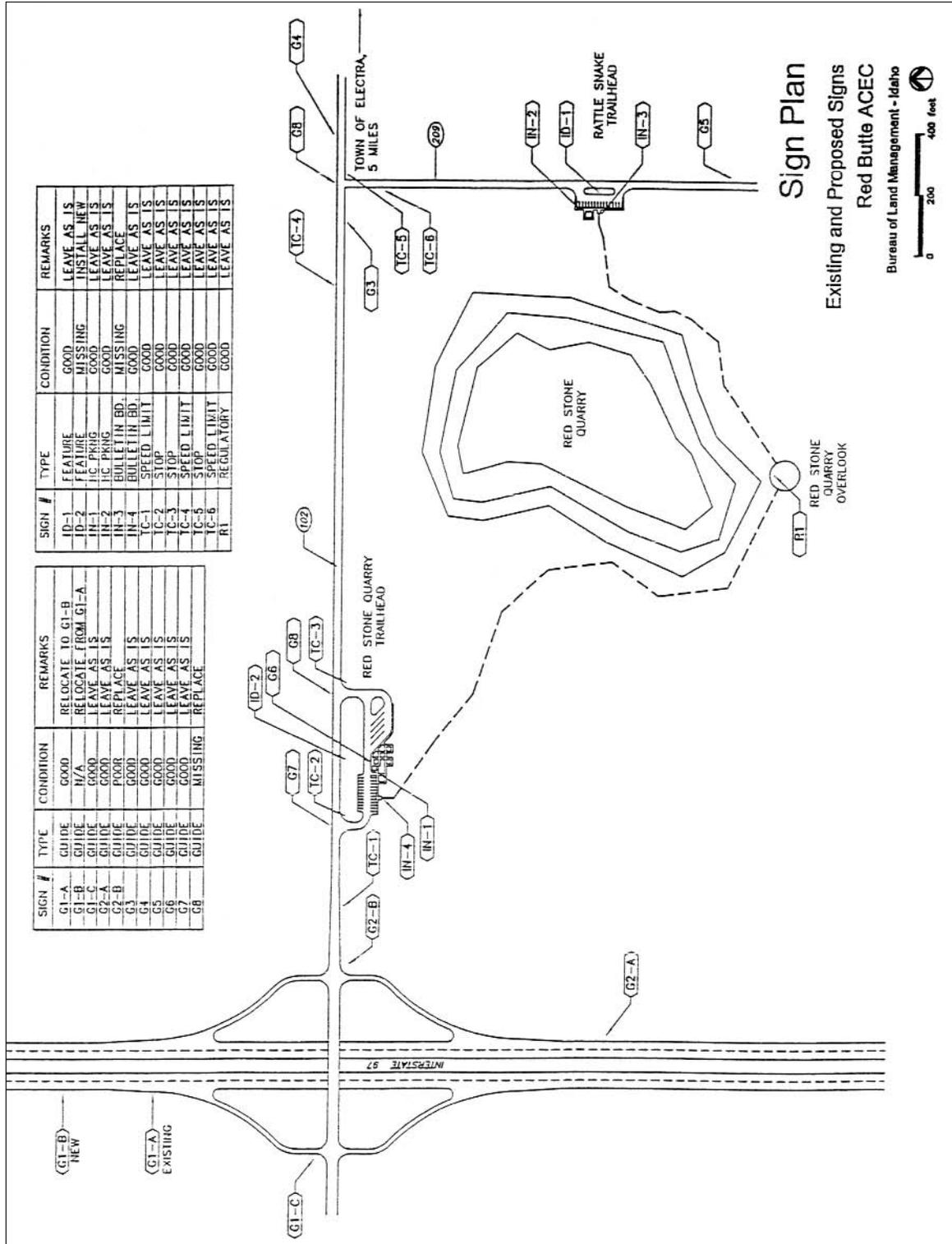
A sign plan provides for the systematic and uniform development and maintenance of a sign system for a given area. A sign plan is necessary to ensure that signs placed in an area are consistent with land use and other planning documents; that they are designed to be consistent with all applicable laws, regulations, and policies; and that all signs adhere to a consistent theme. A sign plan should include the goals, objectives, and responsibilities for the placement of signs, as well as an inventory of existing signs and may include a process for designing/locating new signs. An example of a sign plan can be found in Appendix 2.

### 1. Inventory

Creating an inventory of both existing sign locations and any new locations for signs is an essential first step in managing visitor communication strategies. The inventory may require a great deal of time and should be completed in a detailed, comprehensive manner (see below). While the public lands under the jurisdiction of an office may be inventoried in their entirety, it might be easier to divide an area into more manageable components (wilderness areas, wilderness study areas, campgrounds, areas of critical environmental concern, etc.). A good inventory includes all signs in a management area, as well as a comprehensive survey of the locations that may need signs.

Use Form 9130-4, “Sign Inventory/Maintenance Form” (Appendix 3), to ensure a consistent inventory of all signs. Be sure to enter information from this form into the Facility Inventory Maintenance Management System database because funding to maintain signs is obtained through this system. The inventory may also be entered into a GIS system either from a hard copy or through data collection with a GPS unit. Digital photographs (which may be useful later in the planning process) may be taken and attached to the inventory sheets or entered directly into a GIS database. Please include all of the following items on an inventory form or in a GIS database for each sign:

- a. Date inventoried and name of person conducting the inventory;
- b. Location (initially identified on a map or as mileage from a starting point);
- c. All language on the sign;
- d. Size, color, and shape of sign (height, length, etc.);
- e. Size, color, and font of the lettering;



SIGN #	TYPE	CONDITION	REMARKS
G1-A	GUIDE	GOOD	RELOCATE TO G1-B
G1-B	GUIDE	N/A	RELOCATE FROM G1-A
G1-C	GUIDE	GOOD	LEAVE AS IS
G2-A	GUIDE	GOOD	LEAVE AS IS
G2-B	GUIDE	POOR	REPLACE
G3	GUIDE	GOOD	LEAVE AS IS
G4	GUIDE	GOOD	LEAVE AS IS
G5	GUIDE	GOOD	LEAVE AS IS
G6	GUIDE	GOOD	LEAVE AS IS
G7	GUIDE	GOOD	LEAVE AS IS
G8	GUIDE	GOOD	LEAVE AS IS
G9	GUIDE	MISSING	REPLACE
G10	GUIDE	GOOD	LEAVE AS IS
G11	GUIDE	GOOD	LEAVE AS IS
G12	GUIDE	GOOD	LEAVE AS IS
G13	GUIDE	GOOD	LEAVE AS IS
G14	GUIDE	GOOD	LEAVE AS IS
G15	GUIDE	GOOD	LEAVE AS IS
G16	GUIDE	GOOD	LEAVE AS IS
G17	GUIDE	GOOD	LEAVE AS IS
G18	GUIDE	GOOD	LEAVE AS IS
G19	GUIDE	GOOD	LEAVE AS IS
G20	GUIDE	GOOD	LEAVE AS IS
G21	GUIDE	GOOD	LEAVE AS IS
G22	GUIDE	GOOD	LEAVE AS IS
G23	GUIDE	GOOD	LEAVE AS IS
G24	GUIDE	GOOD	LEAVE AS IS
G25	GUIDE	GOOD	LEAVE AS IS
G26	GUIDE	GOOD	LEAVE AS IS
G27	GUIDE	GOOD	LEAVE AS IS
G28	GUIDE	GOOD	LEAVE AS IS
G29	GUIDE	GOOD	LEAVE AS IS
G30	GUIDE	GOOD	LEAVE AS IS
G31	GUIDE	GOOD	LEAVE AS IS
G32	GUIDE	GOOD	LEAVE AS IS
G33	GUIDE	GOOD	LEAVE AS IS
G34	GUIDE	GOOD	LEAVE AS IS
G35	GUIDE	GOOD	LEAVE AS IS
G36	GUIDE	GOOD	LEAVE AS IS
G37	GUIDE	GOOD	LEAVE AS IS
G38	GUIDE	GOOD	LEAVE AS IS
G39	GUIDE	GOOD	LEAVE AS IS
G40	GUIDE	GOOD	LEAVE AS IS
G41	GUIDE	GOOD	LEAVE AS IS
G42	GUIDE	GOOD	LEAVE AS IS
G43	GUIDE	GOOD	LEAVE AS IS
G44	GUIDE	GOOD	LEAVE AS IS
G45	GUIDE	GOOD	LEAVE AS IS
G46	GUIDE	GOOD	LEAVE AS IS
G47	GUIDE	GOOD	LEAVE AS IS
G48	GUIDE	GOOD	LEAVE AS IS
G49	GUIDE	GOOD	LEAVE AS IS
G50	GUIDE	GOOD	LEAVE AS IS
G51	GUIDE	GOOD	LEAVE AS IS
G52	GUIDE	GOOD	LEAVE AS IS
G53	GUIDE	GOOD	LEAVE AS IS
G54	GUIDE	GOOD	LEAVE AS IS
G55	GUIDE	GOOD	LEAVE AS IS
G56	GUIDE	GOOD	LEAVE AS IS
G57	GUIDE	GOOD	LEAVE AS IS
G58	GUIDE	GOOD	LEAVE AS IS
G59	GUIDE	GOOD	LEAVE AS IS
G60	GUIDE	GOOD	LEAVE AS IS
G61	GUIDE	GOOD	LEAVE AS IS
G62	GUIDE	GOOD	LEAVE AS IS
G63	GUIDE	GOOD	LEAVE AS IS
G64	GUIDE	GOOD	LEAVE AS IS
G65	GUIDE	GOOD	LEAVE AS IS
G66	GUIDE	GOOD	LEAVE AS IS
G67	GUIDE	GOOD	LEAVE AS IS
G68	GUIDE	GOOD	LEAVE AS IS
G69	GUIDE	GOOD	LEAVE AS IS
G70	GUIDE	GOOD	LEAVE AS IS
G71	GUIDE	GOOD	LEAVE AS IS
G72	GUIDE	GOOD	LEAVE AS IS
G73	GUIDE	GOOD	LEAVE AS IS
G74	GUIDE	GOOD	LEAVE AS IS
G75	GUIDE	GOOD	LEAVE AS IS
G76	GUIDE	GOOD	LEAVE AS IS
G77	GUIDE	GOOD	LEAVE AS IS
G78	GUIDE	GOOD	LEAVE AS IS
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G81	GUIDE	GOOD	LEAVE AS IS
G82	GUIDE	GOOD	LEAVE AS IS
G83	GUIDE	GOOD	LEAVE AS IS
G84	GUIDE	GOOD	LEAVE AS IS
G85	GUIDE	GOOD	LEAVE AS IS
G86	GUIDE	GOOD	LEAVE AS IS
G87	GUIDE	GOOD	LEAVE AS IS
G88	GUIDE	GOOD	LEAVE AS IS
G89	GUIDE	GOOD	LEAVE AS IS
G90	GUIDE	GOOD	LEAVE AS IS
G91	GUIDE	GOOD	LEAVE AS IS
G92	GUIDE	GOOD	LEAVE AS IS
G93	GUIDE	GOOD	LEAVE AS IS
G94	GUIDE	GOOD	LEAVE AS IS
G95	GUIDE	GOOD	LEAVE AS IS
G96	GUIDE	GOOD	LEAVE AS IS
G97	GUIDE	GOOD	LEAVE AS IS
G98	GUIDE	GOOD	LEAVE AS IS
G99	GUIDE	GOOD	LEAVE AS IS
G100	GUIDE	GOOD	LEAVE AS IS

SIGN #	TYPE	CONDITION	REMARKS
ID-1	FEATURE	GOOD	LEAVE AS IS
ID-2	FEATURE	MISSING	INSTALL NEW
IN-1	LIC PARKING	GOOD	LEAVE AS IS
IN-2	LIC PARKING	GOOD	LEAVE AS IS
IN-3	BULLETIN BO.	MISSING	REPLACE
IN-4	BULLETIN BO.	GOOD	LEAVE AS IS
TC-1	SPEED LIMIT	GOOD	LEAVE AS IS
TC-2	SPEED LIMIT	GOOD	LEAVE AS IS
TC-3	SPEED LIMIT	GOOD	LEAVE AS IS
TC-4	SPEED LIMIT	GOOD	LEAVE AS IS
TC-5	SPEED LIMIT	GOOD	LEAVE AS IS
TC-6	SPEED LIMIT	GOOD	LEAVE AS IS
TC-7	SPEED LIMIT	GOOD	LEAVE AS IS
TC-8	SPEED LIMIT	GOOD	LEAVE AS IS
TC-9	SPEED LIMIT	GOOD	LEAVE AS IS
TC-10	SPEED LIMIT	GOOD	LEAVE AS IS
TC-11	SPEED LIMIT	GOOD	LEAVE AS IS
TC-12	SPEED LIMIT	GOOD	LEAVE AS IS
TC-13	SPEED LIMIT	GOOD	LEAVE AS IS
TC-14	SPEED LIMIT	GOOD	LEAVE AS IS
TC-15	SPEED LIMIT	GOOD	LEAVE AS IS
TC-16	SPEED LIMIT	GOOD	LEAVE AS IS
TC-17	SPEED LIMIT	GOOD	LEAVE AS IS
TC-18	SPEED LIMIT	GOOD	LEAVE AS IS
TC-19	SPEED LIMIT	GOOD	LEAVE AS IS
TC-20	SPEED LIMIT	GOOD	LEAVE AS IS
TC-21	SPEED LIMIT	GOOD	LEAVE AS IS
TC-22	SPEED LIMIT	GOOD	LEAVE AS IS
TC-23	SPEED LIMIT	GOOD	LEAVE AS IS
TC-24	SPEED LIMIT	GOOD	LEAVE AS IS
TC-25	SPEED LIMIT	GOOD	LEAVE AS IS
TC-26	SPEED LIMIT	GOOD	LEAVE AS IS
TC-27	SPEED LIMIT	GOOD	LEAVE AS IS
TC-28	SPEED LIMIT	GOOD	LEAVE AS IS
TC-29	SPEED LIMIT	GOOD	LEAVE AS IS
TC-30	SPEED LIMIT	GOOD	LEAVE AS IS
TC-31	SPEED LIMIT	GOOD	LEAVE AS IS
TC-32	SPEED LIMIT	GOOD	LEAVE AS IS
TC-33	SPEED LIMIT	GOOD	LEAVE AS IS
TC-34	SPEED LIMIT	GOOD	LEAVE AS IS
TC-35	SPEED LIMIT	GOOD	LEAVE AS IS
TC-36	SPEED LIMIT	GOOD	LEAVE AS IS
TC-37	SPEED LIMIT	GOOD	LEAVE AS IS
TC-38	SPEED LIMIT	GOOD	LEAVE AS IS
TC-39	SPEED LIMIT	GOOD	LEAVE AS IS
TC-40	SPEED LIMIT	GOOD	LEAVE AS IS
TC-41	SPEED LIMIT	GOOD	LEAVE AS IS
TC-42	SPEED LIMIT	GOOD	LEAVE AS IS
TC-43	SPEED LIMIT	GOOD	LEAVE AS IS
TC-44	SPEED LIMIT	GOOD	LEAVE AS IS
TC-45	SPEED LIMIT	GOOD	LEAVE AS IS
TC-46	SPEED LIMIT	GOOD	LEAVE AS IS
TC-47	SPEED LIMIT	GOOD	LEAVE AS IS
TC-48	SPEED LIMIT	GOOD	LEAVE AS IS
TC-49	SPEED LIMIT	GOOD	LEAVE AS IS
TC-50	SPEED LIMIT	GOOD	LEAVE AS IS
TC-51	SPEED LIMIT	GOOD	LEAVE AS IS
TC-52	SPEED LIMIT	GOOD	LEAVE AS IS
TC-53	SPEED LIMIT	GOOD	LEAVE AS IS
TC-54	SPEED LIMIT	GOOD	LEAVE AS IS
TC-55	SPEED LIMIT	GOOD	LEAVE AS IS
TC-56	SPEED LIMIT	GOOD	LEAVE AS IS
TC-57	SPEED LIMIT	GOOD	LEAVE AS IS
TC-58	SPEED LIMIT	GOOD	LEAVE AS IS
TC-59	SPEED LIMIT	GOOD	LEAVE AS IS
TC-60	SPEED LIMIT	GOOD	LEAVE AS IS
TC-61	SPEED LIMIT	GOOD	LEAVE AS IS
TC-62	SPEED LIMIT	GOOD	LEAVE AS IS
TC-63	SPEED LIMIT	GOOD	LEAVE AS IS
TC-64	SPEED LIMIT	GOOD	LEAVE AS IS
TC-65	SPEED LIMIT	GOOD	LEAVE AS IS
TC-66	SPEED LIMIT	GOOD	LEAVE AS IS
TC-67	SPEED LIMIT	GOOD	LEAVE AS IS
TC-68	SPEED LIMIT	GOOD	LEAVE AS IS
TC-69	SPEED LIMIT	GOOD	LEAVE AS IS
TC-70	SPEED LIMIT	GOOD	LEAVE AS IS
TC-71	SPEED LIMIT	GOOD	LEAVE AS IS
TC-72	SPEED LIMIT	GOOD	LEAVE AS IS
TC-73	SPEED LIMIT	GOOD	LEAVE AS IS
TC-74	SPEED LIMIT	GOOD	LEAVE AS IS
TC-75	SPEED LIMIT	GOOD	LEAVE AS IS
TC-76	SPEED LIMIT	GOOD	LEAVE AS IS
TC-77	SPEED LIMIT	GOOD	LEAVE AS IS
TC-78	SPEED LIMIT	GOOD	LEAVE AS IS
TC-79	SPEED LIMIT	GOOD	LEAVE AS IS
TC-80	SPEED LIMIT	GOOD	LEAVE AS IS
TC-81	SPEED LIMIT	GOOD	LEAVE AS IS
TC-82	SPEED LIMIT	GOOD	LEAVE AS IS
TC-83	SPEED LIMIT	GOOD	LEAVE AS IS
TC-84	SPEED LIMIT	GOOD	LEAVE AS IS
TC-85	SPEED LIMIT	GOOD	LEAVE AS IS
TC-86	SPEED LIMIT	GOOD	LEAVE AS IS
TC-87	SPEED LIMIT	GOOD	LEAVE AS IS
TC-88	SPEED LIMIT	GOOD	LEAVE AS IS
TC-89	SPEED LIMIT	GOOD	LEAVE AS IS
TC-90	SPEED LIMIT	GOOD	LEAVE AS IS
TC-91	SPEED LIMIT	GOOD	LEAVE AS IS
TC-92	SPEED LIMIT	GOOD	LEAVE AS IS
TC-93	SPEED LIMIT	GOOD	LEAVE AS IS
TC-94	SPEED LIMIT	GOOD	LEAVE AS IS
TC-95	SPEED LIMIT	GOOD	LEAVE AS IS
TC-96	SPEED LIMIT	GOOD	LEAVE AS IS
TC-97	SPEED LIMIT	GOOD	LEAVE AS IS
TC-98	SPEED LIMIT	GOOD	LEAVE AS IS
TC-99	SPEED LIMIT	GOOD	LEAVE AS IS
TC-100	SPEED LIMIT	GOOD	LEAVE AS IS

- f. Sign material;
- g. Condition of sign (good, deteriorated, damaged, missing/down, or obsolete);
- h. Type of post and attachment system (4X4 treated lumber, metal fence post, etc.);
- i. Condition of post (good, deteriorated, damaged, missing/down, obsolete); and
- j. Notes (poor location, accessibility issues, shrubs blocking view of sign, or anything else that must be addressed later in the planning process).

When the inventory is complete, place all sign locations on a map of the area, with the detailed information cross-referenced to the Facilities Inventory Maintenance Management System. The map may consist of the several “bite-size” area maps used during the inventory. Eventually, you should combine all inventory data on one large map to facilitate the coordination of signs across the entire area.

## 2. Sign Review

The review of existing signs is the heart and soul of the sign planning process. This review is essential to determine the need for and usefulness of each sign. Field staff involved with sign placement should have input during this review. It may be difficult, at best, to determine if signs are being read or ignored. The field staff’s interaction with visitors, however, provides them with experience to determine which signs are worthwhile, which signs should be eliminated, and/or which signs should be specifically clarified. Field staff may also be able to identify locations where signs are needed to resolve use problems, to improve stewardship ethics, and/or to accommodate public health and safety issues.

Each sign should be reviewed to answer the following questions and determine compliance with the Sign Plan:

- a. Is the sign consistent with existing planning documentation (resource management, activity, or project plans, etc.)?
- b. Is this sign needed? Does it serve a purpose? Is it one of several in an area? Have things changed in this location so that the sign is no longer necessary?
- c. Is the sign effective? Is the message inappropriate or confusing? Is lettering too small to be read from a high-speed vehicle?

- d. Is the location of the sign appropriate?
- e. Are sign and post materials appropriate for year-round conditions, protection from vandalism, etc.?
- f. Does the sign complement the rest of the signs in the area?
- g. What is the condition of the sign? Even if the message is appropriate and the location is a good one, is the sign faded? Is it time to replace it?
- h. Is each sign meeting required rules and regulations, such as MUTCD, UFAS/ADAAG, etc.?

### 3. Commitment

Maintaining effective visitor communication costs money. Funding is needed for planning, designing, fabricating, installing, maintaining, and replacing signs. There must be an ongoing funding commitment factored into both short- and long-term budgetary cycles. All messages (brochures, maps, and signs) should be constantly evaluated to ensure that they are current, meet user needs, and adhere to the BLM's mission, goals, and policies.

A sign plan should be in place prior to ordering, designing, or installing new signs. **DO NOT PIECEMEAL SIGN DECISIONS.** Most signing decisions should be implemented based on a project plan. In emergency situations, signs may be designed, acquired, or constructed without the benefit of an approved plan. These emergency situations include the following:

- a. Ensuring visitor health and safety;
- b. Eliminating or abating the effects of resource overuse, misuse, or vandalism;
- c. Preventing the loss or destruction of existing developed facilities and cultural or natural resources.

Once the emergency situation has been addressed, an activity and project plan should be developed to implement the long-term sign plan.



### C. Relationships Between Plans

The BLM has three levels of planning; (1) **resource management plans**, (2) **activity plans**, and (3) **project plans**. Because the decision to place a new sign should begin at the earliest level of planning, communication strategies should be discussed when writing resource management plans. The best method for preparing a plan depends upon several factors, including the overall scope and complexity of the project, time constraints for meeting management objectives, and availability of funds to undertake the effort. Plans should involve an interdisciplinary approach and include recreation planners, landscape architects, engineers, interpretive specialists, and other appropriate resource/program specialists.

Usually, **Resource Management Plans** (RMP) discuss “big picture” management and are not site specific (e.g., a portion of a large area will be closed to off-road use). A coordinated communication strategy using signs, maps, brochures, and outreach programs, along with a Sign Plan, should complement the decisions in the RMP.

**Activity plans** should address the development of communication strategies and signing objectives in greater detail, including specific sign types and systems, maps, brochures, etc. The following example details a communication strategy for a situation dealing with off-highway vehicle (OHV) and river management:

*“OHV and river management objectives will require a revised sign system that reinforces the interpretive and public information program. The target audiences will be the OHV/River user communities. The signs will convey river safety tips and identify access/egress points (both from the river and land). All OHV routes should be mapped and signed and public outreach programs should be developed for both user groups. Site information (signs, etc.) will be designed with a rustic theme and focus on major access points. Maps and brochures will be designed to convey detailed messages for the user.”*

**Project plans** include details about the project, which may include signs. A project plan may also be written specifically for the installation of a single sign or a group of signs within a project area. For example:

*“The sign will be approximately 24 inches by 24 inches, aluminum, mounted on a single wood post. The message will read “Vehicles Must Stay on Designated Roads,” and the sign will be installed at the intersection of Roads 3051 and 3052.”*

As stated previously, it is very important that all signs complement the larger Sign Plan and communication strategy for the area. A Sign Plan must be developed prior to ordering or installing any signs.



## D. Now You Are Ready to Order a Sign

### 1. Final Check

Signs are not effective if they misinform, alienate, or confuse the public. As a final check, ask yourself the following questions:

- a. Have you accomplished your purpose with the sign (provided directions, solved a management problem, enhanced the visitor’s experience, improved resource/visitor protection, etc.)?
- b. Have you addressed the correct audience (locals or out-of-town visitors, married or single people, senior citizens, families, international visitors, etc.)?

- c. Have you taken into consideration the visitor's length of stay (passing through or coming for an extended period of time, staying the night or using the area just for the day, etc.)?
- d. Have you placed appropriate signs in the correct zones (on the way to a destination, on-site)?
- e. Is the sign consistent with BLM and other legal requirements?
- f. Are the materials appropriate for the area (vandalism, climate, etc.)?

## 2. Things to consider

Before planning/ordering any signs, here are several issues to consider.

- a. Coordinate with other agencies. Now is the time to contact other agencies (Federal, State, Tribal, and local) whose properties border your area to coordinate signs benefitting all entities involved.

For example: If a sign is needed to identify a BLM trail that eventually traverses Forest Service lands, why not construct a sign that is beneficial for both agencies? Or, if you are placing a sign along a public road, have you coordinated with the jurisdictional agency to obtain an encroachment permit?

- b. Prioritize your orders. Determining which signs are a priority for ordering is often essential because of tight budgets and a lack of labor for installing a large number of signs. Establishing priorities for meeting special requirements will help you determine which signs will be ordered first and assist in scheduling the installation process.
- c. Order bulk whenever possible. Signs are less expensive when they are ordered in large quantities. A successful planning process will result in larger and less frequent purchases. In areas of high vandalism, it may be worthwhile to order two or three of the same sign so it can be replaced quickly if it is extensively damaged. Depending on budgets, it is usually a good idea to have one backup for all signs so that one can be installed while new ones are being ordered.
- d. Look for opportunities for partnerships. Signs are expensive, and installation requires time and effort. Explore options and events that might supply your Office with grant money, volunteer labor (e.g., local user groups, trail crews, local schools, etc.), or donations of materials.

e. Create a maintenance schedule. Regardless of how many signs are ordered and how many signs exist in the area, include a 5-year Maintenance Plan Addendum to your Sign Plan. It is essential that you create and maintain a sign maintenance schedule. Your initial inventory will determine which signs need to be replaced/restored, which bases need to be replaced/restored, and what other maintenance needs must be completed (cut brush around signs, relocate signs, etc.). Keep the dates that each sign was inventoried and replaced on file. Ensure that your budgets always include funding for sign maintenance.



Try to avoid sign “clutter,” i.e., putting too many signs together in one place.

## Chapter 3—Sign Categories

This section groups and defines the types of signs used on the BLM public lands and waters. Signs are grouped into the following categories: identification signs; guide signs; informational signs; traffic control devices; regulatory, warning, and safety signs; and a miscellaneous group that includes temporary, boating, snowmobile, concessionaire, and special event signs. Each of these categories has its own requirements and functions. Messages should not be mixed on a single sign or in a grouping of signs if it leads to sign clutter.

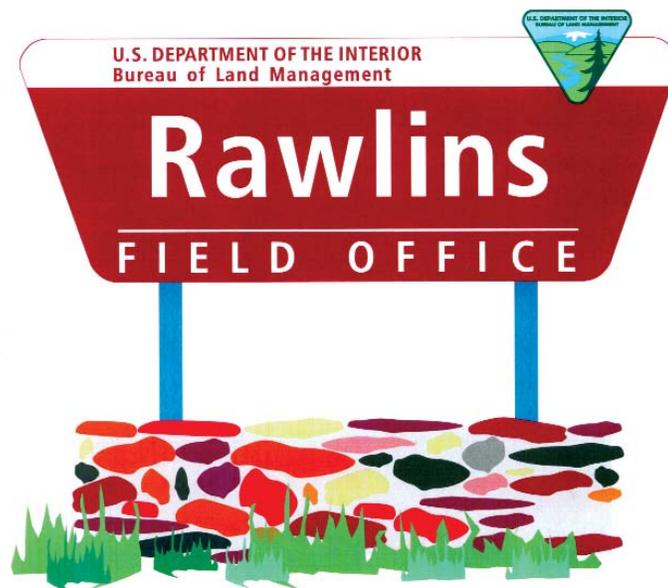
### A. Identification Signs

Identification signs help to orient the visitor, project the presence and image of the BLM to the visitor, and identify important areas, facilities, and visitor amenities. These signs also provide public land visitors with a ready recognition of BLM facilities, projects, and services. Messages are primarily text and should be limited to key ideas and information. These signs should not contain any interpretation. If an area is cooperatively managed, an identification sign may display the names/logos of the other entities.

Identification signs must be the standard truncated shape, be recreation brown, and include the BLM emblem of proportional size. This format emphasizes the identification of the BLM and is intended to enable the public to easily recognize a BLM facility. Flexibility in the design of the sign base allows individual offices to create a unique theme. Consider using different colors and/or materials, incorporating the office logo, etc., into the sign base. In situations where there are back-to-back signs with similar messages, consider placing the raised emblems back-to-back to avoid the “Mickey Mouse” ears effect. Identification signs are grouped into three subcategories:

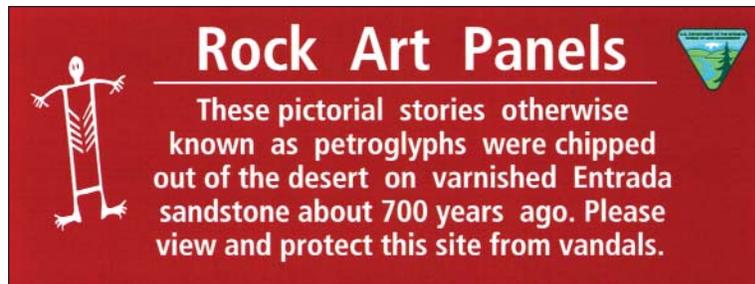
#### 1. Administrative Signs

These signs are used to identify office buildings, field stations, visitor centers, etc., and must include a raised emblem. When an administrative facility is in a non-BLM setting, the owner may have specific requirements for signs. In these cases, every effort should be made to include the BLM emblem as part of the sign.



## 2. Feature Signs

These signs are used to identify trail heads, topographic features, points of interest, special projects, etc. The emblem is not raised on this type of sign.



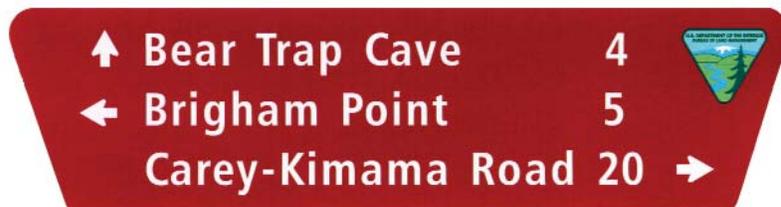
## 3. Area Signs

These signs designate the primary entrances to a land area, campground, facility, or group of facilities not covered in the above subcategories. Area signs should be located along primary access routes serving each area. Typical areas that should be signed include BLM National Monuments, National Landscape Conservation Areas (NLCAs), off-highway vehicle (OHV) areas, project areas, Back Country Byways, Wild and Scenic Rivers, Special Recreation Areas, etc. The emblem may be raised on this type of sign, depending on the significance of the area.



## B. Guide Signs

Guide signs direct the visitor to a specific destination, such as communities, towns, facilities, projects, features, or points of interest. These signs typically use arrows and distance indicators. This is the only other category (besides identification signs) that must be truncated in shape, be recreation brown, and contain the BLM emblem, unless a different shape is dictated by another jurisdictional agency such as a State highway department for a highway right-of-way. The emblem must not be raised on guide signs. These signs should use the standard geographic names (i.e., the names found on USGS topographic maps). International symbols should be used when possible to provide supplemental information in a simple, concise manner. Directional signs should be located to provide the visitor adequate time to make a decision. Reassurance markers (route markers) may be placed along roads and trails, typically at the beginning, at the end, at intersections, or periodically along the route.



## C. Informational Signs

These are signs located in key areas throughout a site that provide important information for the visitor. The message should be conveyed in a brief, clear manner and be conveniently located to provide information to the visitor. This type of sign requires more planning than other types of signs. Informational signs provide limited educational opportunities and identify unique and unusual features. They enhance the public's awareness and appreciation of the public lands and waters. The sign should be written from the user's point of view and contain soft, positive messages. Informational signs are typically rectangular. Emblems are optional on this type of sign. The design of these signs should reflect the characteristics of the site while maintaining harmony with the overall design of the project area. Informational signs consist of the following subcategories:



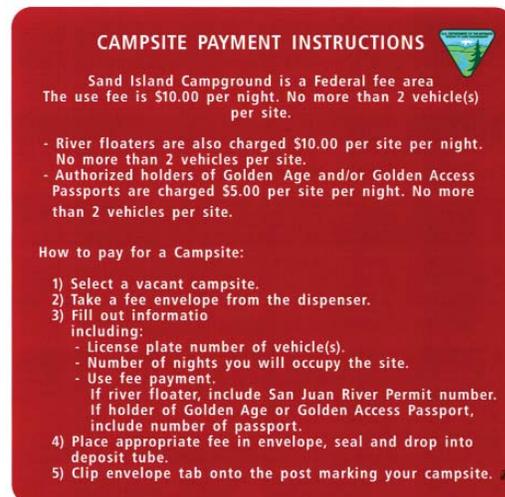


### 1. Bulletin Board

This sign should be large enough for posting rules, regulations, and other information pertinent to a particular site. The sign should also include extra space for posting users' messages. Avoid visual clutter and multiple small signs where one larger sign will suffice.

### 2. Instructional

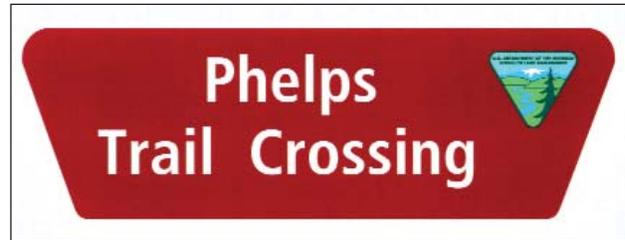
These signs should provide instructions for the use or operation of specific facilities, such as trailer dump stations, boat ramps, and fish cleaning stations. They should also be used in association with other signs, facilities, or other media to provide supplemental information as required (e.g., seasonal information, office hours, restrooms, showers, and campground site markers).



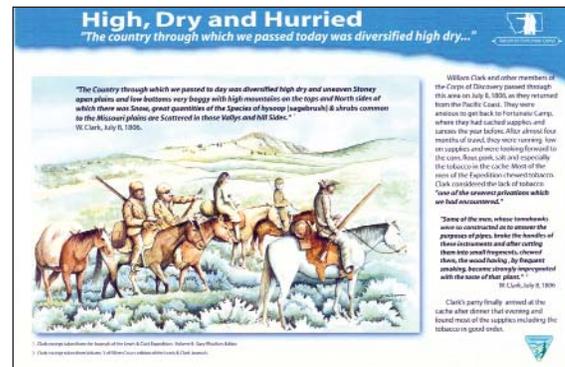
### 3. Information/Interpretive

These signs are placed in specific locations around a project to provide information/interpretation about the resources of the area. Interpretation as defined by the National Association for Interpretation Board of Directors is “. . . a communication process that forges emotional and intellectual connections between the interests of the audience and the inherent meanings in the resource.” These same principles apply when developing messages for informational signs. Staff should engage the assistance of a graphic designer, interpretive specialist, media specialist, and/or the National Interpretive Coordinator when planning interpretive signs. Additional information on interpretive signs can be found in BLM Manual 8362 and BLM’s Guidance for Interpretation. Although interpretive products are not part of the sign program, the following guidance is included to assist with small, uncomplicated projects.

- a. The information should be based on a solid theme and central message.
- b. Graphics, poetry, or other art forms may be used to illustrate the theme.
- c. Stories or descriptions of events unfolding should be used to teach concepts instead of identifying straight facts.
- d. Titles should use five words or less to identify the point or idea.
- e. Subtitles should be used to identify the theme and introduce text paragraphs.
- f. Appropriate colors reflecting the surrounding environment should be incorporated into the design.
- g. Letters should be at least 24 points in size.



Information sign.



Interpretive sign.

- h. Entire text blocks should not be in all capital letters.
- i. Text should be written to convey a simple message.
- j. Graphics should be clear, easy to identify, and complement the text.
- k. The BLM emblem should be included as part of the design. It is not necessary to include an emblem on each panel of a kiosk display.

#### 4. Accessibility

These signs identify particular areas or facilities/programs that are universally accessible. There are only four areas or facilities where the International Symbol of Accessibility (ISA) is required to be posted according to the two Federal Accessibility Standards (the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act Accessibility Guidelines (ADAAG)).

The four areas/facilities requiring the ISA (ADAAG 4.1.2.(7)) are as follows:

- a. an accessible parking space,
- b. an accessible restroom,



- c. an accessible loading zone, and,
- d. an accessible entrance to a building if the main entrance is not accessible.

Posting the ISA at the entrance to an area, a campground, etc., indicates that all of that area meets the Federal Accessibility Standards (Uniform Federal Accessibility Standards (UFAS) or the Americans with Disabilities Act Accessibility Guidelines (ADAAG) \* so be careful where you use the ISA!

Post the appropriate International Symbols where various modes of adaptive equipment are available such as TTY, sign language interpreters, assistive listening systems, etc.

Where pedestrian trails have been evaluated for accessibility, post the following in addition to the standard message with the trail name, destination, length, etc.:

- a. typical and maximum trail grade,
- b. minimum trail width,
- c. typical and maximum cross slope,
- d. trails surface (type and firmness of surface), and
- e. any major height obstacle such as boulders, etc., in the trail tread.

Refer to ADAAG & UFAS for specific requirements for this type of sign.

#### D. Traffic Control Devices

These signs have very stringent requirements and must be designed and installed in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). For the specific requirements of the MUTCD, access [www.mutcd.fhwa.dot.gov](http://www.mutcd.fhwa.dot.gov) (Keyword: MUTCD). These signs includes any type of vehicular-related traffic control messages. Traffic control devices must be justified by legal warrants signed by a professionally registered engineer as specified in MUTCD.



### E. Regulatory/Warning/Safety

These signs should be used for the protection of visitors and the environment. They can also address the security needs of facilities. Signs should be concise and straightforward. They should also include international symbols wherever possible to facilitate understanding at a glance, as well as to aid in maintaining design continuity throughout the project. Signs should identify hazards and caution the visitor or employee regarding a hazardous and/or dangerous condition.

These signs should be legible and plainly displayed from any approach to a facility or feature, whether the visitor is on foot or in a vehicle. When appropriate, signs should be erected to assist in controlling authorized use, in deterring unauthorized entry and use, or in precluding accidental entry. The size, color, lettering, and the interval of posting must be appropriate for each situation.

The message should be positive rather than prohibitive or negative, and should explain the reason for the restrictions to enhance the visitor's understanding. Signs should be rectangular, unless otherwise directed by a higher authority (MUTCD), and do not have to display the BLM emblem.

These signs are used to enforce regulations/policies. Signs should provide the visitor with an appropriate level of information as they enter, use, and leave BLM-administered public lands and waters.



## F. Stewardship Messages

Where appropriate, stewardship messages may be included, e.g., “Tread Lightly” and “Leave No Trace” logos or concepts. Be sure to use standard symbols, colors, sign shapes, and sign sizes that follow established highway signing principles and practices that are easily recognized and understood by visitors. In addition, specific strategies for using OHV signs should be consistent with State and Federal regulations when there is a possibility that certain roads or trails may be used by both OHVs and highway vehicles. Any sign that regulates vehicular traffic on any road must follow MUTCD. See Section D above.

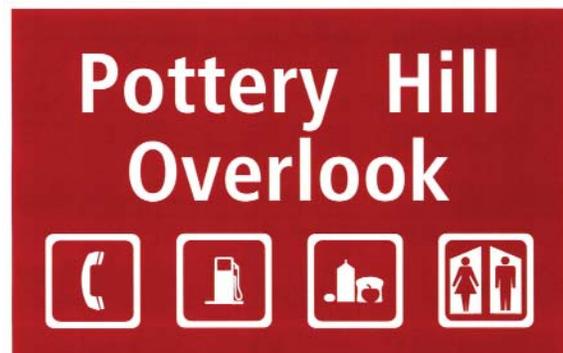
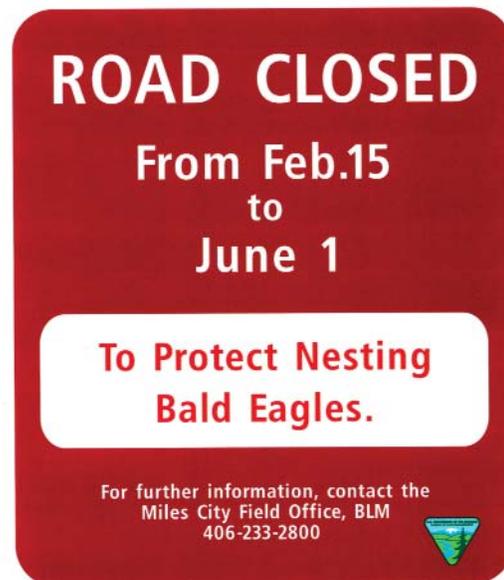
## G. Miscellaneous Signs

### 1. Temporary

Temporary signs are necessary at construction sites, fires, etc., and are used only for specific periods of time. They are temporary, highlight special conditions or hazards, and may include seasonal messages or special precautions. They should be placed at appropriate high-visibility areas and removed when no longer necessary. Signs should be mounted appropriately and not fastened to trees or other natural features. Where practical, the BLM emblem may be included.

### 2. Concessionaire

To the extent practical, outdoor signs within a concessionaire’s area should follow the same design format as signs throughout the area. These signs should not display the



Department of the Interior's logo or the BLM emblem. Concessionaire signs must be reviewed and approved by the responsible State Office Sign Coordinator.

Permanent outdoor signs that advertise products by brand name, by emblems, and/or by symbols in the colors or designs of the manufacturer are prohibited. The State Office Sign Coordinator may allow temporary use of company banners and signage when the company is sponsoring a special public event that has received the BLM's prior approval. Concessionaire's gasoline pumps may be painted in the recognizable standard colors normally used by the oil company supplying the gasoline. The sign on the pump may include the oil company's name or emblem but must not extend beyond the normal pump dimensions.

### 3. Snowmobile Use

Snowmobile users may be exposed to various hazardous conditions. These hazards, coupled with the speed of snowmobiles, require effective route marking. The Field Office Sign Plan should identify snowmobile trails for effective signing to emphasize user safety and provide adequate warnings of hazards.



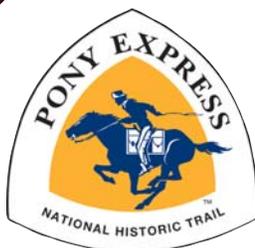
### 4. Special Event

The temporary use of banners and signs designating a special, one-time public event on the BLM public lands and waters is allowed. Although there are no specific guidelines, the National Sign Center may be contacted to design and create banners for special events, such as National Public Lands Day, National Trails Day, National Fishing and Boating Week, Great Outdoors Week, the Lewis and Clark Bicentennial Commemoration, American Frontiers, etc.



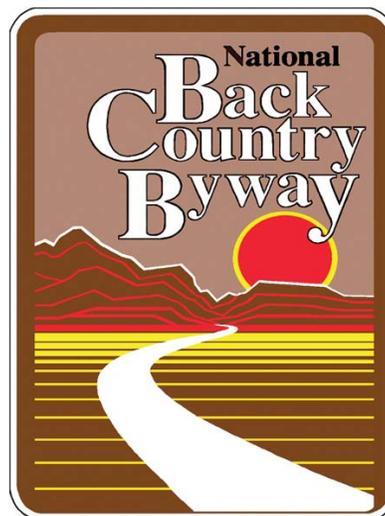
5. National Programmatic Initiatives

Approved logos required to identify a specific national program, special initiative, and/or partnership may be used. These include, but not limited to:



a. National Trails Programs (Historic, Recreation, Scenic, etc.).

b. Wild and Scenic Rivers.



c. Fee Programs (Recreation Fee Demonstration, Golden Age, etc.).

d. Special Initiatives (Service First, Back Country Byway, Tread Lightly, etc.).

## Chapter 4—Design Standards

This chapter contains the standards for sign design, shape, color, size, placement, and reflection.

### A. General Sign Design Standards

The design should be completed before the procurement process begins. After selecting the general sign message, use the following standards to determine the size and layout of all signs:

1. The truncated shape and the BLM emblem are mandatory for *all* identification and directional signs, unless another jurisdictional agency dictates otherwise (highway right-of-way, partner, etc.). The depth and length of the trapezoid can vary to match the design needs.
2. The preferred location for the BLM emblem on identification signs and directional signs is the upper-right corner of the sign. The BLM emblem however, may be placed on the left side of the sign if the situation warrants. When using signs that are mounted back-to-back, place the raised emblems to avoid a “Mickey Mouse” ears effect. The preferred location of the emblem on general purpose signs is also on the right side. The size of the BLM emblem should be approximately one-third the depth of the sign.



3. Accessibility standards must be incorporated early in the process, particularly for signs that provide pedestrians with information.
4. Signing for law enforcement purposes must be coordinated with the appropriate personnel.
5. Some flexibility exists for regional diversity when designing sign bases and using substrates; these can be chosen for their compatibility with the surrounding landscape and area themes.

6. Native materials can be used in the sign base to create a unique look.
7. The location of a sign with respect to the amount of light and sun exposure, weather conditions, etc., will help determine the type of sign that is most suitable for that particular area.

## **B. Identification Signs**

1. The name of the facility should appear in large letters in the center area of the sign. (Refer to Figure 4-1.) Care should be taken to use the name of the facility that the public recognizes rather than the Bureau name for the facility (e.g. Salt Lake, *not* Salt Lake Regional, Wild Horse and Burro Center ). Use as few words as possible and think of the sign from a visitor's point of view.

2. The Facility Type designation should appear below the bar at the bottom of the sign. (Refer to Figure 4-1.) When determining the facility designation, use common designations that visitors will recognize; refer to Table 4-1 for assistance. Use as few words as possible to describe the facility.

3. The emblem should be raised on this type of sign. When signs are placed back to back, the secondary side should be a modified mirror image, with the emblem and mark (if any) reversed.

4. Specially designated areas, e. g., visitor centers, National Scenic Trails, Wild and Scenic Rivers, Scenic Byways, and other special sites approved by the State Director, may include a graphic mark. Marks are explained below in this section and in Section I. Other office administrative signs and portal signs on general areas should not have a mark. (Refer to Table 4-2.)

5. For areas managed under the National Landscape Conservation System:

- a. Portal signs should have a landscape graphic unless an exception for the use of a mark is approved by the State Director. These are the only signs that are allowed to use the landscape graphic. The landscape graphic must be a panoramic band across the sign that depicts the area, drawn in a form reminiscent of the 1930's Works Progress Administration (WPA) posters. (Refer to Figure 4-1.)

- b. Signs for individual sites within an NLCS unit must use a mark. This mark must be placed on the left side of the sign, and should be a WPA-style illustration that depicts some important aspect of the site. (Refer to Figure 4-1.)

**Table 4-1.** Designations for BLM Facilities and Signs.

Facility Type	Sign Wording
National Monument	National Monument
National Landscape Conservation Area	National Landscape Conservation Area
Visitor Contact Area	Information Center
Day Use Area	Recreation Area
Picnic Area	Recreation Area
Campground	Recreation Area
Special Recreation Management Area	Recreation Area
Field Office	Field Office
Fire Station	Fire Station
Fire Center	Fire Station
Wild Horse and Burro Adoption Center	Wild Horse and Burro Adoption Center
National Historic Trail	Historic Trail
National Wild and Scenic River	Wild and Scenic River
National Scenic Trail	Scenic Trail
Dispatch Center	
Administration Site	
Work Center	
Field Station	Field Station
National Wilderness Area	Wilderness Area
Wild Study Area	Wild Study Area
Back Country Byway	Back Country Byway
Interpretive Center	Visitor Center
Historic Area	
Cultural Area	
Rest Area/Wayside	
View Area	
Watchable Wildlife Area	

Table 4-2. Approved Graphics for BLM Signs.

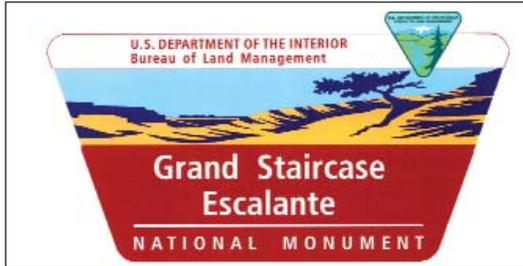
Descriptions	Thematic		Program Logo 2/	BLM Logo	Example
	Landscape	Mark			
Administrative: Field Office	No	No	No	Yes	4
Administrative: Recreation Site	No	No	No	Yes	4
Administrative: Fire Station 4/	No	No	No	Yes	4
Administrative: Visitor Center 4/	No	No	No	Yes	4
Administrative: Campground	No	No	No	Yes	4
<b>National Programs:</b>					
National Trail - Recreation	No	No	Yes	Yes	3
Wild Horse and Burro	No	No	Yes	Yes	3
Scenic Byway	No	No	Yes	Yes	3
Back Country Byway	No	No	Yes	Yes	3
Partners/cooperators 'your public lands'	No	No	Yes 4/	Yes	6,7
	No	No	No	Yes	5
<b>National Landscape Conservation System 3/</b>					
National Conservation Area	Yes	Yes	No	Yes	1,2
National Monument	Yes	Yes	No	Yes	1,2
National Recreation Area	Yes	Yes	No	Yes	1,2
Wilderness: Wilderness Area	No	No	Yes 3/	Yes	3
Wilderness: Wilderness Study Area	No	No	Yes 3/	Yes	3
Wild & Scenic River	No	No	Yes 3/	Yes	3
National Trail: Historic	No	No	Yes 3/	Yes	3
National Trail: Scenic	No	No	Yes 3/	Yes	3
Congressional: Headwaters Preserve	Yes	Yes	No	Yes	1,2
Congressional: CDCA	Yes	Yes	No	Yes	1,2
Congressional: Yuquina Head	Yes	Yes	No	Yes	1,2
Congressional: Steens Mtn. Cooperative Mgt. and _____ Area	Yes	Yes	No	Yes	1,2

1/ All graphic elements must be approved by the National Sign Coordinator

2/ All program logos must be approved by the National Program Lead with concurrence of the National Sign Coordinator

3/ All components of the NLCS can use the mark and program logos, i.e. campgrounds, visitor centers, administrative facilities. If a mark or landscape theme is used on the body of the sign, and there is a need to use a program logo(s), use a separate information bar.

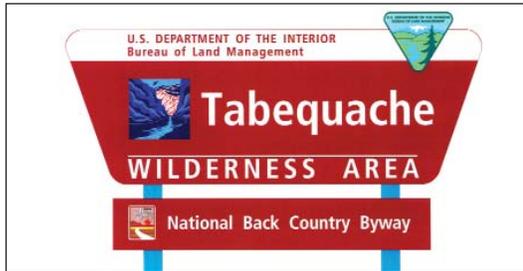
4/ Program logos can be used. A single logo can be located on the sign; multiple or partnership messages shall be located on a separate 'information bar' mounted below the main sign body



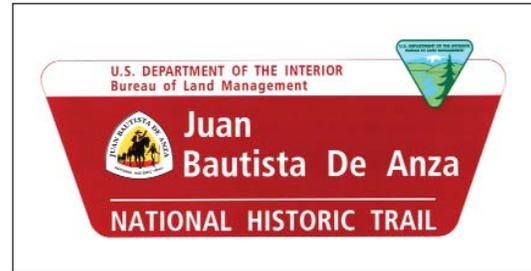
1. NLCS Portal.



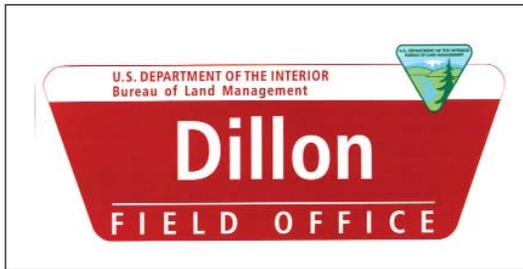
2. NLCS Secondary.



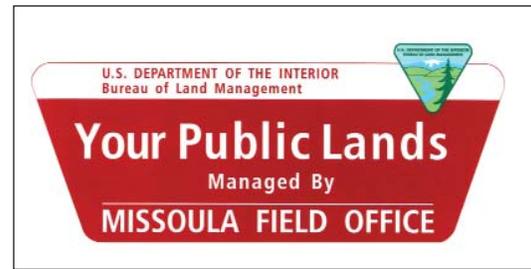
3a. NLCS National Program.



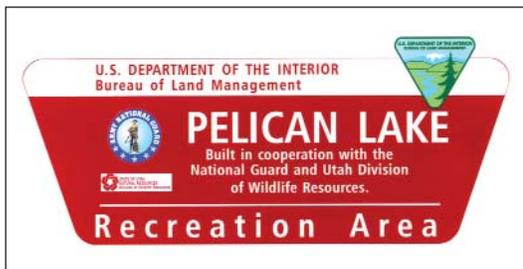
3b. National Program.



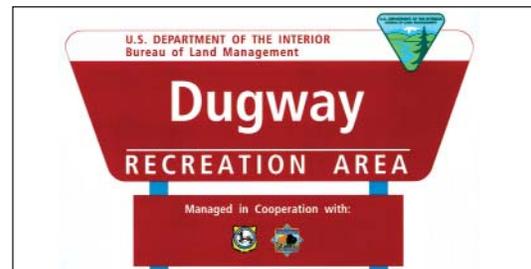
4. Administrative, Field Office.



5. Your Public Lands.



6. Partners/Cooperators.



7. Partners/Cooperators.

Figure 4-1. Examples of Approved BLM Signs.

c. NLCS units that are jointly managed with a different agency are exempt from these standards. BLM offices, however, should work with their partners to incorporate as many of the standard design characteristics as possible.

d. Sans serif fonts in both uppercase and lowercase must be used.

### C. Design Characteristics

Signs should be designed to ensure that:

1. Features such as size, contrast, color, shape, composition, lighting, or reflectorization are combined to draw attention to the sign.

2. The shape, size, colors, and simplicity of the message combine to produce a clear meaning.

3. Legibility and size, combined with placement, allow adequate time for viewing and response.

### D. Sign Shapes

1. BLM Sign Shapes

a. The **INVERTED TRUNCATED TRIANGLE** is the standard shape for all Identification Signs and Guide Signs. The length and depth of the sign may vary to match the design needs.



b. The **BLM EMBLEM** is triangular.



c. The **RECTANGLE**, with the longer dimension vertical, is used for most Regulatory Signs and some Warning/Safety Signs.



d. The **RECTANGLE**, with the longer dimension horizontal, is used for most informational signs.



c. The **PENTAGON**, with its point up, is used *only* for **SCHOOL** and **SCHOOL CROSSING** signs.



## 2. Traffic Control Sign Shapes

The Federal Highway Administration and each State's Department of Transportation have standardized shapes for specific purposes. See the MUTCD at [www.mutcd.fhwa.dot.gov](http://www.mutcd.fhwa.dot.gov) (Keyword: MUTCD) for more guidance.

a. The **DIAMOND** is used for most warning signs.



b. The **RECTANGLE**, with the longer dimension vertical, is used for most regulatory signs and some warning signs.



d. The **PENNANT**, with the longer dimension horizontal, is used *only* for **NO PASSING ZONE** warning signs.



e. The **OCTAGON** is used *only* for **STOP** signs.



f. The **EQUILATERAL TRIANGLE**, with the point down, is used *only* for **YIELD** signs.



g. The **ROUND** shape is used for Railroad Advance Warning signs and for Civil Defense Evacuation Route markers.



## E. Colors

1. Standard colors for BLM signs equal the Pantone Color Matching System (PMS). Care should be taken to choose standard paints that can be matched to the PMS. If the paint chosen is not equivalent to a Pantone color, a visual or a computer-generated match should be made. Stains typically do not have Pantone color equivalents. A visual or computer generated match will have to suffice.

2. The standard color for the background of most signs should be recreation brown with white lettering. The background color for all signs of the truncated shape must be recreation brown unless specifically approved by the National Sign Coordinator.

3. Special purpose signs that rely heavily on illustrations rather than words to send the message (e.g., fire prevention signs) may use other colors.

4. Care should be exercised in selecting text and background colors. At least 70 percent contrast is recommended between text and background. Red and green should be used only minimally for text because of the distortion created when viewed by readers with color blindness. Restrict the use of red and green for critical information and borders.

5. Specific colors have been standardized by the Federal Highway Administration for certain traffic control purposes. These colors should not be used on other signs along roadways or close to traffic control signs, where they could cause viewer confusion between the non-traffic control signs and the traffic control signs. The principal colors and their uses are:

- RED - Stop or prohibition
- BLACK - Regulation
- WHITE - Regulation
- ORANGE - Construction and maintenance warning
- YELLOW - General warnings
- BROWN - Recreational and cultural interest guidance
- GREEN - Indicated movements permitted, direction guidance
- BLUE - Motorist services

For further guidance, see the MUTCD at [www.mutcd.fhwa.dot.gov](http://www.mutcd.fhwa.dot.gov) (Keyword:MUTCD).

## 6. Color Guide



Emblem Element	Pantone Color
Green Ground	373U
Green Hills	376U
Green Border/Tree/Lettering	3435C
Blue Sky	297C
Blue Stream/Mtn.	292C
White Snow Cap	

One-color versions may also be used. If a one-color version is used, the emblem may be used only in the positive form. It should not be reversed. If the emblem is to be used against a dark background in which the emblem border would be lost, the logo should be superimposed on a white triangle so the emblem border is visible.

a. Logos

On signs with the BLM emblem, the Department of the Interior emblem is optional.



b. Agency Identification

The standard BLM emblem is the only symbol used to identify the agency. The BLM emblem may not be modified.

## F. Font

Frutiger 67 Bold Condensed is the standard sans serif font used on all directional, regulatory, and identification signs. Both uppercase and lowercase letters must be used (i.e., not all uppercase). The fonts used on informational signs may be varied, but care should be taken to ensure readability by all users.

## G. Agency Name

The “Bureau of Land Management” and the “Department of the Interior” must be the same font size. “Department of the Interior” must be set in all upper case. “Bureau of Land Management” may be set in either all uppercase or upper/lowercase. The BLM name/emblem may be used on fire prevention, agency regulatory, or other signs, as appropriate. Signs that do not require the white banner may use the emblem rather than the written department and agency name. (Refer to Figure 4-1.)

## H. Partner Names and Logos

Partner name(s) and logo(s) are permitted, as appropriate. The name/logo may not be larger than the logo of the BLM. If there are more than two partners, consider placing cooperators’ logos across the bottom of the sign. If there are three or more partners, consider incorporating the logos into the base. The location and size of the partner’s logo should be commensurate with the relative importance of the partner. (Refer to Figure 4-1.)



Partner names and logos can be used on BLM signs.

## **I. Agency Marks/Logos/Symbols**

On signs that are allowed to carry a mark, the mark must not be larger than the BLM emblem and the preferred location is on the left side of the text.

- NCAs/NMs: The mark can be a slice of the landscape for NCA/NMs or some other graphic identifier.
- Approved national program logos must be used where appropriate.

The International Symbol System, adopted by the BLM, should be used to supplement the Bureau's National Sign Program (see Appendix 6). Symbols and text messages should be used together for all traffic signs designed to direct pedestrians.

## **J. ID Numbers**

Identification numbers of any sort are not permitted on the face of any signs. Place ID numbers on the back of the sign.

## **K. Reflectorization**

Road and motorized trail signs and other signs intended to be seen at night should reflect the same shape and color both day and night. Ensure that the letters and the background have different levels of reflectivity so that the message stands out both in daylight and with artificial lights. Identification and directional signs should be reflectorized for night visibility. Use engineering-grade reflective sheeting for most signs. High-intensity grade sheeting must be used for most traffic signs as specified in the MUTCD. High-intensity grade sheeting may also be used in unique situations where atmospheric conditions or other factors indicate a need for additional reflectivity.

## **L. Finish**

ADAAG/UFAS requires that signs have a no-glare finish. Many signs are naturally non-glare because of the materials used in their construction. However, some signs have extra protection against weathering with an added layer of plexiglass over changeable information, which may create glare. Eggshell or matte finishes can be used to reduce glare.

## M. Message Formulation

In formulating the message, use standard (approved) word messages, where applicable. The use of symbols on signs is encouraged to supplement the English word message, provided they clearly convey the intended message. Consider the use of bilingual signs if your situation warrants.

Under normal driving conditions, there is little time between being close enough to read the sign and passing the sign. Consequently, messages must be short. They should be confined to the essentials (for example, destination or direction).

When composing a message, consider the following guidelines:

1. Use no more than four words per message or line, except where the proper name of a destination is more than four words long.

2. Use as few word lines as possible. A maximum of four lines of directions is allowed for guide signs; however, three is preferred.

3. Keep messages short by using certain commonly recognized abbreviations (e.g., “Rd” for “Road,” “Mt” for “Mount,” “Pt” for “Point,” “St” for “Street,” or “Hwy” for “Highway”). *DO NOT* abbreviate historic proper names (e.g., “Fontanelle” to “Font,” “Vernal Drains” to “V.D.”).



This sign has too many lines of text to be readily understood.

## N. Determination of Letter Size

The letter size for signs is determined by the maximum vehicle speed that is allowed at that point of the road system. To be easily read, the sign should have sufficient color contrast between letters and background. The following speed rules pertain only to the sign’s primary message:

### 1. Roads

Please refer to Table 4-3.

### 2. Pedestrian and Trail Signs

For pedestrian and trail signs, the guidelines include adjusting letter and space size to meet special conditions, such as composition, emphasis, etc. Sizes should never be less than those indicated in the charts for particular uses or speeds. As a rule, 1 inch of letter height can be read from a distance of 50 feet, 2 inches at 100 feet, and so on. The letter size for pedestrian signs is determined by their location, as well as the volume and type of visitors using the area, rather than by speed. (Please refer to Figure 4-2.)

a. Short messages to be read from some distance: Lowercase height and thickness of arrow shaft,  $2\frac{1}{2}$  inches. If the sign is positioned over a pedestrian path, the height of the letters should be 3 inches minimum.

b. Direction, distance, instructions, listings in moderate visitor-use areas where pedestrian traffic is channeled by walks, etc.: Letter size  $\frac{3}{4}$  inch to 1 inch.

c. Plaques, markers, and object identification: Capital height,  $1\frac{1}{2}$  inches; lowercase height and thickness of arrow shaft, 1 inch; and recreation symbol; 8 inches.

d. Description sign texts: Capital height, 1 inch; lowercase height and thickness of arrow shaft,  $\frac{5}{8}$  inch; recreation symbol, 6 inches. The letter size for a sign's secondary message should be two-thirds the height of the primary message.

## O. Determination of Line Spacing and Sign Size

Line spacing should be 75 percent of uppercase letter size. The emblem should be proportional to the message. (Refer to Table 4-3 and Figure 4-2.)

## P. Rules for Capitalization

1. Identification signs should use both uppercase and lowercase letters, not all uppercase (e.g., "Aspen Grove Campground").
2. Traffic Control signs must follow MUTCD standards
3. Informational signs should use both uppercase and lowercase letters.
4. Directional signs should use all uppercase letters, except to abbreviate miles (i.e., mi).

Table 4-3. Letter Spacing and Size Guide.



	Speed Limits	Letter Size	Lines of Message	Line Spacing		Depth of Sign*	Emblem Size	Corner Radius	Rec Symbol
				A	B				
	Stop and read	1	1	1 1/2	-	4	3	1	3
	Stop and read	1	2	1	1	5	3	1	3
	Stop and read	1	3	1	1	7	5	1	3
	Foot Traffic	1 1/2	1	1 1/4	-	4	3	1	3
	Foot Traffic	1 1/2	2	1	1	6	4	1	3
	Foot Traffic	1 1/2	3	1 1/2	1 1/4	10	8	1	3
	Horse, ATV, Bike Traffic	2	1	2	-	6	4	1	4
	Horse, ATV, Bike Traffic	2	2	1 3/8	1 1/4	8	5	1	4
	Horse, ATV, Bike Traffic	2	3	1 1/2	1 1/2	12	8	2	4
	5 to 35 mph	3	1	2	-	7	5	1	6
	5 to 35 mph	3	2	2	2	12	8	2	6
	5 to 35 mph	3	3	2 1/2	2 1/2	19	10	2 1/2	6
	35 to 45 mph	4	1	3	-	10	6	1	8
	35 to 45 mph	4	2	3	2 1/2	16	10	2 1/2	8
	35 to 45 mph	4	3	3	2 1/2	23	16	3	8
	45 to 60 mph	5	1	3	-	11	6	2	12
	45 to 60 mph	5	2	4	3	21	10	2 1/2	12
	45 to 60 mph	5	3	4	3	29	16	3	12
	over 60 mph	6	1	4	-	14	8	2	12
	over 60 mph	6	2	4	3	23	16	3	12
	over 60 mph	6	3	4	3	32	16	4	12

Note: All dimensions are in inches.  
 \* Sign depth is a top-to-bottom measurement.

Series D Federal Highway Administration letters must be used for road signs with speed limits over 40 mph. Series C, E, and F should be used for road signs with speed limits less than 40 mph.

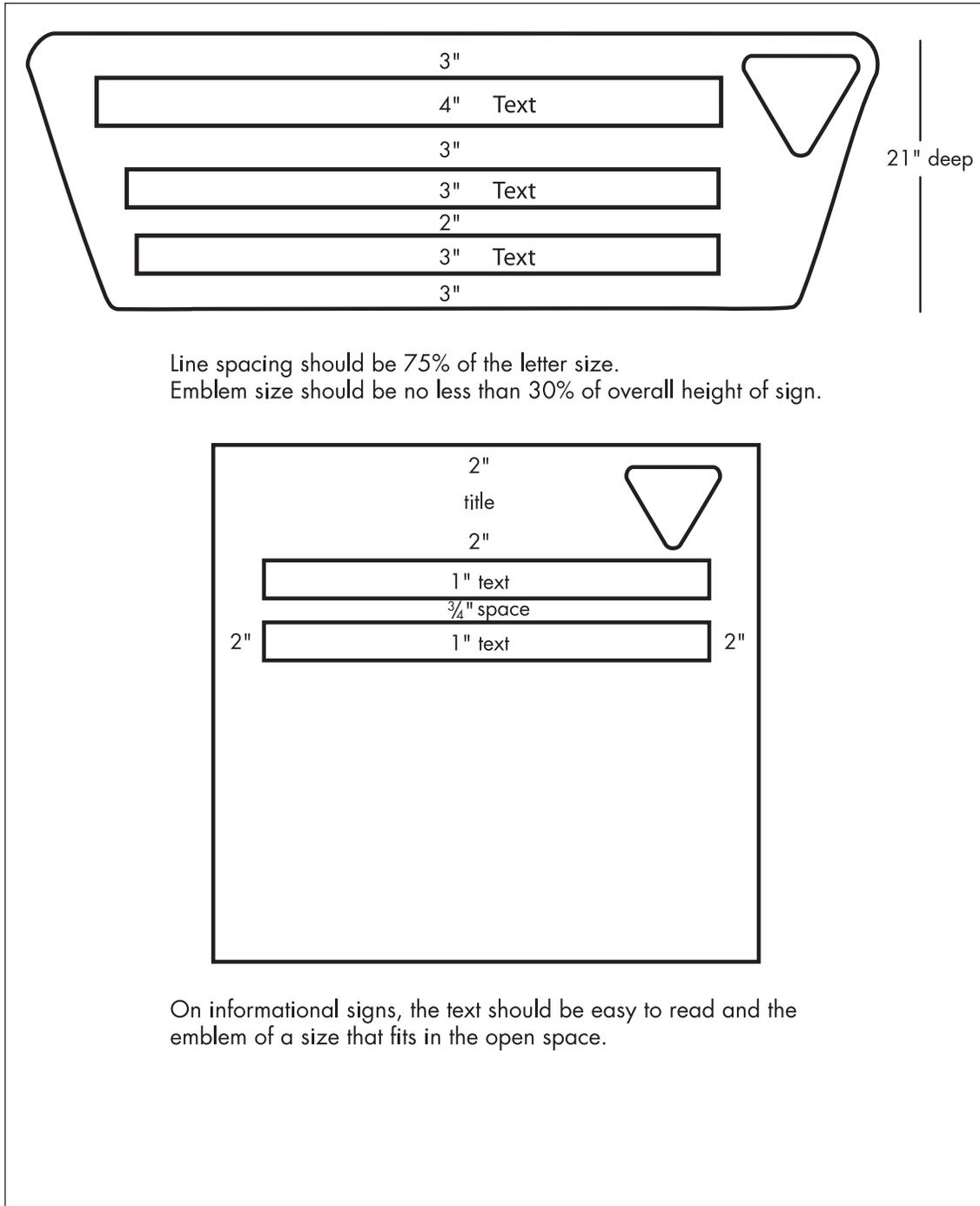
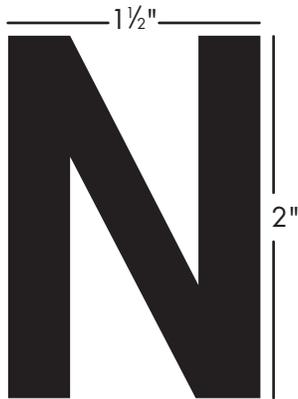


Figure 4-2. Sign Spacing and Size Guide.



The average width of letters is  $\frac{3}{4}$  of the total height. This is also true with the spaces between words.

The space between letters is about the same as the stroke of the letters.

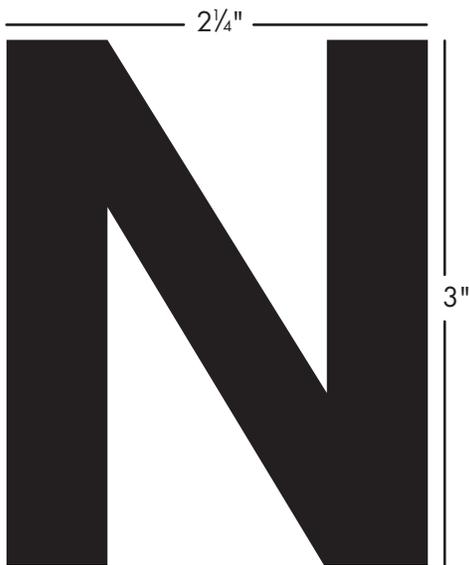


Figure 4-2 (cont'd). Sign Spacing and Size Guide.

5. Regulatory/warning signs should use both uppercase and lowercase letters unless specifically dictated by another authority.

### Q. Arrows

Arrows are normally used to point in three directions: straight up, straight left, and straight right. In certain circumstances an up-pointing arrow 45 degrees off vertical can be used. Arrows should *NEVER* point down.

Arrows are to be positioned either to the right or left of the message or symbol so that the arrow is pointing away from the message or symbol rather than back at it. On trail signs for pedestrians that contain long listings of directions, the arrow may be placed above or below the message for greater clarity. If, at certain locations, a narrow sign is preferred and the position of an arrow to the right or left of the message requires an excessively wide sign, the arrow may be placed below the message.

Arrows should be proportional to the text size as shown in Figures 4-3 and 4-4.

### R. Spacing Guide

#### 1. Minimum Vertical Spacing (Refer to Table 4-3 and Figure 4-2.)

a. Between the top edge of a sign and a symbol, arrow, or message, allow space equal to 1<sup>1</sup>/<sub>2</sub> times the primary lowercase letter height above the message, or one-third the symbol height above the symbol, whichever creates the greater total sign height.

b. Between the baseline of first line and top of second line of the primary message, allow space equal to 75 percent of the primary uppercase letter height.



This regulatory sign uses an appropriate mix of uppercase and lowercase letters.



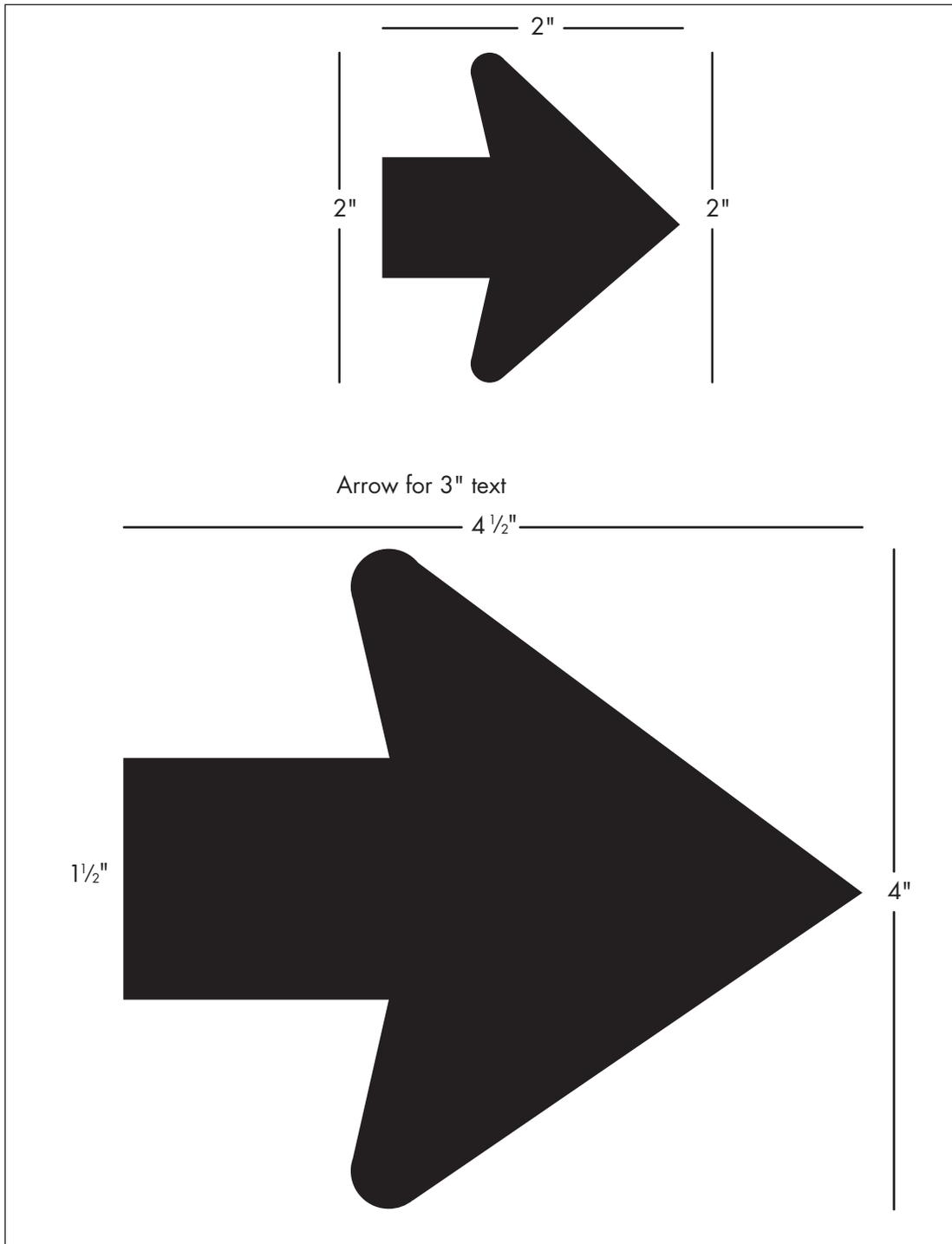


Figure 4-3. Small and Medium Arrow Sizing.

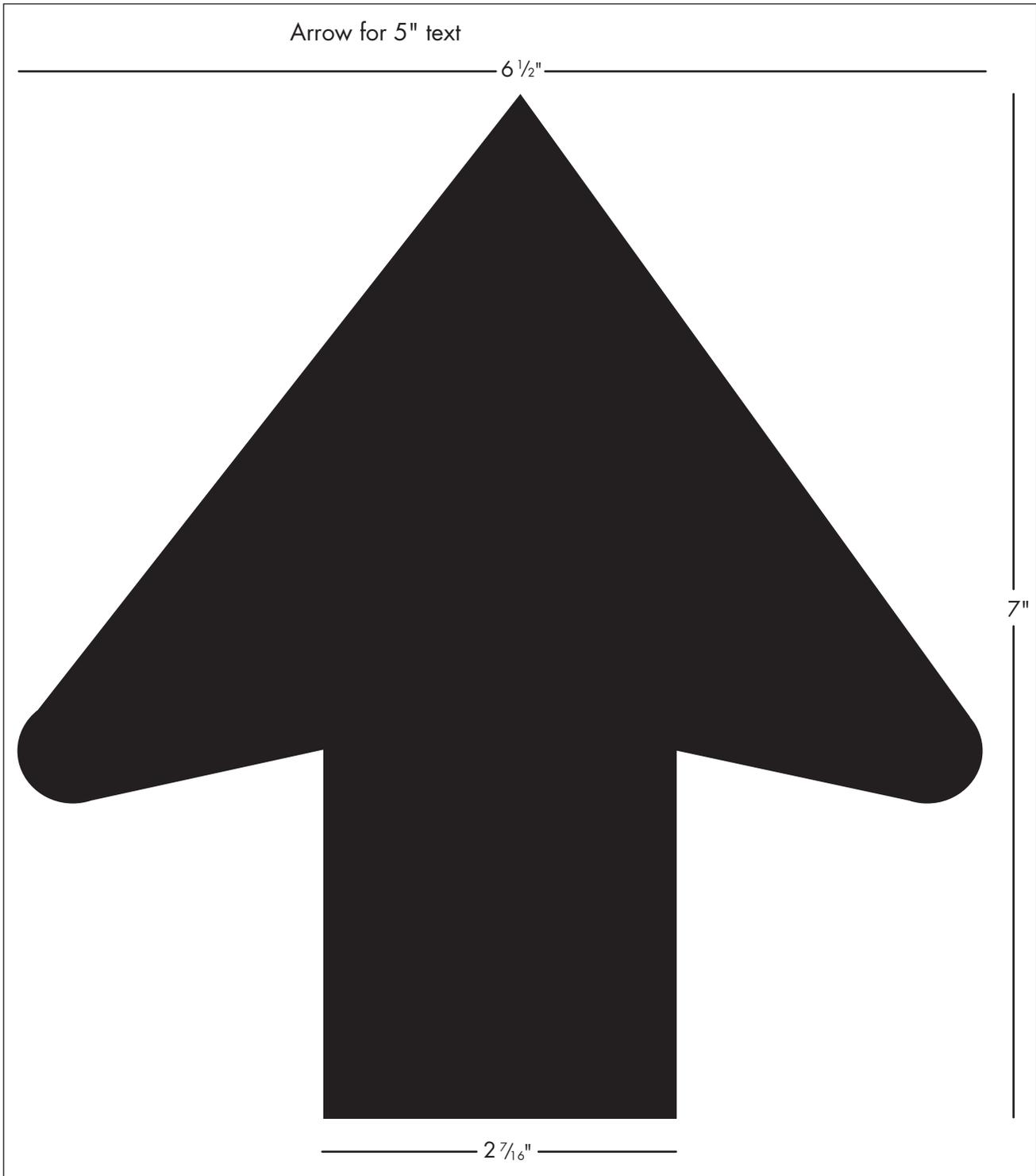


Figure 4-4. Large Arrow Sizing.

- c. For signs with both a primary and secondary message, allow space equal to one primary uppercase letter height between the baseline of the primary message and the top line of the secondary message.
- d. Between the baseline of a secondary message and the top line of the second line and each succeeding line, allow space equal to 75 percent of the secondary uppercase letter height. On information signs, the text should be easy to read. The emblem can be any size that will fit in the open space.
- e. Between the bottom edge of the top symbol and top edge of lower symbol, allow space equal to one primary lowercase letter height or one-third of the symbol height, whichever is greater.
- f. Between the bottom edge of the lowest symbol or message, allow space equal to 1<sup>1</sup>/<sub>2</sub> times the primary lowercase letter height below the message or one-third of the symbol height below the symbol, whichever creates the greater total sign height.
- g. Signs with a symbol or arrow to the left or right of the message should have the message centered vertically on the symbol or arrow.
- h. In a two-line message, the arrow should be vertically centered between the two.

## S. Sign Materials

Signs and posters may be manufactured from a variety of materials, including wood, stone, metal, plastic, fiberglass, and cardboard. Other materials commonly used in the manufacturing process include reflective sheeting, paint, stain, and vinyl film. These materials are called “substrates.” The “message” is applied to the substrate by a variety of methods, including painting, printing (either by applying cut letters, using digital printers, or doing silk screening), engraving, routing, and sandblasting.

As a general rule, the softer or more porous a substrate material is, the better the paint will penetrate the surface to create a solid bond. The harder or more slick the material, the more likely the paint will dry on the surface. Softer substrates are more likely to be damaged by vandals. Harder substrates are more likely to resist gouging and destruction of the substrate, but the paint is more easily chipped away. Decals and pressed-on vinyls will adhere better to harder, less porous surfaces.

When selecting the substrate material, consideration should be given to the environment in which the sign will be located. If the sign will be placed in a desert environment with little to no natural wood source present, consider using metal, plastic, or stone products.

If the sign will be located in a wooded or forested environment, consider using plywood or wood products. The surrounding natural environment will provide the best indication of which materials are suitable, hardy, and able to withstand the local weather patterns for a longer life.

The following are some commonly used sign substrates identified by the National Sign Center.

1. High-Density Overlay (HDO) Plywood

Marine-quality  $\frac{3}{4}$ -inch and 1-inch plywood with both sides covered with a high density, slick material (the overlay) to which adhesives cling quite strongly. Plywood is commonly used as the substrate for pressed-on materials such as reflective vinyl. This substrate is the most commonly used wood substrate because it weathers well. The cost is moderate.

2. Medium-Density Overlay (MDO) Plywood

Marine-quality  $\frac{3}{4}$ -inch plywood with one side covered with a smooth but more porous overlay than HDO. The porosity of the overlay allows the paint to bond with the substrate better than HDO. This substrate material may be routed and is used less often than HDO. The cost is moderate.

3. Plastics

Sign design involves a variety of plastics.

- a. Polyethylene and polypropylene (Sintra) are fairly common materials that are suitable for most routine sign applications. They are soft materials that have sufficient rigidity to stand up as small signs, but not so rigid that they are easily broken. They come in basic colors and take paint (silk screening) well. Generally, they weather well; however, their softness makes them easy prey to vandals wielding sharp or pointed instruments. Initial and replacement costs are low.

- b. Calendered vinyl is a compressed foam plastic material. It is lightweight and ideal for temporary or interior signs.

- c. Acrylic or Plexiglas is a hard, rigid material that withstands abrasion, but it does break easily. It is often used as a clear protective covering over another sign.

- d. Polycarbonite, or Lexan, is similar to acrylic panel but is softer, with a greater flex. Because of the softness, the sign has a tendency to be marred by dust and blowing sand.

#### 4. Aluminum

A proven substrate for both small and large signs. The message can either be silk screened directly onto painted aluminum or applied to a vinyl overlay. Aluminum is used by some transportation departments for large highway signs. When used for large signs, it requires reinforcement with an appropriate support system. This material is easily and significantly damaged by bullets and other forms of vandalism. However, it has excellent weather resistance. Initial and replacement costs are moderate.

#### 5. Aluminum-Clad Plastic

Similar in character to aluminum signs. The plastic core adds strength; this substrate is highly durable and lightweight, making it ideal for kiosk panels or other signs mounted with a backing. The cost of this product is moderate.

#### 6. Aluminum-Clad Plywood

Similar in character to aluminum signs. Plywood backing adds support to the aluminum to provide stability/rigidity for larger size signs. Initial and replacement costs are moderate to high.

#### 7. Synthetic Textiles

A fibrous, paper-like material that has good short-term resistance to inclement weather and animal damage. It is flexible and lightweight. This substrate is a good choice for temporary signs.

#### 8. High-Density Foamboard

May be routed or sand blasted and is generally used for interior signs. When covered with an impervious material, it can be used outdoors. Foamboard can be formed to replicate rock, metal, or other materials to make unique looking signs at a fraction of the cost.

#### 9. Routed Wood

Routed redwood signs have been used extensively in the past. Since redwood is in short supply, is expensive, and requires high maintenance, it is no longer recommended as the standard. Routed wood (fir, pine, cedar, etc.) may be appropriate in backcountry pedestrian settings. Costs for initial and replacement fabrication and maintenance are high.

#### 10. Cardboard

A paper product that degrades quickly in inclement weather. Cardboard takes paint (silk screening) well, depending on the slickness of the surface, and is easily nailed or stapled. It is used primarily for seasonal posters and indoor uses.

#### 11. Fiberglass/Epoxy Resins

Fiberglass and epoxy resins that are combined make a strong but flexible substrate. Used most often in a thin, vertical format, it may also be used for smaller signs. Its hard, impervious surface is best used as a substrate for decals, although silk screening is also possible. These resins are very resistant to impact and weather. Initial costs are high.

#### 12. Porcelain Enamel on Steel

Highly resistant to scratches, impacts, and weathering. Most often used on interpretive signs, it offers an appealing appearance, but at high initial and replacement costs. It lends itself well to the use of graphics. While very expensive, it has a life expectancy of 20 years or more.

#### 13. Fiberglass Embedment

Consists of a paper image that is embedded in a fiberglass/epoxy resin panel. Preparation of the initial paper image is costly. However, the second, third, and subsequent copies may be quickly and inexpensively created at the same time as the original and stored for later embedment at relatively low cost to replace a damaged or stolen original. The fiberglass resists scratching and impact and weathers very well; however, it is expensive.

#### 14. Metal

Engraved or acid-etched metals such as aluminum and stainless steel. Such signs have a long service life and are generally good or very good in resisting weather, but they are only fair or poor in their resistance to scratching or impact. Metal has limited application due to contrast requirements for accessibility. Initial and replacement costs are medium to high.

### **T. Permits and Clearances**

Appropriate clearances such as cultural, Endangered Species Act (ESA), or National Environmental Policy Act (NEPA) documentation may be required. Prior to the BLM installing any sign, the appropriate jurisdictional agency must grant its permission. This may include the State Department of Transportation if the sign will be placed along a State highway, or the county road and bridge department if the sign will be installed along a county road. Permission to install a sign will generally be granted with an encroachment permit issued by the managing agency.

## U. Support Systems

Normally, signs should be individually erected on separate posts or mountings. There are exceptions when one sign supplements another or when route markers and directional signs must be grouped. Signs should be located so they do not obscure each other and are not hidden by other objects. Signs should not be attached to natural features such as trees. It is also inappropriate to mount signs on telephone poles or fence posts. Signs may be mounted on dams, buildings, or other structures.

### 1. Sign Posts

Breakaway-type mounting posts must be used when a sign is placed within the right-of-way of a road. Refer to MUTCD for breakaway mounting details and specifications. Signs should be attached to posts in a manner that does not interfere with the legibility of the message on the sign.

- a. Posts are used to hold signs in a proper and permanent position and to resist swaying in the wind. Generally, wood or metal posts are used. If posts are set in concrete, the footings should be flush with the ground level.
- b. All hardware used to affix signs to either wood or metal posts should be aluminum or galvanized metal.
- c. After a sign is installed, the ends of the bolts should be snipped off and the threads upset or fractured to prevent removal of the hardware by vandals or thieves. Vandal-resistant hardware is also available from a variety of suppliers.
- d. The number and size of posts per sign should be proportional to the size of the sign. A single post should be used for signs up to 36 inches in length. Two posts are recommended for signs ranging in size from 37 inches to 72 inches. Three posts are recommended for signs 73 inches to 96 inches. For signs larger than 96 inches, a professional architect or engineer should be consulted for designing the sign base and identifying the appropriate mounting details to ensure structural stability.

### 2. Bases

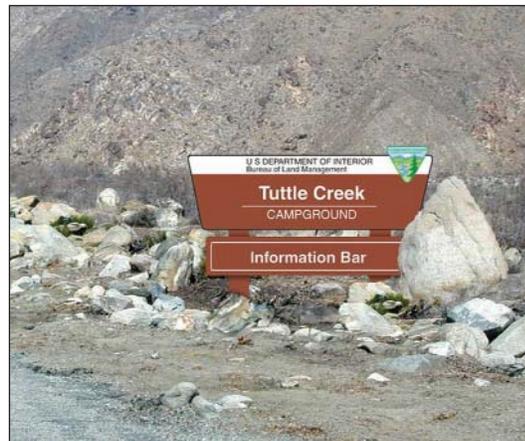
Signs and interpretive materials may have bases that support the design character of the area. Large administrative/portal/entry signs should be mounted on bases that match the size and mass of the sign, and they should complement the surrounding landscape. Bases are normally located outside the roadside recovery area, usually at least 30 feet from the edge of the roadway travel surface, or outside the highway right-of-way. Signs located

within the highway right-of-way must conform to Federal Highway Standards as described in the MUTCD. See Figure 4-5 for a typical entrance sign installation and a properly sized sign base. Unique sign base designs should be approved by the State Sign Coordinator. Guidelines for pedestrian-level signing related to the base height and angle have been established by the UFAS and ADAAG (see Appendix 1).

Some basic kinds of bases include the following:

a. Stone

This base may be formed using either a single large stone or a grouping of boulders to form the support system.



Stone base.

b. Masonry

A masonry base uses bricks, block, cobbles, or stones mortared together. A masonry base may consist of a solid brick pier, wall-type construction, or a veneer applied to a concrete foundation. Many possibilities exist to vary the patterns and colors.



Masonry base.

## c. Wood

This type of base may incorporate logs or timbers as the support system. Wood framing and/or siding may be used as well. As with the other options, many varieties of wood exist to create a distinctive design.



Wood base.

## d. Metal

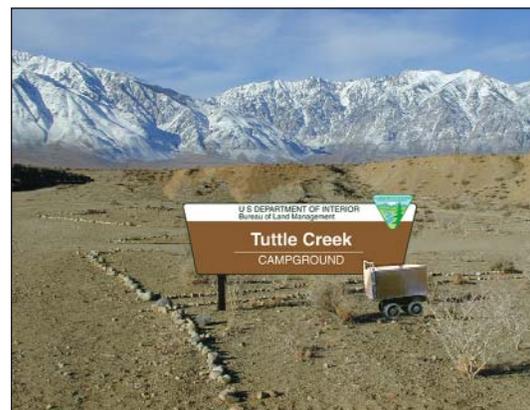
Various types of metal, including galvanized or steel, aluminum, iron, bronze, etc., may be formed or welded to develop an artistic and unique design for the sign base.



Metal base.

## e. Found Objects

Many times objects found on site may be used to create a sign base or support system. Old mining cars or equipment, boats, farm implements, or other found objects may be used to incorporate the originality of the area into the sign design. Prior to using found objects, consult a local cultural resource specialist to ensure found objects do not need to be preserved as historical or archaeological properties.



Found-objects base.

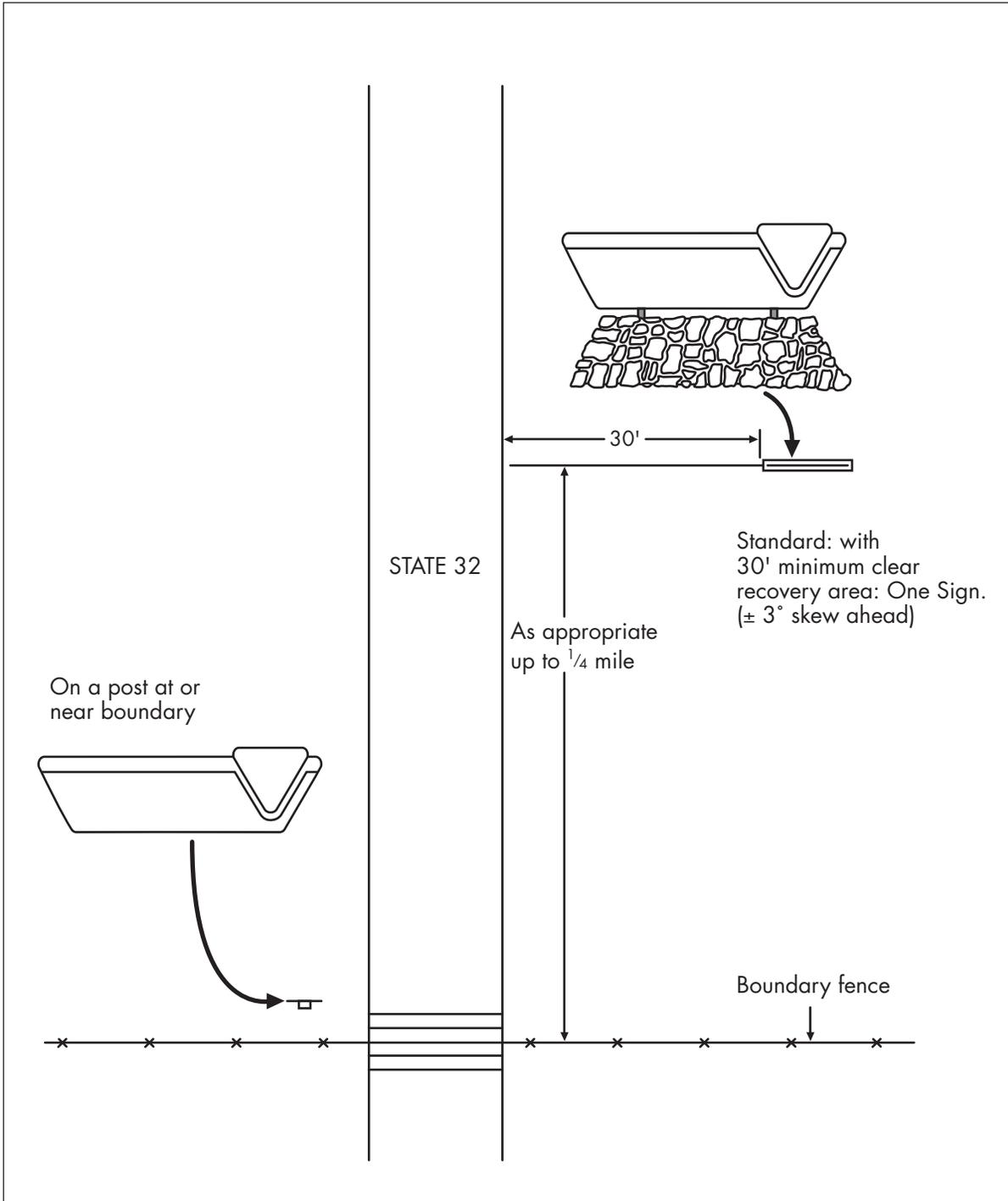


Figure 4-5. Typical Sign Installation and Properly Sized Sign Bases.

### 3. Placement and Installation

Uniformity of placement and installation helps visitors see BLM signs and determine where the directed action is to take place. A landscape architect can help you select optimal locations so that your sign can best convey its intended message.

#### a. Placement

As a general rule, place signs on the right-hand side of the roadway as close to the standard locations as possible. Consider the following guidelines when selecting sign installation locations:

(1) Place signs where they provide adequate time for viewer response, considering such things as approach speed, road conditions, etc.

(2) Select locations that minimize viewing obstructions. Some common placement locations to be avoided, if possible, include:

- (a) Dips in the roadway or trail.
- (b) Just beyond the crest of a hill.
- (c) Locations where the sign may interfere with the normal operation of the facility.
- (d) Too close to trees or other foliage that could cover the face of the sign.

(3) Where the possibility exists that the sign may become a “photo opportunity,” the sign location should be carefully chosen to ensure safe access.

(4) Place the sign within the viewer’s “cone of vision.”

(a) As speed increases, the driver’s focus point increases. At 25 mph, the natural eye focus point lies 600 feet ahead of the car; at 45 mph, it lies 1,200 feet ahead.

(b) As speed increases, the driver’s peripheral vision decreases. On low-speed roads, the signs can be set farther back from the right-of-way and still be visible and effective. At 25 mph, a driver’s “cone of vision” is 90 degrees. At 45 mph, it narrows to 65 degrees, and at 60 mph, it is only 40 degrees.

(c) As speed increases, the driver’s ability to focus on foreground detail decreases. At 40 mph, the closest point of clear vision lies 80 feet ahead of the car. At

60 mph, the driver can see clearly only detail that is within an area 110 to 1,400 feet in front of the car and within a 40-degree “cone of vision.” See Figure 4-6 for a typical driver’s visual perception responses.

(d) The location of all signs along roadways should comply with MUTCD standards. The following chart outlines the approximate distance required between signs and the distance required to provide advance warning on directional signs before intersections:

Speed limit	Distance between signs or from sign to intersection (in feet)
20	100
30	150
40	300
50	500
55	750

There are no standards for the location of pedestrian signs. Physical surroundings, however, play an important role. Pedestrian signs should be highly visible and not obstructed by the vegetation or physical features of the area.

Care should be taken to ensure that signs directed to one activity do not interfere with another activity, such as a sign along a roadway that might block traffic on an adjacent bicycle path. Visitor safety should always be considered when determining both the message and location of signs.

b. Height

The bottom of a sign should be a minimum of 5 feet above the level of the roadway. For pedestrian signs, headroom beneath the sign must be 80 inches minimum.

c. Lateral Clearance

(1) Traffic control devices on BLM roads

The distance from the edge of the roadway to the inner edge of the sign may range from 6 to 12 feet. The normal minimum is 6 feet. In cases where roadside topography precludes the 6-foot minimum, the inner edge of the sign should not be

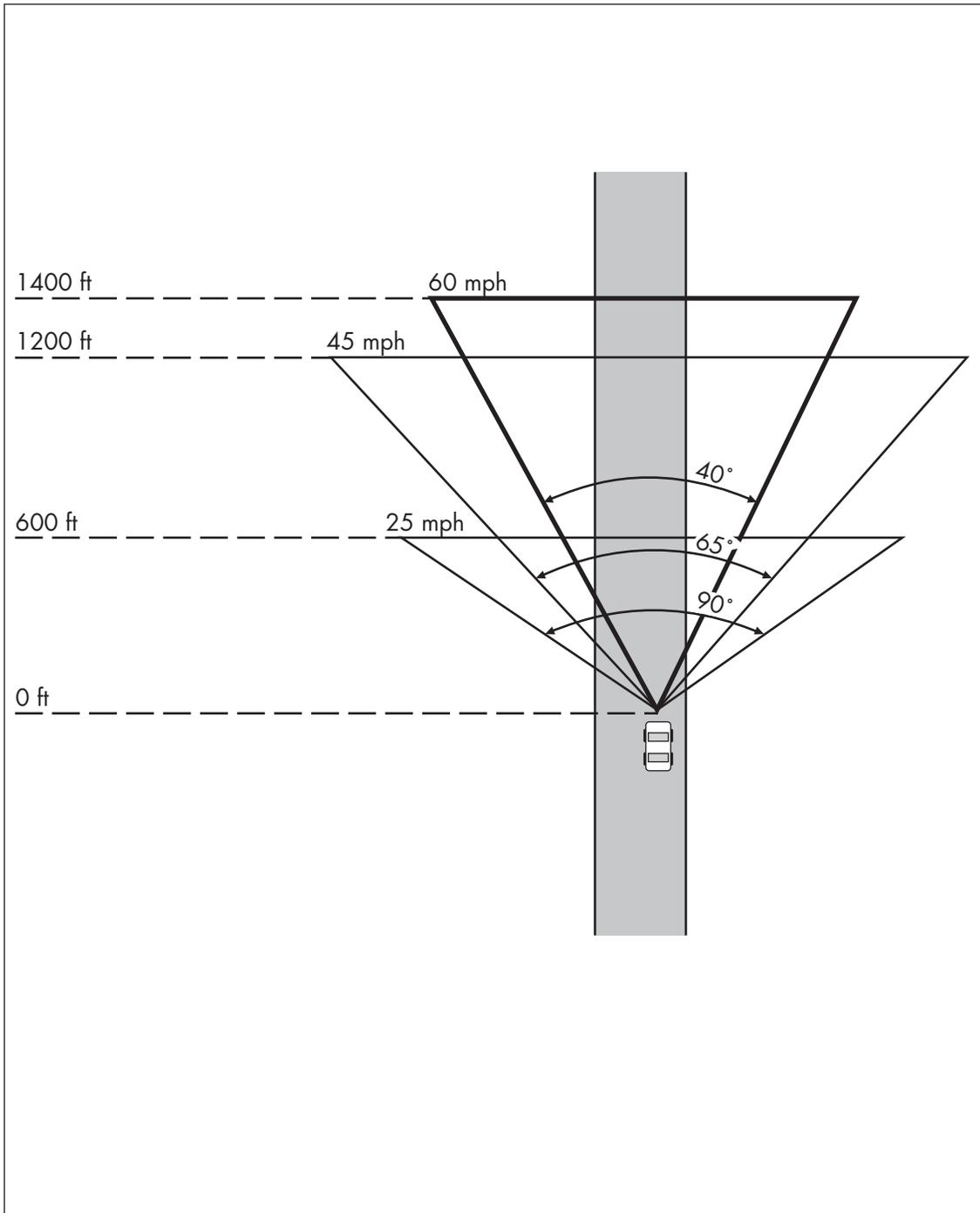


Figure 4-6. A Typical Driver's Visual Perception Responses.

closer than 2 feet from the edge of a roadway with no shoulder and no closer than 2 feet from the outer edge of a shoulder. See Figure 4-7 for typical lateral clearances and heights.

(2) Non-Motorized Trails

Signs should be installed so that the nearest edge of the sign is at least 3 feet from the edge of the trail tread (to allow adequate clearance for pack stock).

(3) Winter-Use Trails

Signs should be mounted and placed so the nearest edge of the sign is a minimum of 2 feet and a maximum of 6 feet from the right edge of the trail tread. Place signs so they are protected from prevailing winds to keep a buildup of ice and snow from occurring. The signs should be placed so the bottom of the sign is a minimum of 40 inches above the average maximum snow level (so the sign will never be buried by the snow).

d. Canting

Depending on the distance from the road, signs should be mounted approximately 87 degrees or 93 degrees to the direction of, and facing, those they are intended to serve. This canting aids in reducing mirror reflectivity. Sign faces are normally vertical or tilted only slightly (see paragraph below). On upgrades and downgrades, it may be desirable to tilt from the vertical to improve readability. See Figure 4-8 for more information.

e. Tilting

Tilting a sign slightly forward helps prevent environmental contaminants, such as sap or bird residue, from defacing the sign.

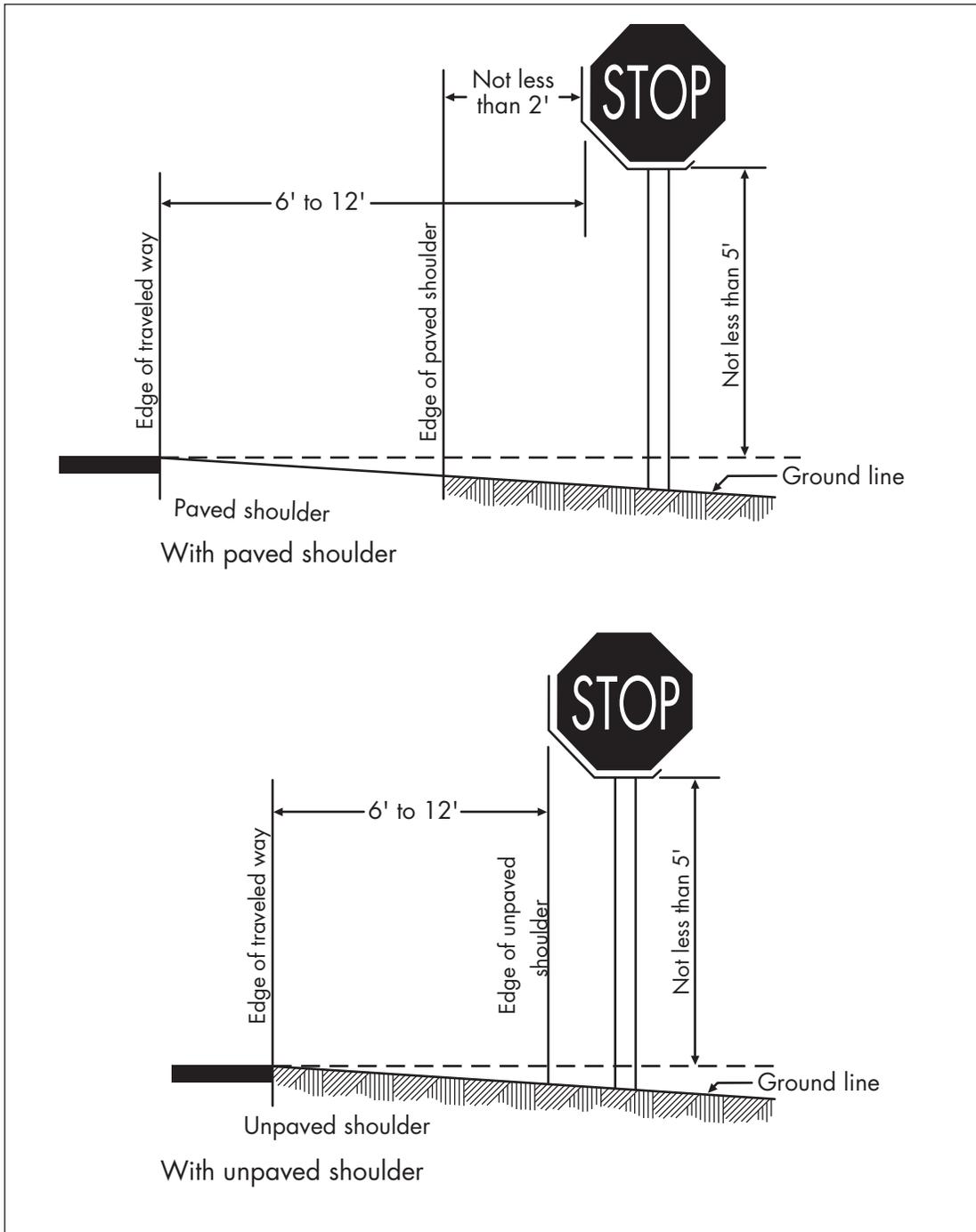


Figure 4-7. Typical Lateral Clearances and Heights.

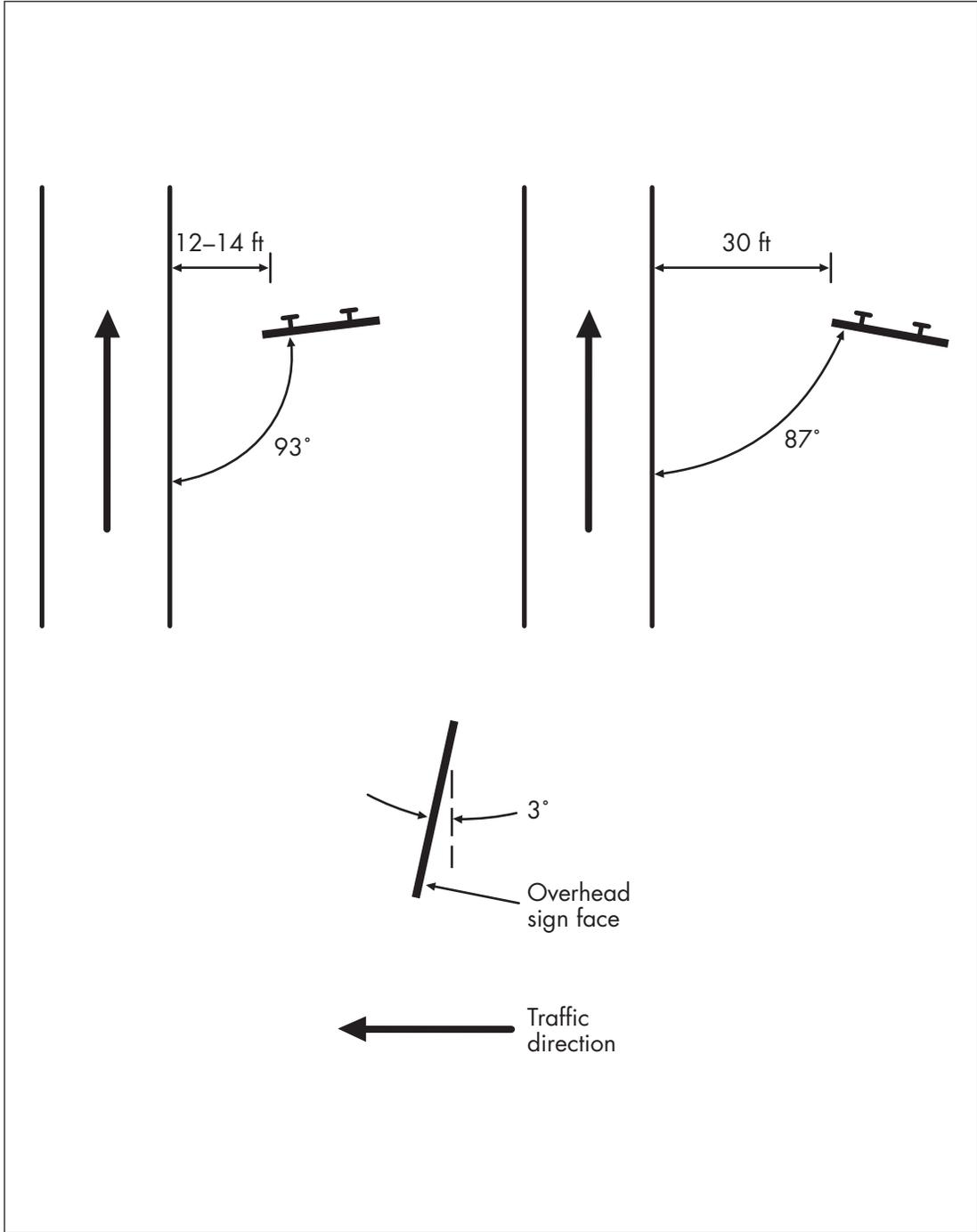


Figure 4-8. Orientation of Signs.

## Chapter 5—Sign Maintenance

### A. Maintenance

Maintenance should be planned, scheduled, and performed to ensure that signs, posters, and other traffic control devices are clean, legible, functional, and properly positioned. Effective sign maintenance will help ensure the safe use of the BLM public lands and facilities, as well as foster a positive image of the BLM. When maintaining signs, consider the physical condition, the message content, and the relationship to other materials such as maps, brochures, etc., that are available to the public land user. The message should be reviewed to determine whether it is still valid and current. If a new sign is needed, refer to Chapter 2, Sign Planning. The maintenance schedule should address, but not be limited to, the following points:

#### 1. Condition Survey

Condition surveys should be performed on a periodic basis to determine the condition and effectiveness of all traffic control devices, signs, and posters. Reflective devices should be inspected both night and day to ensure effectiveness. Evaluation should include the sign's legibility, reflectivity, supports, placement, and visibility; the encroachment of vegetation; a verification of the location; and the overall condition.

It is important to report missing, improper, incorrectly placed, damaged, or deteriorated signs to the Field Office Coordinator or the resource specialist whose program is supported by the sign.

a. Field inspectors should use the checklists on the Sign Inventory/Maintenance Form 9130-4 (attached in Appendix 3) to capture all information during the inventory/review. The checklists should also be used as a reference in developing the annual maintenance plan.

#### b. Condition Ratings:

##### (1) Good

The sign has experienced some weathering, but its lettering and symbols are legible. The sign is intact, with no holes or broken portions. It may need some cleaning to eliminate accumulated dirt and some minor touch up painting. No vegetation or other objects obscure the sign.

(2) Deteriorated

The sign has been extensively impacted by weathering, requiring extensive cleaning and painting to restore it to its original condition. Lettering and symbols are legible, but barely so. Reflectivity is about half of the original. Vegetation is beginning to encroach on the sign, further detracting from the legibility of the message. The sign may have some holes or other minor damage that can be readily repaired.



This sign is clean, uncluttered, and well maintained.



This sign is difficult to read and requires maintenance.

## (3) Damaged

The sign is weathered to the point that its message is no longer legible. It has severe damage from holes or other vandalism. The sign may be repaired temporarily, but it should be replaced as soon as possible.

## (4) Missing/Down

The sign is either missing or so damaged that repairs are impossible. If a sign is still needed, a replacement sign should be ordered immediately.

## (5) Obsolete

The sign message is outdated or incorrect. If a replacement sign is needed, refer to Chapter II, Sign Planning.

## 2. Rating Factors

## a. Damage

Damaged signs must be repaired or replaced, as required.

## b. Visibility

If signs have become obscured by brush or grass, the problem vegetation must be cleared to restore the visibility of the signs.

## c. Legibility and Appearance

Signs that have become faded or illegible must be restored to their original condition. The appearance of sign hardware should also be considered.



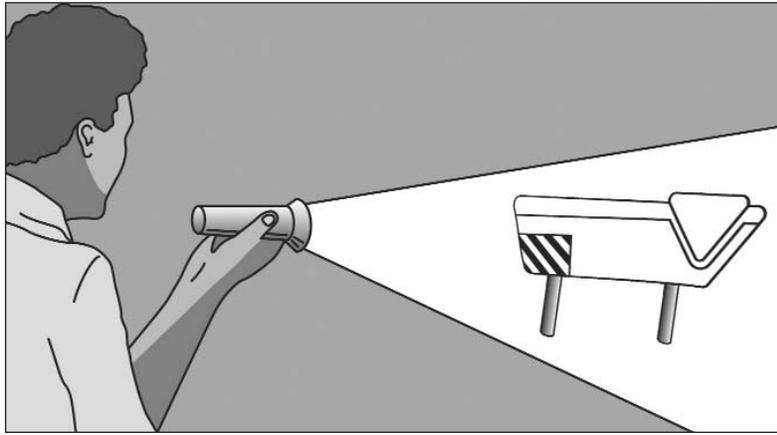
This badly damaged sign needs to be replaced as soon as possible.



This missing sign should be replaced quickly.

d. Reflectivity

Numerous signs are reflective to ensure their visibility at night. To test visibility, create a small panel (about 8 inches by 10 inches) using sheeting that has an acceptable level of reflectivity. At night, tape the test panel to the face of the sign. Step back about 30 feet, hold a flashlight about 2 inches from your face, and shine it at the sign.



Nighttime Reflectivity Inspection Technique.

- (1) If the inspection panel is brighter than the sign, replace the sign within the year.
- (2) If the sign is brighter than the inspection panel, the sign still has several years of life remaining.
- (3) If the sign and the panel have equal brightness, the sign has 1 to 2 years of useful life remaining.

### 3. Five-Year Deferred Maintenance Schedule/Plan

Signing requirements should be identified for annual maintenance funding as well as out-year funding needs. A five-year sign maintenance plan must be developed by each Field Office and administered by the State Office Sign Coordinator to assure that all signs are replaced in a timely manner. This five-year plan will allow the State to prioritize its needs when requesting deferred maintenance funds.

#### 4. Maintenance Performance

Perform maintenance on a regular and systematic basis to ensure signs and other traffic control devices are clean, undamaged, and functional. Use only those materials (paints, stains, sheeting, hardware, etc.) that comply with the original specifications for the sign. Evaluate the maintained product against the standard for materials and workmanship established for the original. Materials needed for maintaining signs can be purchased from a local hardware store, the National Sign Center, or Printed Materials Distribution Services (PMDS).

A sign repair kit is available to simplify the sign repair process. It contains all the materials necessary to replace faded or damaged logo decals and signs that have minor bullet hole damage. The kit also included repair instructions and order forms for reordering additional logo decals. It is available in a plastic carrying case which makes everything convenient for employees to use when traveling/working on BLM lands. The kit may be ordered from the PMDS.



This BLM sign kit can be ordered from Printed Materials Distribution Services in Denver.

a. Clearing

Clear all trees, brush, and other vegetation that may obscure signs. Also make sure that fences or other objects do not obscure signs. Relocate signs if obstructions cannot be eliminated.

b. Cleaning

Clean all signs obscured by dust, bituminous materials, road film, mud, etc., to restore legibility and reflectivity. Wash signs by:

(1) Flushing the sign surface with clean water to remove loose dirt.

(2) Scrubbing the sign face with a soft brush, rag, or sponge, using a mild, non-abrasive detergent or other suitable cleaner. Scrub from the top down. Avoid damaging the surface with unnecessary scrubbing. Keep a steady stream of water flowing on the sign face to wash away dirt.

(3) Rinse the entire sign face with clean water.

c. Special Cleaning Problems

(1) For tar, oil, diesel, and bituminous material, use a mild solvent such as mineral spirits. Then wash the surface with a mild detergent and water, and rinse with clean water.

(2) With pollen and fungus, wash the surface with a 3 to 5 % sodium hypochlorite solution, such as a commercial brand of bleach, followed by detergent and water. Rinse with clean water.

(3) For lipstick and crayon, use a mild solvent such as mineral spirits to remove the material. Follow with detergent and water and a clean water rinse.

(4) Paint may be removed by spraying a commercial paint remover onto the reflective sheeting sign face. The type of paint, length of exposure, and type of remover may affect the life of the sheeting.

(5) Other severe contamination may be removed with a very fine steel wool or plastic kitchen scour. Unless great care is taken, however, this scrubbing may destroy all or part of the sign's reflectivity.

For all of these special cleaning procedures, the sign should be inspected at night to determine if the cleaned area has lost too much of its reflectivity. Replace any signs with insufficient reflectivity.

d. To maintain a fiberglass sign in good shape, periodically wax the sign with car wax. If the fiber threads start appearing, a waxing may often add life to the sign.

e. Repair

Repair damaged signs following the procedures described below. Minor damage may be repaired in the field without removing the sign from its support. Repair of major damage will normally require that the work be performed in a workshop. “Scotchcal” signs can best be maintained by referring to the 3M Maintenance Hints (Appendix 4).

(1) Aluminum Substrate Signs

(a) Bent Signs

Straighten the sign. If the reflective background or legend has been scraped or damaged, proceed as follows:

(i) Remove all background sheeting from an area slightly larger than that damaged.

(ii) Clean the exposed surface with a mild detergent and rinse with clean water.

(iii) Apply matching pressure-sensitive reflective background sheeting, extending at least  $\frac{1}{2}$ -inch beyond the damaged area.

(iv) Replace damaged legend with die-cut, pressure-sensitive, pre spaced letters, borders, and symbols and firmly press in place.

(v) If the sign is subjected to snow burial and the replacement sheeting extends to the top edge of the signs, place transparent film or tape along the top edge.

## (b) Holes

Many times, it is not necessary to repair each hole in the sign. When a hole does not damage the message or symbol and does not, of itself, create a sloppy signing image, maintenance may not be needed. Where repairs are needed, follow these steps:

- (i) Remove all damaged background sheeting and legend.
- (ii) Straighten the sign using a hammer and flat dolly.
- (iii) Remove any additional sheeting damaged during straightening.
- (iv) Clean the entire area with mild detergent and rinse with clean water.
- (v) Patch the hole or puncture on both sides using aluminum foil tape. Use a squeegee to apply firm pressure on both sides of the sign. On large holes, start placing the foil at the bottom of the hole, overlapping each strip shingle fashion as you move up.
- (vi) Apply reflective background sheeting, extending it at least  $\frac{1}{2}$  inch beyond the foil strips.
- (vii) Replace damaged areas with die-cut, pressure-sensitive, pre spaced letters, borders, and symbols and firmly press them in place.
- (viii) Place transparent film or tape along the top edge if a sign is subjected to snow burial and replacement sheeting extends to the top edge of the signs.

## (2) Plywood Substrate Signs

The following procedures are recommended to repair holes and other punctures and to restore a sign's legibility:

- (a) Remove all loose wood on both sides of the sign and all damaged sheeting.
- (b) Fill holes with wood filler or auto body filler. Sand and smooth.
- (c) Wipe areas with clean cloth.



These tools from the BLM sign kit can be used to repair wood signs.

(d) On larger repairs, it may be desirable to cover holes with aluminum foil tape. Use a squeegee to apply firm pressure. Start placing the foil at the bottom of the hole, overlapping each strip shingle fashion as you move up.

(e) Apply reflective background sheeting, extending it at least  $\frac{1}{2}$  inch beyond die foil strips.

(f) Replace damaged areas with die-cut, pressure-sensitive, pre-spaced letters, borders, and symbols and firmly press into place.

(g) If a sign is subjected to snow burial and replacement sheeting extends to the top edge of the signs, place transparent film or tape along the top edge.

(h) Using an aerosol can of enamel paint (color to match back of sign board), lightly spray the aluminum tape covering the holes on the sign back.

### (3) Routed Wood Signs

#### (a) Repairing Sign Board

(i) Scrape off loose paint with a wire brush. Dress all holes and damaged wood with a knife.

(ii) Fill all cracks, holes, and imperfections with wood or auto body filler.

(iii) Sand sign edges back and forth. Do not sand surface overlays on MDO substrate signs.

(iv) Remove all loose paint, dust, and other foreign materials.

(b) Painting

(i) Apply a prime coat.

(ii) Apply two coats of paint to the sign message. Work paint thoroughly into all corners of letters and numbers. Let paint dry thoroughly between coats.

(iii) Apply two coats of paint to the background area.

(iv) Touch up letters if background paint contaminates the message.

(c) Staining

(i) Hand paint the message area, keeping paint off the sign face.

(ii) Apply two coats of stain to background areas.

(4) Supports and Hardware

Repair or replace, as necessary, damaged or deteriorated sign supports and associated mounting hardware.



Emblems can be replaced using these tools and replacement emblems from the BLM sign kit.

### (5) Emblems

Replace the emblem by applying a new emblem over the top of the existing one. First, remove any loose edges of the existing emblem. Then clean it with alcohol and carefully apply the new pressure-sensitive emblem. To order a new emblem, measure the existing one from the left corner to right corner and then order a replacement from the National Sign Center in Rawlins, Wyoming, or the Printed Materials Distribution Services (PMDS) in Denver, Colorado.

### 5. Disposal of Excess, Obsolete, and Damaged Signs

Care must be taken to ensure that all Department of the Interior and Bureau of Land Management signs removed from the Federal Property Management System are properly disposed of to prevent their misuse and misrepresentation in the private sector.

There are several recommended methods of sign disposal.

a. Excess, overstocked, or unneeded signs that are still available in the PMDS inventory should be returned to the PMDS so they may be redistributed to other offices. To coordinate the return of unneeded signs, contact the PMDS.

b. Obsolete or damaged signs have no value other than their material content and should be recycled. Where recycling is not available, standard waste disposal practices should be followed. Whatever method is selected, the property disposal must be

documented in accordance with Federal Property Management Procedures. Prior to the transfer of a sign to a recycler, landfill, etc., the sign should be sufficiently altered and defaced to prevent its misuse in the private sector. If this is not possible, then a written agreement must be in place with the recycler or landfill operator assuring that the signs will be reduced to scrap and not reused by the private sector.



Interpretive sign.

## Chapter 6—Procurement

### A. General

The supplier for the BLM's signing needs is the National Sign Center located in Rawlins, Wyoming. They act as a clearinghouse by determining the most effective and timely source for producing the BLM's custom signs.

Sign sources are selected based on their ability to provide quality signs that adhere to BLM sign standards for shape, size, and color. The type and quantity of sign required helps determine the source. Most sign types fall into one of the following categories: Custom, Standard Bureau, or General Purpose.

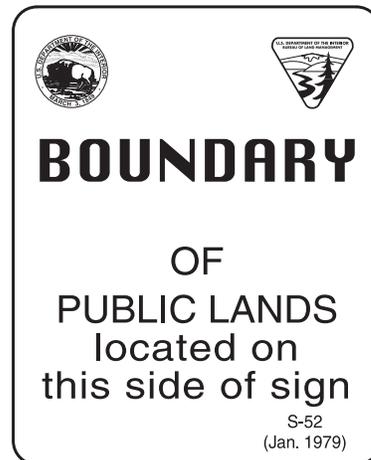
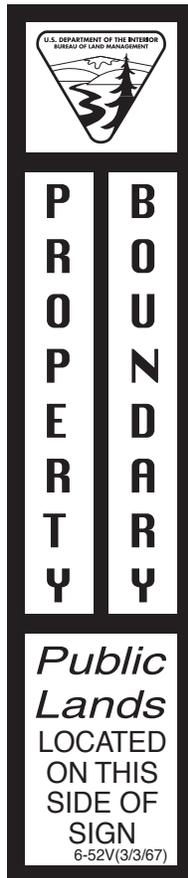
### B. Custom Signs

Custom signs are produced in-house by the National Sign Center in Rawlins, Wyoming. These signs are unique to a location or application, e.g., a sign for a specific campground or management area. They are often one-of-a-kind or limited-quantity signs. The Center has developed a website for ordering signs and describing design options, (<http://web.wy.blm.gov/signshop>). This site has been created to assist the ordering office in using the skills of the Center. The website contains information on substrate, design, and cost estimating. It also includes photographs of some of the products the Center has produced. The Center will accept art work in either hard copy or electronic format. The customer pays for the total cost of the sign, including design and transportation. Use Form 9130-3, Bureau Sign Shop Requisition (see Appendix 5), to order custom signs from the National Sign Center.

Meeting the customer's needs is very important to the Center. To help meet the needs of the National Sign Program, the Center, the National Sign Coordinator, and the Printing Specialists at the National Business Center in Denver, Colorado, have developed contracts with the Government Printing Office (GPO) to produce signs and to contract for other signs. While the contract charges are not as low as the Center's, they allow the Center to deliver finished signs that are consistent in quality and format in a timely manner. The decision to use the contract as an alternative is based on existing workload and the quantity and type of signs ordered.

### C. Standard Bureau Signs

Standard signs (S Series) are signs that are usually common to all of BLM, to multistate regions, or to individual states. They are produced through a Government Printing Office (GPO) contract and stocked in large quantities by the PMDS, in Denver, Colorado. Information about the signs and ordering information is contained in the Catalog of Signs, Posters, and Decals or directly from the PMDS (<http://ncweb.sc.blm.gov/pmds/>). As with custom signs, the customer pays for the entire cost of the signs.



## D. General Purpose Signs

These are signs that are not specific to the BLM. Stop signs and other traffic signs and Occupational Safety and Health (OSHA) signs are examples of signs that fall into this category. These signs are available from Federal Prison Industries (UNICOR) (<http://www.unicor.gov>).



Traffic control signs should be purchased through Federal Prison Industries. These signs are of consistent quality and follow the regulations outlined in the Manual on Uniform Traffic Control Devices (MUTCD) (<http://mutcd.fhwa.dot.gov/ser-pubs.htm>).

OSHA signs must conform to the Occupational Safety and Health Standards (29 CFR 1910.145). They are used to warn or inform BLM personnel and/or the general public of hazards or conditions that may cause injury. If UNICOR cannot supply the sign or poster, contact the National Sign Center.



## E. Other Types of Signs and Symbols

### 1. International Symbols



There is currently no central agency responsible for international symbols. As a result, there is a problem with uniformity between agencies and even within the BLM when it comes to using symbols on maps, brochures, and signs. The BLM and other Department of the Interior bureaus/offices are working toward standardizing international symbols. A mapping website (<http://www.llm.gov/nstcl>) has been developed for use when designing maps and other products using these symbols. The international symbols are portrayed in Appendix 6. Signs containing the approved versions of international symbols are available from the National Sign Center using the same ordering procedures as custom signs. Care must be taken to ensure that the symbols used in accompanying brochures and other publications match those provided by the Center. International symbols come in four sizes. The 18-inch by 18-inch size is for use on roads with a design speed greater than 25 mph. The 12-inch by 12-inch size is recommended for lower speeds. The 8-inch by 8-inch size is for pedestrian use where the sign will be viewed from 75 feet to 100 feet. The the 6-inch by 6-inch size is for viewing at a distance of under 75 feet.



## 2. Composite Recreation Symbols

These are divided into two categories: (1) for Services and Facilities and (2) for Off-Road Vehicle Control. These signs are requisitioned from the Sign Center.

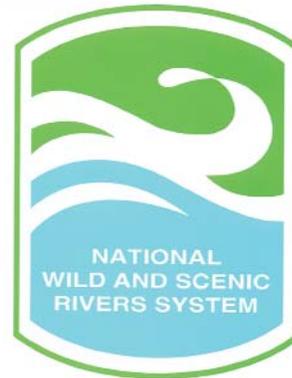
## 3. National Recreation Trail Markers

National Recreation Trails must be identified with the symbols adopted for those trails. Scenic and Historic Trails are authorized and designated only by an Act of Congress. Specifications and applications of uniform trail markers, guide signs, and trail blazers are established by the lead agency. The trail markers and blazers are available from UNICOR. The 18 inch size is reflectorized and intended for use at major road crossings. The 3-1/2-inch size is not reflectorized and is used for identification on guide signs. It may be also used alone as a reassurance marker.



## 4. National Rivers

National Rivers must be identified by a uniform marker. This marker identifying the National Wild, Scenic, and Recreation River System must be used on all identification, guide, and information signs within the boundaries of Wild, Scenic, or Recreation Rivers. The 18-inch sign is reflectorized for use along roads. The 9-inch size is not reflectorized since it is used for stationary viewing at trailheads and along trails. The 3-1/2-inch size is not reflectorized and is intended for use on small signs and as a reassurance marker. These are available from UNICOR.



## 5. Fire Posters

Fire posters are ordered from the National Interagency Fire Center (NIFC) warehouse by using Sign Requisition Form 9130-3 or similar form.



## F. Additional Information

Additional information on the above-referenced signs may be found by accessing the following websites:

Uniform Traffic Control Devices Standards - <http://mutcd.fhwa.dot.gov/ser-pubs.htm>;

Uniform Waterways Marker System -

<http://www.boatsafe.com/nauticalknowhow/buoychanges.htm>;

Accessibility-Dept. of Justice - <http://www.usdoj.gov/crt/ada/adahom1.htm>

-Access Board - <http://www.accessboard.gov/>

## G. Ordering Signs

### 1. National Sign Center

Orders for custom signs from the Center are submitted by using BLM Form 9130-3, "Bureau Sign Shop Requisition." The Center charges the customer for the full cost of the sign, including transportation. The Government Purchase Card is the preferred method of payment. Be sure to include the complete card information in the appropriate block on BLM Form 9130-3. If your sign includes graphics or photos, they should be sent with the requisition form. Graphics and photos can be submitted in an electronic format on either CD-ROM, zip disk, or standard disk. Photos and graphics may also be submitted in hard copy.

### 2. Printed Materials Distribution Services (PMDS)

Large quantity or bulk signs may be ordered from the PMDS by submitting BLM Form 1556-1, Printed Materials Distribution Services Publications Requisition Form. Additional ordering information may be obtained by visiting the PMDS website at <http://ncweb.sc.blm.gov/pmds/customerinstruction.htm> The order may be either mailed or faxed.

PMDS charges the customer the full cost of the signs. The Government Purchase Card is the preferred method of payment. In the Requester's Name block, enter the name as it appears on the purchase card. In the Appropriation Number block, enter the purchase card number and the card's expiration date. Alternatively, you can place a note in the Appropriation Number block to call back for purchase card information. For specific ordering instructions, see the PMDS web site.



### 3. UNICOR

Refer to the UNICOR catalog or website for ordering instructions.

### 4. NIFC

Submit the following information to the National Interagency Fire Center Great Basin Area Cache; name, address, credit card information, NFES item number, description, quantity, and price.

### 5. Private Sector Vendors

Specialty signs are available from a number of private sector vendors. These are usually quality products that can be used to fill an existing need.

# Conclusion

## Signs Are Important . . .

This Sign Guidebook provides tools and guidance for developing and maintaining a Bureauwide sign program. Signs help guide public land visitors safely to their destinations and enhance their knowledge and appreciation when they arrive. Day and night, rain or shine, signs promote the Bureau's image and highlight the professionalism of its employees, while contributing directly to the public's use and enjoyment of America's public lands.

Signs help make the journey possible and the destination more enjoyable for millions of people. Signs are worth doing, and worth doing right!



BLM signs are an important—and highly visible—communication tool for the public.

# Appendices

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# **Appendix 1—Accessibility Standards and Guidelines**

## **Appendix 1**

### **Accessibility**

#### ***General***

The guidance in the Handbook concerning accessibility must be considered in planning, designing, fabricating, and placing sign messages. This is most critical for signs used at the pedestrian level. Part II below outlines the general cautions and legal requirements that apply to signs.

The Accessibility Data Management System (ADMS) is an assessment and design tool used to check the BLM's Compliance with the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for pedestrian-level signing.

Parts II and III below are the ADMS checklists to evaluate the compliance of signs with current laws. The headings are generic to ADMS. Although headings may not specifically address current usage, they are excellent tools that should be used early in the design phase. Check the final design solution prior to fabrication.

#### **PART I**

##### **Standards and Legal Requirements for Accessibility**

#### **PART II**

##### **Printed Materials**

This checklist may be used for any text messages, brochures, maps, etc.

#### **PART III**

##### **Exhibits/Information Panels**

This checklist may be used for groups of signs and other interpretive materials mounted on posters, panels, etc.

## PART I

### Standards and Legal Requirements for Accessibility

#### *Applicable Standards*

Two standards are currently in use for ensuring elements are accessible to people with disabilities. To determine which standards apply to the signs subject to the guidance of the handbook, a brief explanation of the two accessibility standards is presented below. The Uniform Federal Accessibility Standards (UFAS) provide minimum requirements for accessibility in federal programs, facilities, and services. The Americans with Disabilities Act Accessibility Guidelines (ADAAG) provide minimum requirements for private industry, and state and local government. However, the Department of Justice (DOJ) and the Architectural and Transportation Barriers Compliance Board (Access Board) have jointly endorsed a resolution that urges Federal agencies to follow the Americans with Disabilities Act Accessibility Guidelines whenever those standards provide equal or greater accessibility than UFAS (Memo dated 1/15/93). This can create confusion about the application of the correct standard, regulation and laws. A common misconception is that the federal government complies with the Americans with Disabilities Act: It complies only with the design standards of the ADA, not the provisions and remedies of the Act. Federal agencies comply with the Architectural Barriers Act of 1968, as amended; the Rehabilitation Act of 1973, as amended; and 43 CFR Part 17 (Subparts B and D address nondiscrimination based on disability).

The accessibility standards differentiate signage between permanent room identification and general information signs (instructional, directional, interpretive). Under ADAAG Section 4.1.2(7) Accessible Sites and Exterior Facilities: New Construction, ADAAG differentiates between permanent rooms and spaces from other signs that provide direction to, or information about, functional spaces. Permanent room identification should comply with 4.30.1, 4.30.4, 4.30.5 and 4.30.6. Directional signs should comply with 4.30.1, 4.30.2, 4.30.3 and 4.30.5. UFAS addresses signage at Accessible Sites and Exterior Facilities in Section 4.1.1(7), noting that “all signs shall comply with 4.30.” Because these two standards do not point to the same application of the citations, one should follow the direction of the 1993 DOJ Resolution and apply the higher standard. UFAS is more stringent because it applies all of 4.30 to all signs.

The two standards are very similar, but are not exactly alike. A second comparison is required of each citation within 4.30 to determine the more stringent solution.

Below are both UFAS and ADAAG 4.30. The asterisk (\*) seen after the sign indicates more information available in the appendix of the standards.

### Uniform Federal Accessibility Standards

**4.30.1\* General.** Signage required to be accessible by 4.1 shall comply with the applicable provisions of 4.30.

**4.30.2\* Character Proportion.** Letters and numbers on signs shall have a width-to-height ratio between 3:5 and 1:1 and a stroke-width-to-height ratio between 1:5 and 1:10.

**4.30.3\* Color Contrast.** Characters and symbols shall contrast with their background—either light characters on dark background or dark characters on a light background.

**4.30.4\* Raised or Indented Characters or Symbols.** Letters and numerals shall be raised or incised 1/32 inch minimum and shall be sans serif characters. Raised characters or symbols shall be at least 5/8 inch high, but no higher than 2 inches. Indented characters or symbols shall have a stroke width of at least 1/4 inch. Symbols or pictographs on signs shall be raised or indented 1/32 inch minimum.

**4.30.5\* Symbols of Accessibility.** Accessible facilities required to be identified by 4.1 shall use the international symbol of accessibility. The symbol shall be displayed as shown in Figure 43.

**4.30.6\* Mounting Location and Height.** Interior signage shall be located alongside the door on the latch side and shall be mounted at a height of between 54 inches and 66 inches above the finished floor.

### Americans with Disabilities Act Accessibility Guidelines

**4.30.1\* General.** Signage required to be accessible by 4.1 shall comply with the applicable provisions of 4.30.

**4.30.2\* Character Proportion.** Letters and numbers on signs shall have a width-to-height ratio between 3:5 and 1:1 and a stroke-width-to-height ratio between 1:5 and 1:10.

**4.30.3 Character Height.** Characters and numbers on signs shall be sized according to the viewing distance from which they are to be read. The minimum height is measured using an upper case X. Lower case characters are permitted.

<i>Height Above Finished Floor</i>	<i>Minimum Character Height</i>
<i>Suspended or Projected</i>	<i>3 inches</i>
<i>Overhead in Compliance with 4.4.2</i>	

**4.30.4\* Raised and Brailled Characters and Pictorial Symbol Signs (Pictograms).** Letters and numerals shall be raised 1/32 inch, upper case, sans serif or simple serif type, and shall be accompanied with Grade 2 Braille. Raised characters shall be at least 5/8 inch high, but no higher than 2 inches. Pictograms shall be accompanied by the equivalent verbal description placed directly below the pictogram. The border dimension of the pictogram shall be 6 inches minimum in height.

**4.30.5\* Finish and Contrast.** The characters and background of signs shall be eggshell, matte, or other non-glare finish. Characters and symbols shall contrast with their background—either light characters on a dark background or dark characters on a light background.

**4.30.6\* Mounting Location and Height.** Where permanent identification is provided for rooms and spaces, signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space to the latch side of the door, including at double leaf doors, signs shall be placed on the nearest adjacent wall. Mounting height shall be 60 inches above the finished floor to the centerline of the sign. Mounting location for such signage shall be so that person may approach within 3 inches of the signage without encountering a protruding object or standing within the swing of a door.

**4.30.7\* Symbols of Accessibility.** (1) Facilities and elements required to be identified as accessible by 4.1 shall use the international symbol of accessibility. The symbol shall be displayed as shown in Figure 43(a) and (b).

(2) Volume Control Telephone. Telephones required to have a volume control by 4.1.3(17) b) shall be identified by a sign containing a depiction of a telephone handset with radiating sound waves.

(3) Text Telephones. Text Telephones required by 4.1.3(17)(c) shall be identified by the international TDD symbol (Figure 43(c)). In addition, if a facility has a public text telephone, directional signage indicating the location of the nearest text telephone shall be placed adjacent to all banks of telephones that do not contain a text telephone. Such directional signage shall include the international TDD symbol. If a facility has no banks of telephones, the directional signage shall be provided at the entrance (e.e., in a building directory).

(4) Assistive Listening Systems. In assembly areas where permanently installed assistive listening systems are required by 4.1.3(18)(b), the availability of such systems shall be identified with signage that includes the international symbol of access for hearing loss (Figure 43(d)).

#### **4.30.8\* Illumination Levels (Reserved).**

A4.30.8 Illumination Levels. Illumination levels on the sign surface shall be in the 100 to 300 lux range (10 to 30 footcandles) and shall be uniform over the sign surface if the sign is not significantly exceeded by the ambient light or visible bright lighting source behind or in front of the sign.

## **PART II**

### **Printed Materials**

This checklist can be used for any text messages, brochures, maps, etc.

Component: COMMUNICATION, Printed material  
 Identifier: BLM Sign Handbook  
 Site: Idaho State Office  
 Site location: 1387 S Vinnell Way, Boise, Idaho 83709  
 Owner: Department of the Interior  
 Bureau of Land Management  
 Idaho State Office  
 Operator: Department of the Interior  
 Bureau of Land Management  
 Idaho State Office

Evaluation Date: \_\_\_\_\_  
 Installation Date: 01-feb-2002

COMPLIANT

Information provided as printed material (such as books, brochures, directories, maps, pamphlets, training materials, etc.) is to be communicated effectively to all people, including persons who are blind or who have visual or learning impairments.

TEXT INFORMATION	ACTUAL	N/A	QF
<p>1. This printed material is made accessible to, and usable by, persons with VISUAL IMPAIRMENTS. Use the following five measurements to specify the method(s) provided.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:                      Comments:</p>	y	22-jan-2002	
<p>2. This printed material is provided in a LARGE PRINT version (at least 14-point is preferred).                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:                      Comments:</p>	n/a	22-jan-2002	
<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="margin-right: 10px;">  <p>ragged edge</p> </div> <div>  <p>sharp edge simple type</p> </div> </div> <p>3. This material is printed in a "Sans serif" OR a "Simple serif" TYPE STYLE with sharp (not ragged) edges. (Exaggerated serifs or flourishes in the type style make the characters difficult to distinguish.)                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:                      Comments:</p>	y	22-jan-2002	

TEXT INFORMATION	ACTUAL	N/A	QF
<p>9. This printed material is provided in COMPUTER READABLE MEDIA (such as on diskette or compact disc, or resident on a computer) for use with voice synthesizing software. Answer this item with a Y or N/A.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous: ensure that copies are readily available</p> <p>Comments:</p>	<p>y</p> <p>_____ y/n</p>	<p>22-jan-2002</p> <p>_____</p>	<p>_____</p>
<p>10. This printed material is provided in a BRAILLE version (for ADAAG it must be in Grade 2 Braille). Answer this item with a Y or N/A.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:</p> <p>Comments:</p>	<p>n/a</p> <p>_____ y/n</p>	<p>22-jan-2002</p> <p>_____</p>	<p>_____</p>
<p>11. This printed material is provided in a TACTILE version. Answer this item with a Y or N/A.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:</p> <p>Comments:</p>	<p>n/a</p> <p>_____ y/n</p>	<p>22-jan-2002</p> <p>_____</p>	<p>_____</p>
<p>12. Instead of making this printed material independently usable by persons who are blind, a READER SERVICE is provided and is available upon request to deliver the contents aurally. Answer this item with a Y or N/A.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:</p> <p>Comments:</p>	<p>n/a</p> <p>_____ y/n</p>	<p>22-jan-2002</p> <p>_____</p>	<p>_____</p>
<p>13. If the method of making this printed material available to persons who are blind is not listed above, then another method is provided. Describe the method(s) used in this "Comments" section. Answer this item with a Y or N/A.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:</p> <p>Comments:</p>	<p>n/a</p> <p>_____ y/n</p>	<p>22-jan-2002</p> <p>_____</p>	<p>_____</p>

TEXT INFORMATION	ACTUAL	N/A	QF
<p>9. This printed material is provided in COMPUTER READABLE MEDIA (such as on diskette or compact disc, or resident on a computer) for use with voice synthesizing software. Answer this item with a Y or N/A.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous: ensure that copies are readily available</p> <p>Comments:</p>	<p>y</p> <hr/> <p>y/n</p>	<p>22-jan-2002</p> <hr/>	
<p>10. This printed material is provided in a BRAILLE version (for ADAAG it must be in Grade 2 Braille). Answer this item with a Y or N/A.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:</p> <p>Comments:</p>	<p>n/a</p> <hr/> <p>y/n</p>	<p>22-jan-2002</p> <hr/>	
<p>11. This printed material is provided in a TACTILE version. Answer this item with a Y or N/A.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:</p> <p>Comments:</p>	<p>n/a</p> <hr/> <p>y/n</p>	<p>22-jan-2002</p> <hr/>	
<p>12. Instead of making this printed material independently usable by persons who are blind, a READER SERVICE is provided and is available upon request to deliver the contents aurally. Answer this item with a Y or N/A.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:</p> <p>Comments:</p>	<p>n/a</p> <hr/> <p>y/n</p>	<p>22-jan-2002</p> <hr/>	
<p>13. If the method of making this printed material available to persons who are blind is not listed above, then another method is provided. Describe the method(s) used in this "Comments" section. Answer this item with a Y or N/A.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:</p> <p>Comments:</p>	<p>n/a</p> <hr/> <p>y/n</p>	<p>22-jan-2002</p> <hr/>	

TEXT INFORMATION	ACTUAL	N/A	QF
<p>14. This printed material is made accessible to and usable by persons with LEARNING IMPAIRMENTS. Use the following five (5) measurements to specify the method(s) provided.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:                      Comments:</p>	<p>y                      _____ y/n</p>	<p>22-jan-2002                      _____</p>	<p>_____                      _____</p>
<p>15. This printed material is written in a "hierarchical" manner (such as: Level 1 = Headline; Level 2 = Summary; Level 3 = Detailed text) which provides the reader the information or story at several levels of complexity, comprehension and depth. Answer this item with a Y or N/A.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:                      Comments:</p>	<p>n/a                      _____ y/n</p>	<p>22-jan-2002                      _____</p>	<p>_____                      _____</p>
<p>16. If the overall message (information or story) of this printed material is provided in segments, then one or more THEMES exist to connect related elements for ease of comprehension. Answer this item with a Y or N/A.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:                      Comments:</p>	<p>y                      _____ y/n</p>	<p>22-jan-2002                      _____</p>	<p>_____                      _____</p>
<p>17. In addition to text, this printed material contains SYMBOLS, PICTOGRAMS or PICTOGRAPHS to communicate ideas, concepts or information, or to help organize the material into themes. Answer this item with a Y or N/A.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:                      Comments:</p>	<p>y                      _____ y/n</p>	<p>22-jan-2002                      _____</p>	<p>_____                      _____</p>

TEXT INFORMATION	ACTUAL	N/A	QF
<p>18. If appropriate for this printed material, COLOR is used to help distinguish between letters or numbers, to separate themes, or to clarify information. Answer this item with a Y or N/A.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:</p> <p>Comments:</p>	<p>n/a</p> <hr/> <p>y/n</p>	<p>22-jan-2002</p> <hr/>	<hr/>
<p>19. If the method provided for effective communication of this printed material to persons with learning impairments is NOT listed above, then one or more other methods are provided. Describe these methods in this "Comments" section.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:</p> <p>Comments:</p>	<p>n/a</p> <hr/> <p>y/n</p>	<p>22-jan-2002</p> <hr/>	<hr/>
<p>20. If this printed material contains TELEPHONE NUMBERS for contact personnel or so readers may request further information or place orders, etc., then the number of at least one TDD (Text Display Device or Telephone Device for the Deaf) is included so that persons with hearing and/or speech impairments may effectively communicate. There are THREE ways to answer this item: (A) If NO telephone numbers are printed, then mark N/A to this and the next item also; (B) If a TDD number IS provided, then mark Y to this and N/A to the next item; or (C) If a telephone number is provided WITHOUT a TDD number, then mark N/A to this item and answer the next item.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:</p> <p>Comments:</p>	<p>n/a</p> <hr/> <p>y/n</p>	<p>22-jan-2002</p> <hr/>	<hr/>
<p>21. If a TDD number is NOT listed, then all applicable RELAY SERVICE numbers are listed so that persons with hearing and/or speech impairments may communicate.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Previous:</p> <p>Comments:</p>	<p>n/a</p> <hr/> <p>y/n</p>	<p>22-jan-2002</p> <hr/>	<hr/>

TEXT INFORMATION	ACTUAL	N/A	QF
<p>22. If this printed material includes any statement of any rights, benefits, services, auxiliary aids, programs, structures, or other amenity for persons with disabilities, the text is free of the word 'handicap' (instead use terms such as 'persons with disabilities' or 'individual with a disability', or 'accessible', such as in 'accessible parking'). Answer this item with a Y or N/A.                      Rehab Act Amendments of 1992 PL 102-569 Sec Previous:                       Comments:</p>	<p>n/a                       _____ y/n</p>	<p>22-jan-2002                       _____</p>	<p>                       _____</p>

DRAFT

## **PART III**

### **Exhibits/Information Panels**

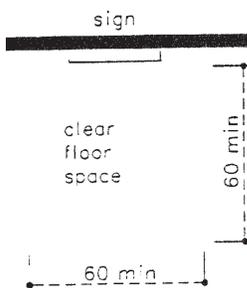
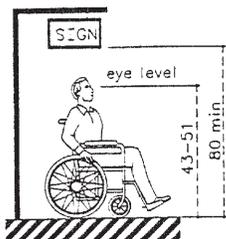
This checklist can be used for groups of signs and other informational materials mounted on posters, panels, etc.

Component: EXHIBIT  
 Identifier: INDEX  
 Site: Unknown  
 Site location: Unknown  
 Owner: Unknown  
 Operator: Unknown

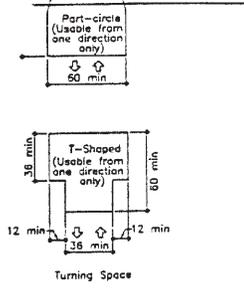
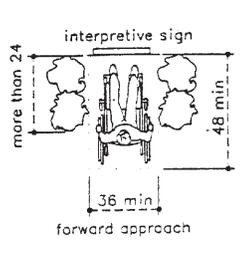
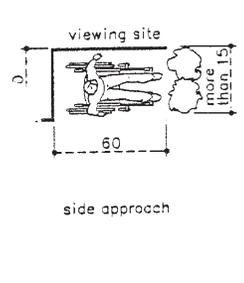
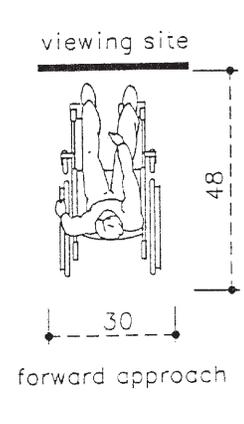
Evaluation Date: \_\_\_\_\_  
 Installation Date: \_\_\_\_\_

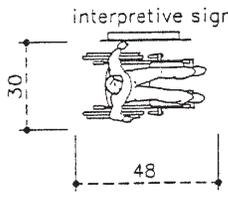
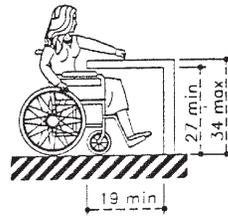
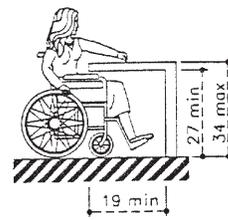
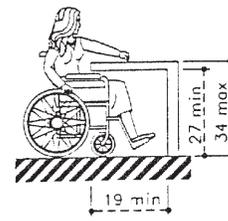
One or more signs, displays, or objects presented as a unit to convey information or provide entertainment.

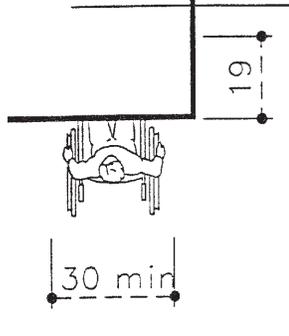
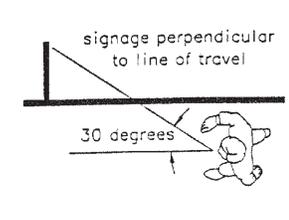
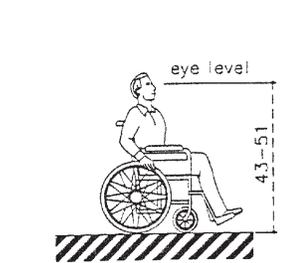
TEXT INFORMATION	ACTUAL	N/A	QF
<p>1. This exhibit is on, adjacent to, or fully visible from an accessible route.            ADAAG 4.3.2            UFAS 4.3.2            Comments:</p>	<p>_____ y/n</p>		
<p>2. If this exhibit is one of two or more exhibits, then at least one accessible route connects all the exhibits.            ADAAG 4.3            UFAS 4.3            Comments:</p>	<p>_____ y/n</p>		
<p>3. If this exhibit is suspended over a walkway, then the clear headroom is 80 in. minimum high.            ADAAG 4.4.2            UFAS 4.4.2            Comments:</p>	<p>_____ in</p>		
<p>4. At the place where the public usually views the exhibit a clear maneuvering floor space 60 by 60 in. minimum is provided. This clear floor space may overlap the clear floor space of other features. If 'Yes', then mark 'N/A' to the next five items.            ADAAG 4.2.3            UFAS 4.2.3            Comments:</p>	<p>_____ y/n</p>		



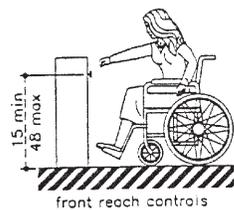
DRAFT

	TEXT INFORMATION	ACTUAL	N/A	QF
 <p>Part-circle (Usable from one direction only) 60 min</p> <p>T-Shaped (Usable from one direction only) 36 min, 60 min, 12 min, 12 min, 36 min</p> <p>Turning Space</p>	<p>5. If a clear maneuvering space is NOT provided, then a clear 60 by 60 in. Part-circle or T-shaped turning space is provided for viewing the exhibit. If "Yes" then mark "N/A" to the next four items. ADAAG 4.2.3 UFAS 4.2.3 Comments:</p>	<p>y/n</p>		
 <p>interpretive sign more than 24 48 min 36 min forward approach</p>	<p>6. If this exhibit is in a NARROW alcove that has sides MORE than 24 in. deep (OR has obstructions that are more than 24 in. deep which create the effect of an alcove) thus limiting wheelchair users to a forward approach, then the clear floor space provided in front of the exhibit is 36 in. minimum wide. ADAAG 4.2.4.2 UFAS 4.2.4.2 Comments:</p>	<p>in</p>		
 <p>viewing site more than 15 60 side approach</p>	<p>7. If this exhibit is in a WIDER alcove that has sides MORE than 15 in. deep (OR has obstructions that are more than 15 in. deep which create the effect of an alcove), then this exhibit is usable by a side approach, and the clear floor space provided in front of the exhibit is 60 in. minimum wide. ADAAG 4.2.4.2 UFAS 4.2.4.2 Comments:</p>	<p>in</p>		
 <p>viewing site 48 30 forward approach</p>	<p>8. If this exhibit is NOT in an alcove AND a clear maneuvering or turning space in front of the exhibit is NOT provided, then a clear floor space 30 in. minimum in one dimension (width or depth) IS provided. ADAAG 4.2.4 UFAS 4.2.4 Comments:</p>	<p>in</p>		

	TEXT INFORMATION	ACTUAL	N/A	QF
 <p>interpretive sign</p> <p>side approach</p>	<p>9. If this exhibit is NOT in an alcove AND a clear maneuvering or turning space in front of the exhibit is NOT provided, then the clear floor space is 48 in. minimum in the opposite dimension.                      ADAAG 4.2.4                      UFAS 4.2.4                      Comments:</p>	<p>in</p>		
	<p>10. If this exhibit is placed on a horizontal surface, such as a table or counter, AND the exhibit allows personal interaction (for example, picking up brochures, or activating a mechanism), then the surface of the table or counter is 34 in. maximum high. If 'N/A' (the exhibit is NOT interactive AND placed on a table or counter) then mark 'N/A' to the next three items.                      ADAAG 4.32.3                      UFAS 4.32.3                      Comments:</p>	<p>in</p>		
	<p>11. A clear knee space is provided beneath this table-top display that is 27 in. minimum high.                      ADAAG 4.32.4                      UFAS 4.32.4                      Comments:</p>	<p>in</p>		
	<p>12. If the clear floor space is ONLY 48 in. deep, then 19 in. maximum is under the table.                      ADAAG 4.32.3                      UFAS 4.32.3                      Comments:</p>	<p>in</p>		

	TEXT INFORMATION	ACTUAL	N/A	QF
	<p>13. The clear knee space at this table-top display is 30 in. minimum wide.                      ADAAG 4.32.3                      UFAS 4.32.3                      Comments:</p>	<p>_____ in</p>		
	<p>14. If this exhibit is positioned perpendicular to the line of travel, then the exhibit is placed within 30 degrees of centerline of the pedestrian.                      ADAAG 4.30.1                      UFAS 4.30.1                      Comments:</p>	<p>_____ y/n</p>		
	<p>15. This exhibit can be seen from viewing sightlines of 43 in. to 51 in. high from the floor.                      ADAAG 4.2.4                      UFAS 4.2.4                      Comments:</p>	<p>_____ y/n</p>		
	<p>16. If this exhibit has a display item positioned horizontally (such as an open book, map, or historic document) OR the exhibit has a three-dimensional model, then the item or the base of the model is 44 in. maximum high from the floor.                      ADAAG 4.1.7.3                      UFAS 4.1.7.2                      Comments:</p>	<p>_____ in</p>		
	<p>17. ADAAG only. The surface finish of this exhibit is eggshell, matte, or equivalent (1-19 degree gloss on a 60-degree glossimeter).                      ADA Title II Definitions 28 CFR part 35.104                      ADAAG 4.30.5                      Comments:</p>	<p>_____ y/n</p>		

TEXT INFORMATION	ACTUAL	N/A	QF
<p>18. ADAAG only. The surface illumination of this exhibit is between 100-300 lux range (10-30 ft-candles).                      ADA Title II Definitions 28 CFR part 35.104                      ADAAG 4.30.8                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>19. ADAAG only. The lighting on the surface of this exhibit is uniform.                      ADA Title II Definitions 28 CFR part 35.104                      ADAAG 4.30.8                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>20. ADAAG only. The surface lighting of this exhibit is greater than the ambient light.                      ADA Title II Definitions 28 CFR part 35.104                      ADAAG 4.30.8                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>21. ADAAG only. This exhibit is placed so that there is no visible bright light source behind or in front to create glare.                      ADA Title II Definitions 28 CFR part 35.104                      ADAAG 4.30.8                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>22. If this exhibit is to be activated by the viewer OR is tactile, then the operable (or touchable) parts are between 15 - 48 in. high.                      ADAAG 4.2.5                      UFAS 4.2.5                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>23. If this exhibit has controls or operating mechanisms, then they are operable with one hand. If "N/A" (this exhibit does NOT have controls or operating mechanisms), then mark "N/A" to the next two (2) items.                      ADAAG 4.27.4                      UFAS 4.27.4                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>



TEXT INFORMATION	ACTUAL	N/A	QF
<p>24. The controls and operating mechanisms are usable without tight grasping, pinching, or twisting of the wrist.                      ADAAG 4.27.4                      UFAS 4.27.4                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>25. The controls and operating mechanisms are operable with 5 lbs of force (lbf) or less.                      ADAAG 4.27.4                      UFAS 4.27.4                      Comments:</p>	<p>_____ lb</p>	<p>_____</p>	<p>_____</p>
<p>26. This exhibit is made accessible to, and usable by, persons with MOBILITY impairments.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>27. If this exhibit is NOT accessible to, and usable by, a person with a mobility impairment, then an alternative means IS provided to accomplish access (physically carrying a person is PROHIBITED). Describe the method(s) provided in this "Comments" section.                      ADA Title II Definitions 28 CFR part 35.104                      CFR Nat. Historic Preservation Act 36, 800.1                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>28. This exhibit is made accessible to, and usable by, persons with VISUAL IMPAIRMENTS. Specify the method(s) used in the following measurements.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>29. If this exhibit is part of a self-guided tour, then the route connecting this exhibit to the next, or related, exhibit(s) is identified by contrasting colors and patterns on the floor, walls, etc. (for example: a solid yellow line; a dashed blue line; or a red dotted line).                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>

TEXT INFORMATION	ACTUAL	N/A	QF
<p>30. Photographs of this exhibit are provided for close-up or slower-paced examination by patrons.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>31. If this exhibit contains text, then the text is presented in large print (the size will vary depending on how closely the patron is allowed to approach the text). If "N/A" (NO text is provided for this exhibit), then mark "N/A" to the next 3 items.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<div data-bbox="261 842 492 1068" style="border: 1px solid black; padding: 5px; display: inline-block;">  <p style="text-align: center; margin: 0;">flourished</p> </div> <p>32. If this exhibit contains text, then the font used is a Simple serif or Sans serif style (flourishes and extreme serifs are often mis-read - the "B" in the graphic could be seen as a "13").                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="261 1119 365 1266" style="text-align: center;">  <p>ragged edge</p> </div> <div data-bbox="397 1119 492 1266" style="text-align: center;">  <p>sharp edge simple type</p> </div> </div> <p>33. If this exhibit contains text, then the type style has sharp (not ragged) edges.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>34. If this exhibit contains text, then the background behind the text is plain (no pattern, graphics, or texture) to enhance readability.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>

TEXT INFORMATION	ACTUAL	N/A	QF
<p>35. UFAS only. If this exhibit contains text or graphics, then contrast is provided between the text/graphics and the background (in low light situations, and for persons with some visual impairments, light text on a dark background is easier to see). UFAS 4.30.3 Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>36. ADAAG only. If this exhibit contains text or graphics, then a minimum of 70% contrast is provided between the text/graphics and the background (black:white is 100% contrast). ADA Title II Definitions 28 CFR part 35.104 Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>37. Instead of, or in addition to, the above list of methods to make this exhibit accessible to, and usable by, persons with visual impairments, ANOTHER method is provided. Describe the method(s) used in this "Comments" section. ADA Title II Definitions 28 CFR part 35.104 Rehab Act 504 Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>38. If this exhibit CANNOT be made accessible to, and usable by, persons with visual impairments, then an ALTERNATIVE means is provided. Specify the alternative(s) used in this "Comments" section. ADA Title II Definitions 28 CFR part 35.104 Rehab Act 504 Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>39. This exhibit is made accessible to, and usable by, persons who are BLIND. Specify the method(s) used in the measurements below. ADA Title II Definitions 28 CFR part 35.104 Rehab Act 504 Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>40. Descriptions of this exhibit are provided on an audio recording, such as a tape or disk. ADA Title II Definitions 28 CFR part 35.104 Rehab Act 504 Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>

TEXT INFORMATION	ACTUAL	N/A	QF
<p>41. If this exhibit is dynamic (parts are in motion), then the exhibit is audio-described (pre-recorded or live).                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>42. This exhibit includes tactile elements (such as 3-dimensional models, models to demonstrate scale or spatial relationships, working models, or textural examples).                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>43. If this exhibit contains text, then it is also provided in Grade 2 Braille.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>44. If this exhibit contains text, then a guide or reader service is provided.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>45. Instead of, or in addition to, the above list of method(s) to make this exhibit accessible to, and usable by, persons who are blind, ANOTHER method is provided. Describe the method(s) used in this "Comments" section.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>46. If this exhibit CANNOT be made accessible to, and usable by, persons who are blind, then an ALTERNATIVE means is provided. Specify the alternative(s) used in this "Comments" section.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>

TEXT INFORMATION	ACTUAL	N/A	QF
<p>47. If this exhibit has aural elements, then it is made accessible to, and usable by, persons with HEARING IMPAIRMENTS. Specify the method(s) used in the measurements below. If 'N/A' (NO aural elements are involved with this exhibit), then mark 'N/A' to the next 12 items. ADA Title II Definitions 28 CFR part 35.104 Rehab Act 504 Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>48. Sound amplification is provided at this exhibit with aural elements (for example by a volume control telephone handset, or a volume control device at the unit). ADA Title II Definitions 28 CFR part 35.104 Rehab Act 504 Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>49. The aural elements of this exhibit are broadcast via a permanently installed or a portable Assistive Listening System. ADA Title II Definitions 28 CFR part 35.104 ADAAG 4.33.7 Rehab Act 504 UFAS 4.33.7 Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>50. The aural elements of this exhibit are broadcast to T-coil receivers (such as those used in certain types of hearing aids). ADA Title II Definitions 28 CFR part 35.104 Rehab Act 504 Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>51. Instead of, or in addition to, the above list of method(s) to make this exhibit accessible to, and usable by, persons who have hearing impairments, ANOTHER method is provided. Describe the method(s) used in this 'Comments' section. ADA Title II Definitions 28 CFR part 35.104 Rehab Act 504 Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>

TEXT INFORMATION	ACTUAL	N/A	QF
<p>52. If this exhibit CANNOT be made accessible to, and usable by, persons with hearing impairments, then an ALTERNATIVE means is provided. Specify the alternative(s) used in this "Comments" section.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>53. If this exhibit has aural elements, then it is made accessible to, and usable by, persons who are DEAF. Specify the method(s) used in the measurements below.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>54. The aural elements of this exhibit are communicated by captioning.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>55. The aural elements of this exhibit are communicated by a graphic device such as a reader board.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>56. The aural elements of this exhibit are communicated by printed media, such as a script or documents.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>57. The aural elements of this exhibit are communicated by qualified interpreter services (ASL and/or Oral).                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>

TEXT INFORMATION	ACTUAL	N/A	QF
<p>58. Instead of, or in addition to, the above list of method(s) to make this exhibit accessible to, and usable by, persons who are deaf, ANOTHER method is provided. Describe the method(s) used in this "Comments" section.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>59. If this exhibit CANNOT be made accessible to, and usable by, persons who are deaf, then an ALTERNATIVE means is provided. Specify the alternative(s) used in this "Comments" section.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>60. If this exhibit allows patrons to communicate by voice, then the exhibit is made accessible to, and usable by, persons with NON-FUNCTIONAL SPEECH. Specify the method(s) used in the measurements below. If "N/A" (NO speech is used in this exhibit) then mark "N/A" to the next 5 items.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>61. The portions of this exhibit that require speech allow the patron to communicate by using signalling/communicative devices (such as buttons or levers).                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>62. The portions of this exhibit that require speech allow the patron to communicate effectively by using note-pad and pencil.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504.                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>

TEXT INFORMATION	ACTUAL	N/A	QF
<p>63. The portions of this exhibit that require speech allow the patron to communicate effectively by using a mechanical or computer device, such as a keyboard and communication software.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>64. Instead of, or in addition to, the above list of the method(s) to make this exhibit accessible to, and usable by, persons who have non-functional speech, ANOTHER method is provided. Describe the method(s) used in this "Comments" section.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>65. If this exhibit cannot be made accessible to, and usable by, persons with non-functional speech, then an ALTERNATIVE means is provided. Specify the alternative(s) used in this "Comments" section.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>66. This exhibit is made accessible to, and usable by, persons with LEARNING IMPAIRMENTS. Specify the method(s) used in the following measurements.                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>
<p>67. If the overall message (story or information) is provided in segments, or in several displays, then one or more themes exist to connect related elements for ease of comprehension.                      ADA Title II Definitions 28 CFR part 35.104                      Interior, program non-discrimination 43 CFR Justice, 504 Federal Conducted 28 CFR 39                      Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>	<p>_____</p>	<p>_____</p>

TEXT INFORMATION	ACTUAL	N/A	QF
<p>68. If appropriate to this situation, color is used to help distinguish between letters or numbers, to separate themes, or to clarify information.                      ADA Title II Definitions 28 CFR part 35.104 Interior, program non-discrimination 43 CFR Justice, 504 Federal Conducted 28 CFR 39                      Comments:</p>	<p>_____ y/n</p>		
<p>69. If text is used, then symbols, pictograms or pictographs are also used to communicate ideas, concepts or information, or help organize the material into themes. If "N/A" (NO text is provided for this exhibit), then mark "N/A" to the next 2 items.                      ADA Title II Definitions 28 CFR part 35.104 Interior, program non-discrimination 43 CFR Justice, 504 Federal Conducted 28 CFR 39                      Comments:</p>	<p>_____ y/n</p>		
<p>70. If text is used, then it is presented in a hierarchical manner (such as: Level 1 = Headline; Level 2 = Summary, and Level 3 = Detailed Text) which provides the reader the information or story at several levels of complexity, comprehension and depth.                      ADA Title II Definitions 28 CFR part 35.104 Interior, program non-discrimination 43 CFR Justice, 504 Federal Conducted 28 CFR 39 Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>		
<p>71. If text is used, then the text is written in clear, unambiguous, language (preferably with short, simple phrases).                      ADA Title II Definitions 28 CFR part 35.104 Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>		
<p>72. Instead of, or in addition to the above list of method(s) to make this exhibit accessible to, and usable by, persons who have learning impairments, ANOTHER method is provided. Describe the method(s) used in this "Comments" section.                      ADA Title II Definitions 28 CFR part 35.104 Rehab Act 504                      Comments:</p>	<p>_____ y/n</p>		

TEXT INFORMATION	ACTUAL	N/A	QF
<p>73. If this exhibit CANNOT be made accessible to, and usable by, persons with learning impairments, then an ALTERNATIVE means is provided. Specify the alternative(s) used in this "Comments" section.                      ADA Title II Definitions 28 CFR part 35.104                      Rehab Act 504                      Comments:</p>	<p>y/n</p>		

DRAFT

**PROGRAM  
INFORMATION  
SYSTEMS**

**EXHIBITS/INFORMATION PANELS**

**Horizontally  
Mounted  
Displays**

Horizontal exhibits to be touched or closely approached, such as relief maps and tactile exhibits, shall allow for a clear knee space that is a minimum of 12" deep, 30" wide, and 27" clear height above the floor surface. The maximum horizontal reach is 18".

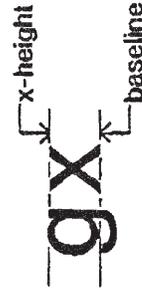
**"Hands-on"  
Material**

Objects to be picked up and/or handled, such as books, publications, artifacts, relief maps, and tactile exhibits, should be placed at a minimum height of 18" and at a maximum height of 48" above the floor surface, and within 18" forward or sideways reach.

**Display  
Print**

Legibility of vertically displayed written and graphic materials (signs) is dependent on the contrast, reflectivity, lighting, angle of vision, and size. Cone of vision is described under Optimal Vertical Field of Vision. The table below addresses only the minimum "x" height (size) of letters and numbers. "X" height is that part of lower case letters that makes up the greatest portion of a letter. The table is based on a ratio of 1:160 between the "x" height of letters (see below) and the horizontal eye to object distance.

x-height of print	horizontal distance eye to object
1/4"	3' 9"
3/8"	5' 8"
1/2"	7' 6"
5/8"	9' 4"
3/4"	11' 3"
1"	15' 0"
1-1/2"	22' 6"
2"	30' 0"



**EXHIBITS/INFORMATION PANELS**

**PROGRAM INFORMATION SYSTEMS**

Descriptive information in braille shall be accessible, and be permanently attached in the upper left-hand area of exhibits and displays.

**Braille Information**

Exhibits and displays shall provide adequate allowance for approaching and viewing from a wheelchair. A stationary wheelchair occupies a clear floor space of 30" x 48". A wheelchair requires a minimum 5' diameter circle to turn in any direction. All visitors viewing an exhibit should be given the same opportunity to turn and leave the exhibit. Therefore, the clear horizontal circulation space at any exhibit or display should be a minimum of 5' 0" wide.

**Approach Space**

To allow both a standing and a sitting person to read vertically displayed material, the material shall be mounted in accordance with the graph titled **OPTIMAL FIELD OF VISION FOR SITTING AND STANDING ADULTS**.

**Vertical Displays**

The most comfortable cone or field of vision appropriate for signs, displays, and exhibits covers an arc of approximately 45 degrees, from 15 degrees above the horizontal eye level to 30 degrees below it. This applies to both the standing and seated person.

**Optimal Vertical Field of Vision**

When standing, the adult eye level varies from 4' 7" (55") to 5' 9" (69") above the floor surface. The median height is 5' 2" (62"). The adult eye level for a person using a standard wheelchair varies from 3' 6" (42") to 4' 2" (50"). The median height is 3' 10" (46").

The above noted cone of vision and eye level are combined to create the following chart and table for optimal field of vision.

**SITE AND  
FACILITY  
INFORMATION  
SYSTEMS**

**LOCATION / IDENTIFICATION / REGULATION**



**Signage**

Establish a well-planned system of signage throughout a park or recreational area, in three categories of site and facility information - locational/directional, identification/descriptive, and regulation/safety information.

Signs must be placed in logical and visually unobstructed locations, while ensuring that growth of adjacent foliage will not interfere with visibility.

Pictographs should be used in addition to written information. Simple, high-contrast graphics are essential. Large print signs are appropriate in heavy use areas. Symbols must be understandable as well as visible. Standard symbols should be used for ease of recognition, such as those used by the U.S. Department of Transportation.

Many persons with visual disabilities can read brief signs by touch if the characters are raised from the background by at least 1/32 of an inch. Incised letters are not recommended. They are more difficult to read than raised letters, and tend to collect dirt. Letters without serifs should be used.

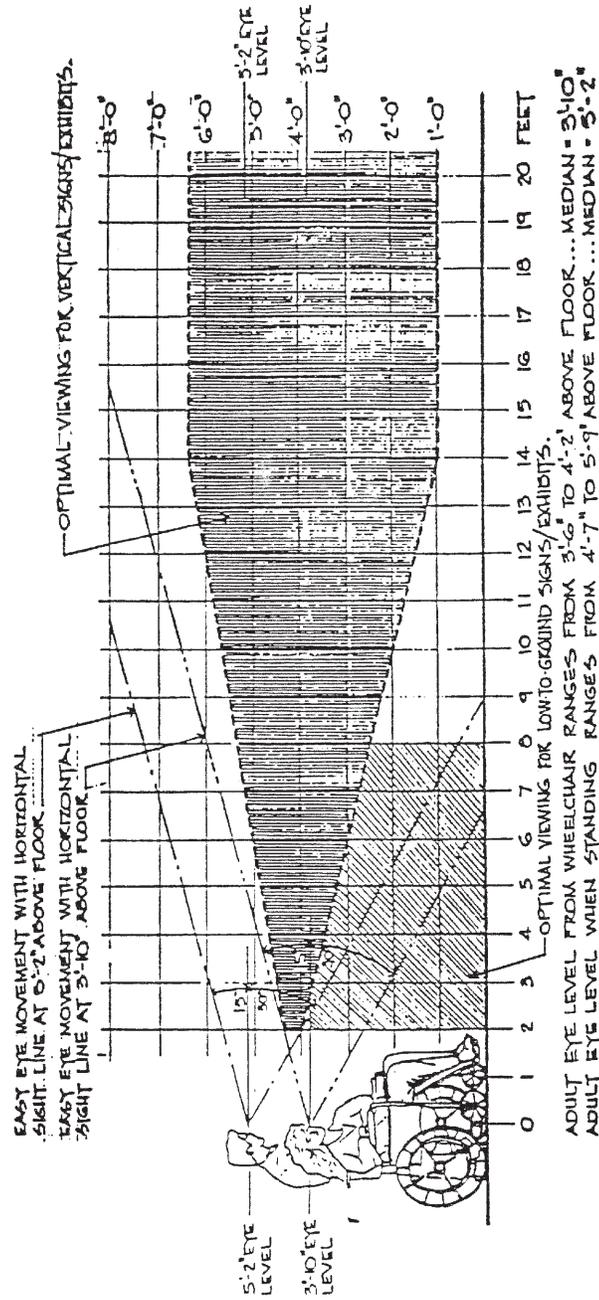
For signage, braille shall be used only in addition to (not instead of) raised letters.

**EXHIBITS/INFORMATION PANELS**

Horizontal Distance Eye to Object	Height Above Floor * From To	Optimal Vertical Viewing Distance (shaded area of chart)
2' 0"	4' 0".....4' 4"	0' 4"
3' 0"	3' 9".....4' 6"	0' 9"
4' 0"	3' 6".....4' 8"	1' 2"
5' 0"	3' 3".....4' 10"	1' 7"
6' 0"	3' 0".....5' 0"	2' 0"
7' 0"	2' 9".....5' 2"	2' 5"
8' 0"	2' 6".....5' 4"	2' 10"
9' 0"	2' 3".....5' 6"	3' 3"
10' 0"	2' 0".....5' 8"	3' 8"
11' 0"	1' 9".....5' 10"	4' 1"
12' 0"	1' 6".....6' 0"	4' 6"
13' 0"	1' 3".....6' 2"	4' 11"
14' 0"	1' 0".....6' 4"	5' 4"
15' 0"	1' 0".....6' 4"	5' 4"

- \* Starting at 4' 0" above the floor surface: the lower limit ("From") is decreased by 3" for each 1' 0" of increase in Horizontal Distance from Eye to Object; the upper limit ("To") is increased by 2" for each 1' 0" of increase in Horizontal Distance from Eye to Object.

EXHIBITS/INFORMATION PANELS



OPTIMAL FIELD OF VIS, FOR SITTING AND STANDING ADULTS

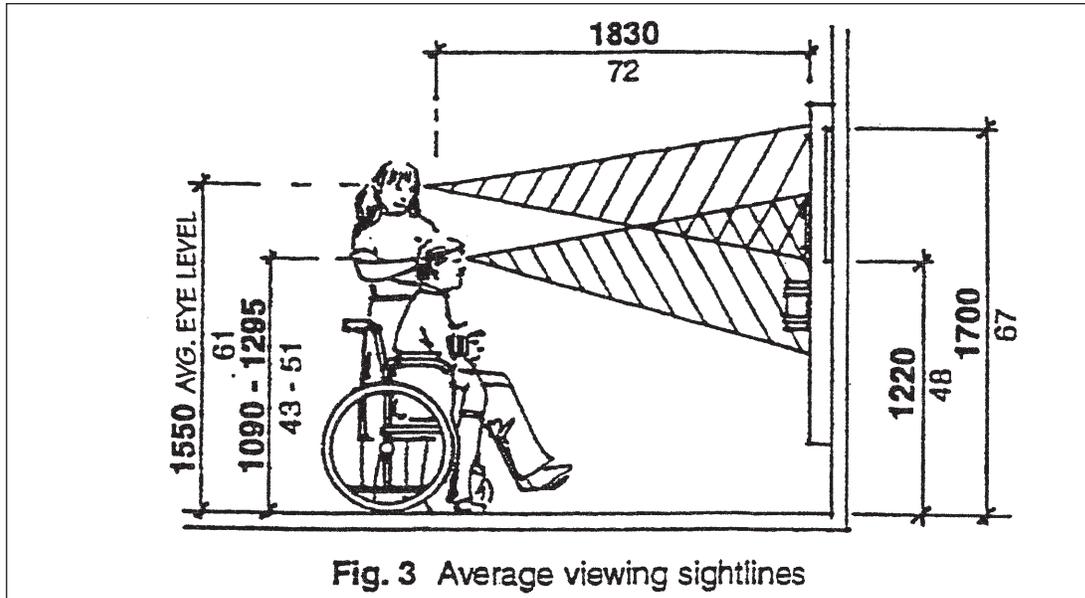


Fig. 3 Average viewing sightlines

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# Appendix 2—Example of a Sign Plan

## Appendix 2

### Example of a Sign Plan

#### *Red Butte ACEC*

##### 1. Description of the Area

The Red Butte is an area of about 1,000 acres of mixed public and private lands surrounding Red Butte and Red Stone Quarry. The area is located adjacent to the city of Electra, Idaho. The area is managed for its recreational geology and its cultural significance.

##### 2. Scope

The scope of this project includes the entire Red Butte ACEC, which is bounded on the north by CR 102, on the west by CR 209, and on the east by Interstate 97 (see attached map). The plan will address such issues as transportation and access, visitor safety, resource protection, and interpretation of site features.

##### 3. Objectives

- A. Develop visitor awareness of the area and direct visitors to the ACEC.
- B. Safely direct the visitor to the designated trailheads within the state.
- C. Guide the visitor to the Red Stone Quarry and provide basic orientation and interpretive information about the environmental and cultural resources.
- D. Provide information to visitors so that their visit will be as safe and enjoyable as possible.
- E. Ensure that all forms of communication, e.g., maps, brochures, signs, etc., are integrated in a complete package.

##### 4. Planning Criteria

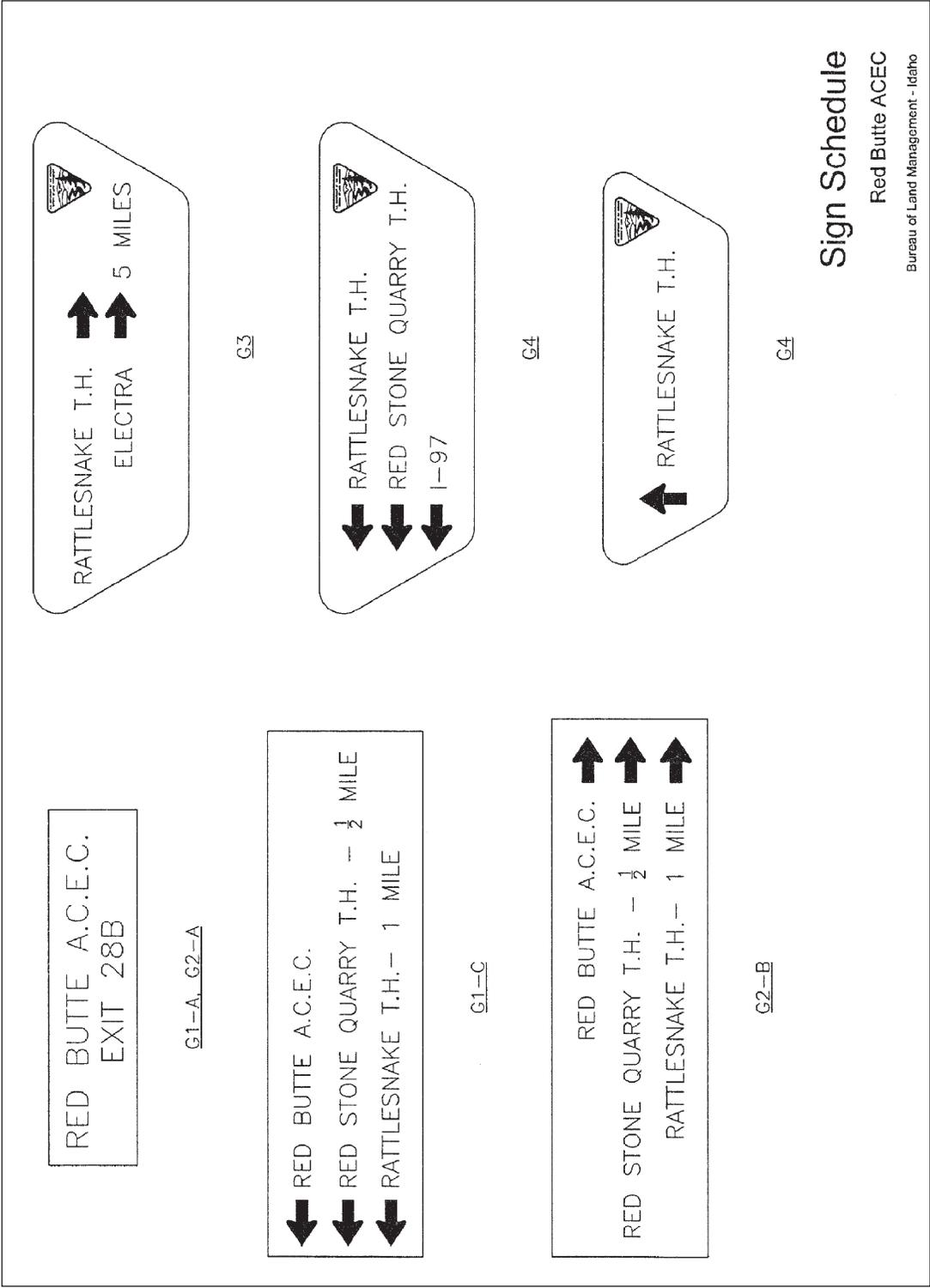
- A. The area receives an average of 300 visitors per day from the local community and 20 visitors per day from people not familiar with the area. The average length of stay is less than 3 hours. The area is not known as a destination.

- B. The area is subject to high vandalism.
  - C. The existing facilities consist of two trailheads. The Red Stone Quarry Trailhead can accommodate 25 cars and 5 oversize vehicles, while the Rattlesnake Trailhead can accommodate 15 cars. Each trailhead has restroom facilities. The Red Stone Quarry picnic area has four shelters. Camping is not allowed in the ACEC.
  - D. There is no public transportation in the area; most visitors arrive via automobile.
  - E. The area was historically used by Native Americans to obtain stone for pipes used in ceremonies, making the area culturally significant.
  - F. Most of the area is virgin prairie and includes a variety of wildlife listed as sensitive.
  - G. The Red Stone Quarry Trail and the Rattlesnake Trail are both self-guided; brochures are available at the trailheads.
5. Inventory
- A. The attached sheets provide a complete inventory of all signs currently found in the area.
6. Needs
- A. An Identification sign is needed on CR 209 where the Rattlesnake Trailhead is located. (I-1)
  - B. A Guide sign needs to be placed at the intersection of CR 102 and 209 to direct visitors to the Rattlesnake Trailhead. (G-3 & G-4)
  - C. The Guide sign located along Interstate 97 needs to be removed, redesigned, and placed one mile north. (G-1B)
  - D. An Informational bulletin board needs to be placed at the Rattlesnake Trailhead. (I-2)

- E. A Guide sign to guide visitors with trailers to the large vehicle parking area is needed to alleviate confusion in the Red Stone Quarry Trailhead parking area. (G-6)
  - F. Trail markers are needed along both trails to identify features listed in the brochures.
  - G. A Traffic Control sign is needed at G-1C.
  - H. A Regulatory sign needs to be placed at the quarry to remind visitors that removal of artifacts is prohibited. (R-1)
  - I. There are no Miscellaneous signs needed at this time.
7. Other Considerations
- A. When signs are ordered, duplicates should be ordered as ready replacements due to the high vandalism in the area.
  - B. Due to the increased visitation and the sensitivity of the cultural resource, the plan will be reevaluated in two years.
8. Funding Requirements

The area will need approximately \$3,000 per year to meet replacement and maintenance needs. The first-year costs will be approximately \$4,000 to order the new signs identified in Section 6. The benefiting subactivities are Recreation and Cultural Resources.





RED BUTTE A.C.E.C.  
EXIT 28B

G1-A, G2-A

 RED BUTTE A.C.E.C.  
 RED STONE QUARRY T.H. - 1/2 MILE  
 RATTLESNAKE T.H. - 1 MILE

G1-C

RED BUTTE A.C.E.C.   
 RED STONE QUARRY T.H. - 1/2 MILE   
 RATTLESNAKE T.H. - 1 MILE 

G2-B

 RATTLESNAKE T.H.  
 ELECTRA   5 MILES

G3

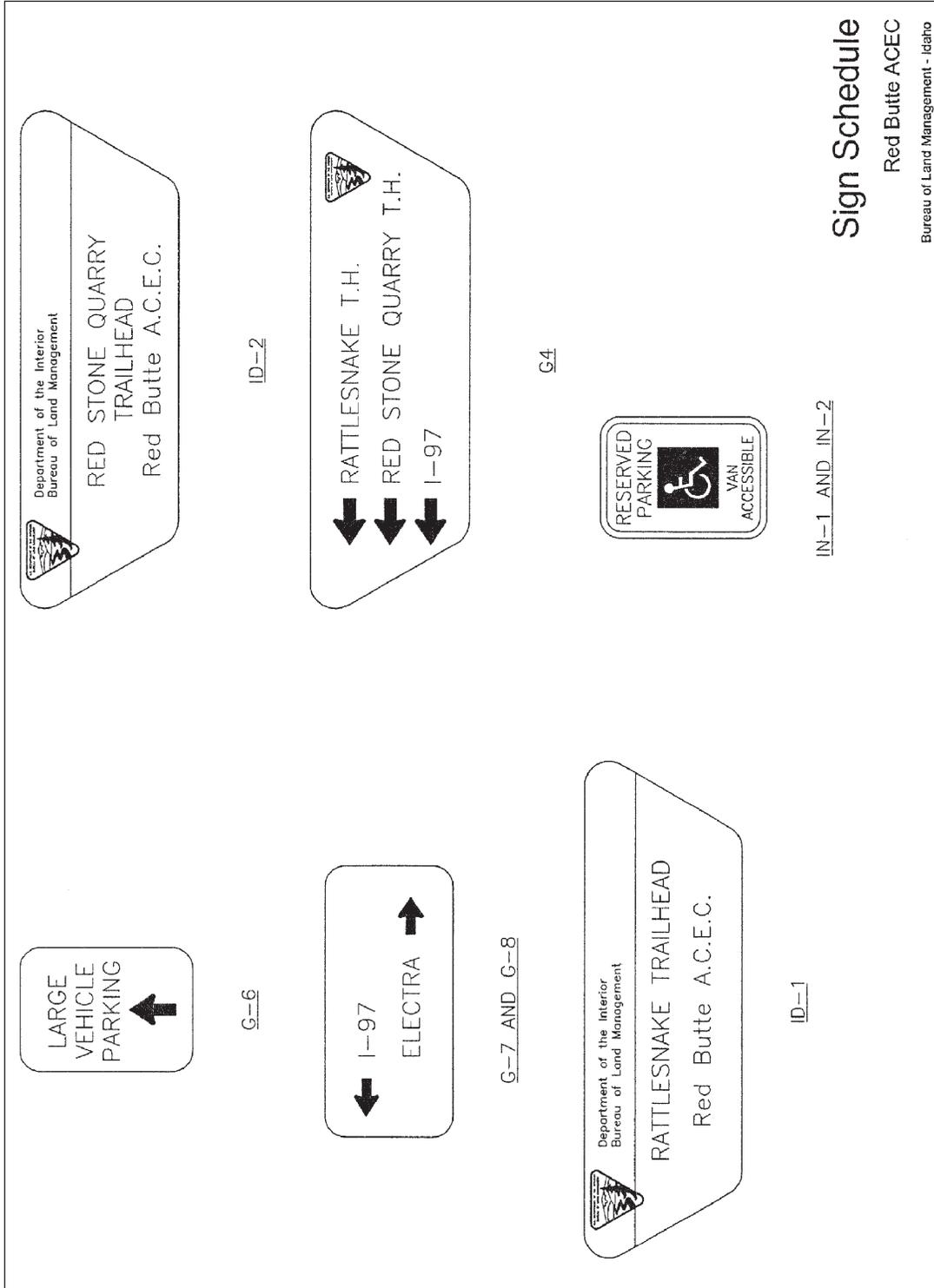
 RATTLESNAKE T.H.  
 RED STONE QUARRY T.H.  
 I-97

G4

 RATTLESNAKE T.H.  


G4

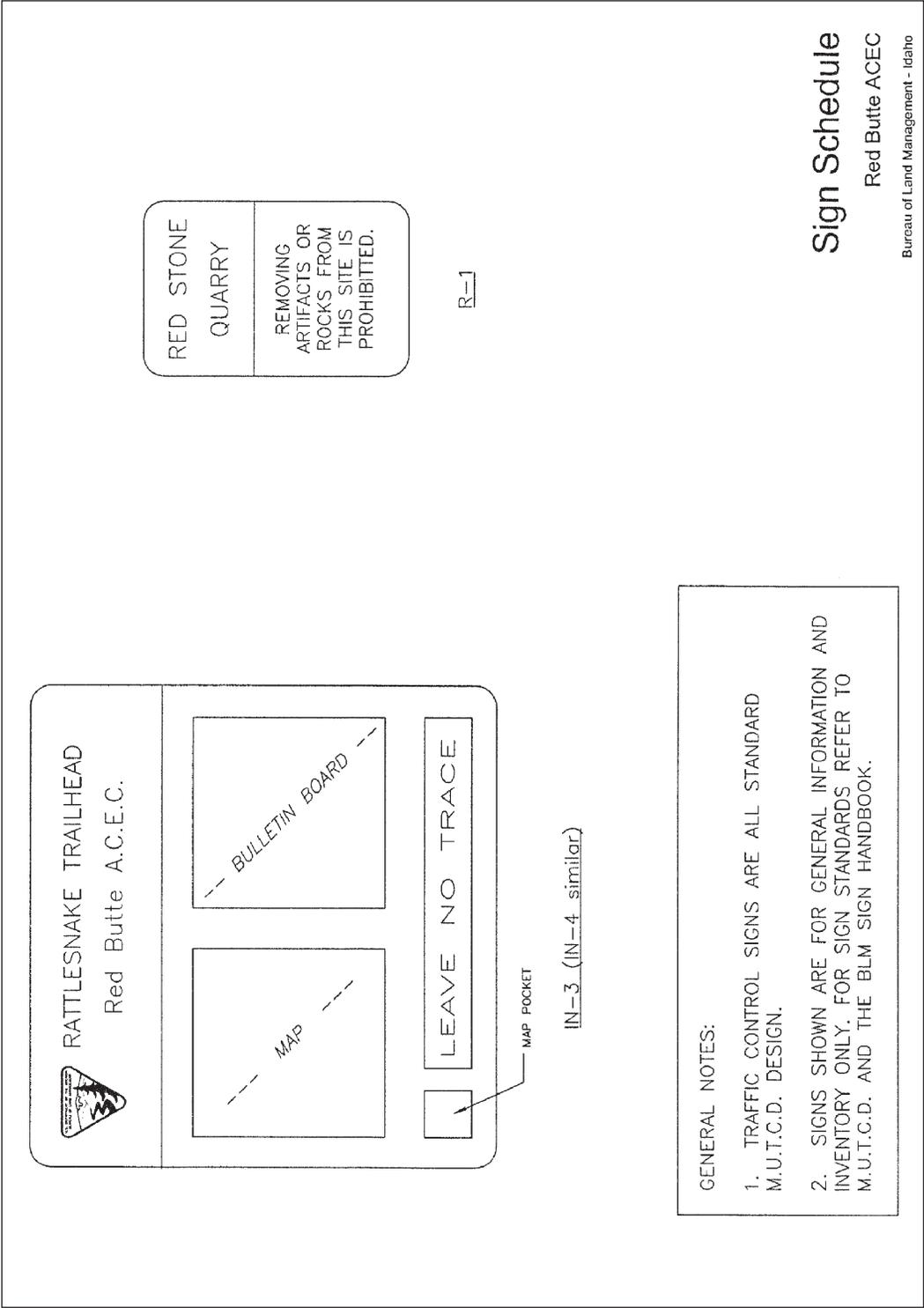
**Sign Schedule**  
 Red Butte ACEC  
 Bureau of Land Management - Idaho



Sign Schedule

Red Butte ACEC

Bureau of Land Management - Idaho



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# **Appendix 3—Form 9130-4, Sign Inventory/ Maintenance Form**



Sign			Post			Attachment system
<u>Panel</u>	<u>Face</u>	<u>Color</u>	<u>Type</u>	<u>Shape</u>	<u>Size:</u>	<u>Type:</u>
Plywood	Sheeting	Brown & White	Masonry	Square		
Aluminum	Painted	Black & White	Metal Post	Rectangular		
Wood	Routed	Black & Yellow	Wood Post	Round	<u>Length:</u>	
Plastic	Other:	Red & White	Plastic Post	T-Shape		
Other:		Green & White	Other:	U-Shape		
	<u>ReflectORIZED</u>	Blue & White		Other:		
	Yes No	Other:				

Maintenance	Date	Sign		Post	
		Condition	Action	Condition	Action
Date Installed:					
Identify condition and action for signs and posts for each date surveyed.					
<u>Condition Ratings</u> Good, Deteriorated, Damaged, Obsolete Missing/Down					
<u>Actions</u> Replaced, Repaired, No Action					

**Notes/Additional Instructions:**

- 1) Condition ratings
  - Good
    - Some weathering but legible
    - Intact with no holes or broken portions
    - May need some cleaning and minor touch-up painting
    - No vegetation, etc., obscures sign
  - Deteriorated
    - Extensively impacted by weathering
    - Requires extensive cleaning and painting
    - Lettering and symbols legible, but barely
    - Reflectivity half of original
    - Vegetation encroaching on sign
    - May have holes or other minor damage that can be readily repaired
  - Damaged
    - Weathered to the point that the message is no longer legible
    - Severe damage from holes or other vandalism
    - Repairable temporarily, but replace ASAP
  - Missing/Down
    - Sign down or so damaged that repairs are impossible
    - Order immediately if still needed
  - Obsolete
    - Message outdated or incorrect
    - Refer to Chapter 2 if new sign needed
  
- 2) Historic sign data entry codes for each category are in bold
  
- 3) Explanation of shape codes
 

OC - octagonal	ET - equilateral triangle
VR - vertical rectangle	CB - crossbuck
TT - truncated triangle	HR - horizontal rectangle
DI - diamond	SQ - square
RD - round	

Attach photo of sign here:

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# **Appendix 4—Information from 3M on Sign Installation and Maintenance**

**3M****Storage & Packing, Installation, Sign Positioning, Cleaning, Sign Maintenance Management, Sign Face Replacement, Sheeting Removal for Scotchlite™ Reflective Sheeting**

Replaces IF 1.11 dated September 1992

Read all health hazard, precautionary, and first aid statements found in the Material Safety Data Sheet and/or product label of chemicals prior to handling or use.

3M recommends the standard practice outlined in this Information Folder. Procedures and materials that do not literally conform to these instructions are excluded. See Important Notice.

Unapplied Scotchlite sheeting should be stored in a cool, dry area, preferably at 65-75°F (18-24°C) and 30-50% relative humidity, and should be applied within one year after purchase. Rolls should be stored horizontally in the shipping carton. Partially used rolls should be replaced on core supports in the shipping carton or suspended horizontally from a rod or pipe through the core. Unprocessed sheets should be stored flat.

Screen processed faces or signs fabricated of Engineer Grade sheeting must be protected with No. 8 resin coated paper or the liner from Series 2200 or 3200 sheeting as slipsheeting. Place the glossy side of the slipsheeting against the sign face. Double faced signs must have the glossy side of the slipsheet against each face of the sign.

Unmounted screen processed faces of High Intensity Grade sheeting series 2800 should not be slipsheeted. Packages of series 2800 screened faces should include sufficient perforated SCW 82 slipsheet and nylon washers for vacuum application and mounting. Packages of screened faces must include sufficient nylon washers for mounting.

Unmounted screen processed faces of High Intensity Grade sheeting series 3800 or 9800 and Diamond Grade sheeting LDP and VIP should be protected by slipsheeting with SCW 568 or SCW 82, glossy side against the face of the sign.

Screen processed signs fabricated of High Intensity Grade and Diamond Grade LDP and VIP sheeting must be protected with SCW 568 or SCW 82 slipsheet and foam padding. Place the glossy side of the slipsheet against the sign face and pad the sign with closed cell packaging foam. (Packaging foam such as "Microfoam" manufactured by DuPont available from Tekra Corp., St. Paul, MN or "Jiffyfoam" manufactured by Jiffy Mfg. Co., 360 Florence Ave., Hillside, NJ 07205.) Double faced signs must have the glossy side of the slipsheet against each face of the sign.

**Cut out letters and emblems** should be packaged in convenient numbers in containers designed to prevent shifting and damage during shipment and storage. For example, cut out letters are commonly packaged 25 each of a given letter and size in clean polyethylene bags with a stiffening card to prevent bending and edge damage.

**Packages of screened faces** should be limited to quantities of 150 maximum for Engineer Grade sheeting, 75 maximum for High Intensity Grade sheeting and 50 maximum for Diamond Grade LDP and VIP sheeting when using wooden crates. For corrugated shipping crates, packages should be limited to quantities of 100 maximum for Engineer Grade sheeting and 50 maximum for High Intensity Grade and Diamond Grade LDP and VIP sheeting. Wood boxes and corrugated crates must be properly designed so as to avoid damage to the sheeting.

Short term storage of screened faces should be limited to 5 inches stack height or less.

All applied sheetings, processed or unprocessed should be stored and shipped on edge (see Figure 1).

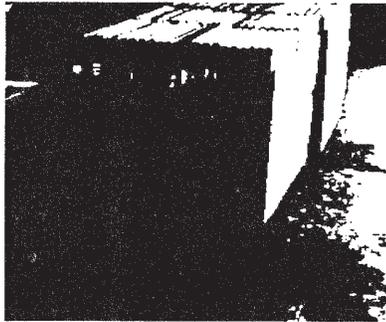


Figure 1 - Flat Sign Storage

Mounted signs are normally packaged in quantities of 10 or less to facilitate ease in handling. Large signs may be crated by securing ribs or back bracing to crate, suspending sign within (Figure 2). Two signs of similar size are enclosed with air space between faces. Slipsheeting is not used. It is recommended that all sign packages be labeled to warn shippers and users of possible damage due to improper storage and handling.



Figure 2 - Large Sign Storage

**Sign Shipments:** Packaged signs must be shipped in covered truck or trailer to prevent water entry. Signs should be secured vertically in racks to prevent signs from rubbing against one another. Do not scratch or mar sheeting surface. Large signs may be shipped uncrated or unpacked in open or closed trucks or trailers provided the signs are secured vertically in racks to prevent damage (see Figure 3).

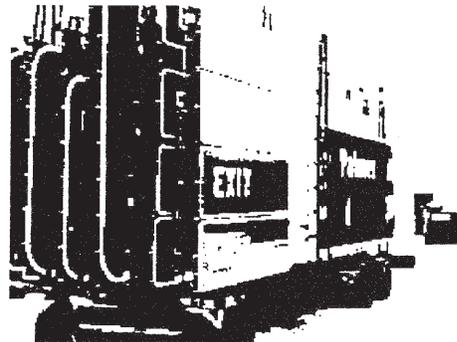


Figure 3

**Warning:** Keep dry. Store sign packages indoors on edge. Do not allow panels or finished signs to become wet in shipment or storage. Should packaged signs become wet, unpack immediately and permit signs to dry. It is recommended that all sign packages be labeled to warn shippers and users of possible damage due to improper storage and handling. Labels are available by contacting TCM Customer Service (1-800-553-1380)

Outdoor storage is not recommended. If outdoor storage is required for a short period of time, remove all packaging materials (no packaging materials should touch sign face). Store signs upright on edge, on blocks or 2" x 4" pieces of wood. Keep signs off the ground, providing space between signs to allow free air circulation and normal moisture evaporation from the surface of each sign face. Avoid sign face contact with treated wood posts or storage where dirt and water may contact sign face. If signs or sign faces are not properly packaged or stored, warranty is void.

#### Sign Dating

It is recommended that all signs be dated preferably with both date of manufacture and date of sign installation. Metal stamping, permanent marking crayon, or durable colored stickers are suitable. Markal Paintstik Marking Crayon available from: Markal Co. Chicago, IL (800-621-4025). Sticker color can be varied each year to encode date of installation. Position stickers so that they will not be covered by mounting posts.

#### Small Signs

Nylon washers (available from 3M) must be used between the heads of all twist fasteners (such as screw heads, bolts, or nuts) and the sheeting to protect the sheeting from the twisting action of the bolt heads.

Where signs have been damaged by vandalism or stolen, consideration should be given to increasing sign mounting height to 7 or 8 feet to the bottom edge of the sign. (Note: vandal resistant fasteners available from Vandalgard, Voi-Shan Division, USI Corp, P.O. Box 512, Culver City, CA 90203 or Tufnut, The Tufnut Works, Santa Fe Systems, Inc., 236 Montezuma St., Santa Fe, NM 87501). Signs knocked down by vehicles can frequently be reduced by increasing the lateral clearance to the sign.

### Large Signs

Use care to prevent cables, hooks or chains from contacting sign surface during erection. This may cause permanent, visible damage. Do not scuff or walk on signs. Vertical back stiffeners should be used to prevent buckling or rivet popping during handling of large sign panels. Nylon washers must be used between heads of all twist fasteners (screws, bolts, nuts) and sign face.

### Sign Patching

Reference Information Folders 1.5 Hand Application Instructions and 1.7 Item 1 substrate preparation for sheetings previously applied.

1. All surfaces must be considered contaminated and must be cleaned prior to sheeting application. Clean with a soft cloth dampened with isopropyl alcohol. Wipe surface clean before solvent evaporates using a second clean lint-free cloth.
2. Check color match between the background sheeting and the patch sheeting. Daytime color should be sufficient.
3. Round the corners of the patch. Minimum width should be 3/4 inch.
4. Size the patch to overlap the damage area by 1/2 inch minimum.
5. The minimum application temperature for standard pressure sensitive adhesive is 65°F. If the ambient air temperature is below 55°F, the surface should be warmed slightly with a heat gun or hair dryer prior to application.

**CAUTION:** The sheeting can burn if the heating unit is too close or touching the sheeting, or if the temperature setting is too high.

6. Remove the entire liner from the adhesive. Align the patch and press one edge to the surface with a finger. Squeegee or roll the remaining unapplied portion to the background surface with firm, overlapping strokes.
7. For applications conforming to the above recommendations the published warranty applies.

To obtain maximum retroreflection from traffic signs, yet eliminate specular glare, signs should be correctly positioned. Specular glare is the mirror type reflection which is a characteristic of any glossy surface. Under severe circumstances specular glare can make sign legends unreadable. For maximum effectiveness and to eliminate or minimize specular glare, position signs as follows:

### A. Ground Installations

1. On tangent sections position sign so that the vertical axis is plumb and the horizontal axis is at an angle of 93° with the traffic lane which the sign serves.

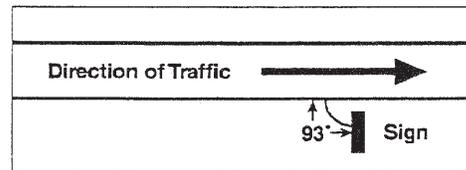


Figure 4 - Std A Format

2. On horizontal curve sections position the sign so that vertical axis is plumb and the horizontal axis is at an angle of 93° with a straight line between the sign and the point at which the sign is to be read (i.e. 40 ft/1" of letter height).

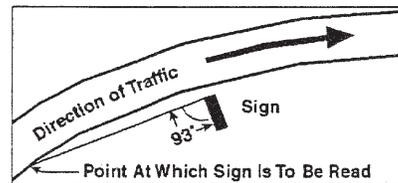


Figure 5

### B. Overhead Signs

1. For overhead signs mounted to a roadway bridge which is not perpendicular to the roadway, shim the mounting frame to be perpendicular to the road to reduce the entrance angle to the sign face.

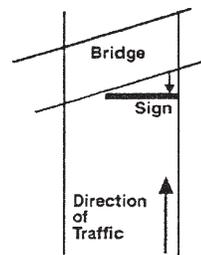


Figure 6

It is recommended to begin by testing a small area with a cloth moistened with a mild solvent such as mineral spirits, VM&P Naptha, or 3M Natural Cleaner to determine if the graffiti can be removed without damage to the process color or sheeting.

**Note:** Some cleaners do not affect daytime appearance but do cause loss of retroreflectivity. View cleaned area with a light source to ensure that retroreflectivity has not been affected. If mild solvents are unsuccessful, progressively stronger solvents may be tried such as lacquer thinner, MEK (Methyl Ethyl Ketone) toluene, xylene, acetone and commercial graffiti removers. It may be possible to remove the graffiti before continued rubbing damages the sheeting or removes the process color. Continued cleaning with these solvents will result in loss of reflectivity, removal of screened color and reduced durability.

**Nighttime Inspection** - all sign installations should be inspected at night with normal low beam headlights at least annually. The purpose is to identify needed replacements due to inadequate retroreflectivity performance, inappropriate message, missing or obscured signs. Weathering reduces retroreflectivity so that eventually signs are required to be replaced for this cause. Signs with questionable nighttime appearance can be measured instrumentally to determine if replacement is necessary in accordance with current agency standards for retroreflectivity. (Retroreflectometer 920, available from Advanced Retro Technology, Inc. 8581 Aero Drive, San Diego, CA 92123, (619)279-8034). Instrumental measurements can be made during daylight.

**Inventory and Record Keeping** - it is desirable for management and maintenance of the sign system to be able to identify the history of individual signs in the field. Use of a computerized inventory record is one method. A benefit of a computerized sign inventory is the capability of itemizing all signs by installation date, type, manufacturer of reflective sheeting, size, direction facing and location so the appropriate inspection and replacement can be simplified. Contact your 3M sales representative for details.

**Sign Stickers** - a functional method is to apply a sticker on which the date is coded. Sticker color, varied each year, permits rapid identification from a vehicle. This permits field crews to identify and replace signs known to be of an age approaching failure. Sign dating stickers are available from 3M.

**Marking Crayon** - a permanent marking crayon such as the Markal Paintstik Marking Crayon available through McMaster-Carr Supply Co. (800-621-4025).

**Date Coding** - signs can be date coded with a logo printed into the border of the sign. The position is rotated yearly to correspond with hours on a clock face. The year 1992 would be coded by a logo in the border at 3 o'clock, 1993 at 4 o'clock, etc. At the next decade the logo shape would change but the clock code would continue. The logo is visible on field inspection and in photolog records.

Refer to the section on "Sign Positioning" prior to installation.

#### **Small Signs**

Small signs are readily refurbished in the field using 3M™ Scotchlite™ High Intensity Grade System 5 Reflective Sheeting Series 9800, a durable, retroreflective sheeting with a thin, semi-rigid aluminum backing coated with a pressure sensitive adhesive.

Faces fabricated from System 5 Series 9800 sheeting can be applied in the field to old sign surfaces which are clean, smooth and weather resistant when air and application surface temperatures are above 50°F (10°C). See Information Folder 1.9 for additional information on the application and use of High Intensity Grade sheeting System 5 Series 9800.

#### **Large Multi-Panel Signs**

Overlay panels are usually used to replace the face of an existing sign. This provides a low cost means of refurbishing since field disassembly and transportation to and from the sign shop for stripping and reapplication is eliminated. Overlay panels are normally fabricated using .080 aluminum. The long dimension of overlay panels must be vertical. Avoid horizontal butt splices. Reflective sheeting background can be applied with either the heat lamp vacuum applicator or squeeze roll applicator. Follow color matching instructions (see Information Folders 1.4 and 1.6).

Direct applied copy is recommended and is applied in the shop. Lay out panels as they will be assembled on the sign, following matching instructions, then position and apply the copy and borders in the shop. Cut copy at all panel joints (see Information Folder 1.10).

Demountable copy is applied in the field. It may be helpful to lay out the copy in the shop and predrill the copy mounting holes through overlay panels, then drill through the existing sign after the overlay panels are mounted in the field.

**Overlay Panel Installation**

Remove any demountable copy and borders from the old sign face. Install overlay panels in order. Attach at top edge using 3/16" aluminum rivets. Panels should be riveted down the center at 24" intervals and then riveted along the edges at 12" intervals from the top down. Panels three feet or less in width require riveting of edges only. Install second and subsequent panels by butting the edges and installing in the same manner. Panels are applied vertically. Do not use horizontal joints. Signs having round or button head bolts or rivets which protrude from the face should have overlay panels shimmed out so that a smooth flat surface results. Two by four inch shims are cut from .080 aluminum stock. These are attached at rivet locations with double coated tape. Attach a sufficient thickness of shims so that the panel smoothly bridges bolt heads. Shims are placed at 12" intervals at panel edges so that adjacent panels can be riveted to the same shims.

Removal of old weathered reflective materials permits reuse of metal sign backings.

**Small Volume**

Small volume removal is usually carried out using a minimum of equipment. Experience has shown that brush-on strippers, such as commercial paint removers, are usually effective, although there are considerable variations in the rate at which different removers act. Follow manufacturer's directions for use.

Occasionally, reapplication of the stripping agent may be required to dissolve and remove the adhesive layer. It may be possible to remove the adhesive layer by wiping with a solvent mixture of 75% MEK - 25% toluene or 3M Natural Cleaner.

**Large Volume**

The most economical method is to use mechanical removal equipment that grinds the old sheeting surface from the metal backing. The metal backing is then reused. Contractors are available who can perform this service. Mechanically reclaimed aluminum must have a surface roughness no greater than that produced with 100 grit abrasive and be degreased before sheeting application.

**Note:** Belt life will be shortened reclaiming sign substrates with recently applied pressure sensitive adhesive.

The use of tank type chemical strippers is effective providing local regulations governing the use and disposal of such materials permits their use. Information on the number of dip tanks required, the solutions needed, handling properties of the stripping agent, and other information is available from the manufacturers of removal materials.

3M assumes no responsibility for any injury, loss or damage arising out of the use of a product that is not of our manufacture. Where reference is made in literature to a commercially available product, made by another manufacturer, it shall be the user's responsibility to ascertain the precautionary measures for its use outlined by the manufacturer.

**Important Notice**

All statements, technical information and recommendations contained herein are based on tests we believe to be reliable, but the accuracy or completeness thereof is not guaranteed, and the following is made in lieu of all warranties, express or implied. Seller's and manufacturer's only obligation shall be to replace such quantity of the product proved to be defective. Neither seller nor manufacturer shall be liable for any injury, loss or damage, direct or consequential, arising out of the use of or the inability to use the product. Before using, user shall determine the suitability of the product for his/her intended use, and user assumes all risk and liability whatsoever in connection therewith.

Statements or recommendations not contained herein shall have no force or effect unless in an agreement signed by officers of seller and manufacturer.

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# **Appendix 5—Form 9130-3, Bureau Sign Shop Requisition**



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# Appendix 6—International Recreation Symbols

1		12		23		34		45	
2		13		24		35		46	
3		14		25		36		47	
4		15		26		37		48	
5		16		27		38		49	
6		17		28		39		50	
7		18		29		40		51	
8		19		30		41		52	
9		20		31		42		53	
10		21		32		43		54	
11		22		33		44		55	

56		67		78		89		100	
57		68		79		90		101	
58		69		80		91		102	
59		70		81		92		103	
60		71		82		93		104	
61		72		83		94		105	
62		73		84		95		106	
63		74		85		96		107	
64		75		86		97		108	
65		76		87		98		109	
66		77		88		99		110	

111		122		133		144		155	
112		123		134		145		156	
113		124		135		146		157	
114		125		136		147		158	
115		126		137		148		159	
116		127		138		149		160	
117		128		139		150			
118		129		140		151			
119		130		141		152			
120		131		142		153			
121		132		143		154			

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SYMBOL	FEATURE
01	campground
02	parking
03	mountain bike trail
04	wheelchair accessible
05	watchable wildlife
06	information
07	campfire
08	picnic area
09	motor boating
10	marina
11	hiking trail
12	all terrain vehicle trail
13	fishing
14	boat ramp
15	hunting
16	interpretive trail
17	first aid
18	rock collecting
19	winter recreation area
20	restrooms
21	scenic area
22	climbing
23	horse trail
24	wild horse viewing area
25	dirt bike trail
26	four wheel drive trail
27	bird viewing area
28	bird of prey viewing area
29	spelunking
30	bicycle trail
31	rafting
32	kayaking
33	canoeing
34	scenic geology
35	visitor center
36	BLM back country byway
37	drinking water
38	cross country skiing
39	point of interest

SYMBOL	FEATURE
40	picnic shelter
41	downhill skiing
42	food service
43	interpretive auto road
44	snowmobiling
45	trailer camping
46	interpretive sign
47	playground
48	petroglyph
49	archeological site
50	trail shelter
51	trailer sanitary station
52	gas station
53	hang gliding area
54	telephone
55	cabin rental
56	land sailing
57	desert tortoise area
58	fee area
59	fossil site
60	historic site
61	ranger station
62	grocery store
63	lodging
64	environmental study area
65	group campground
66	litter container
67	group day use area
68	long-term visitor area
69	swimming
70	emergency communication
71	wayside exhibit
72	golfing
73	hospital
74	off highway vehicle area
75	other forest service facility
76	trailhead
77	trailhead
78	trailhead
79	trailhead

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SYMBOL	FEATURE
80	hot tubs
81	post office
82	archery range
83	lookout tower
84	amphitheater
85	showers
86	non-motorized boats
87	snowshoeing
88	sailboating
89	recreation area #1
90	recreation area #2
91	recreation area #3
92	recreation area #4
93	recreation area #5
94	recreation area #6
95	recreation area #7
96	recreation area #8
97	recreation area #9
98	recreation area #10
99	recreation area #11
100	recreation area #12
101	ferry
102	mechanic
103	electrical hookup
104	motorhome
105	group picnic area
106	rock climbing
107	stable
108	aerial tramway
109	corral
110	rollerblading
111	walk-in campground
112	ice skating
113	ski jumping
114	ski bobbing
115	sledding
116	chairlift
117	dog sledding
118	snow tubing
119	snowboarding

SYMBOL	FEATURE
120	boat tours
121	diving
122	scuba diving
123	water skiing
124	surfing
125	wading
126	beach
127	fishing pier
128	hand launch
129	personal watercraft area
130	wind surfing
131	BLM field office
132	automobile
133	bear viewing area
134	dam
135	deer viewing area
136	nature study area
137	shooting area
138	fish hatchery
139	leashed pets
140	lighthouse
141	pedestrian crossing
142	smoking permitted
143	truck parking
144	tunnel
145	(blank)
146	(blank)
147	high-clearance vehicle
148	seaplane activity
149	airport
150	bus stop
151	elevator
152	kennel
153	laundry
154	locker rental
155	men's restroom
156	women's restroom
157	sleeping shelter
158	bus parking
159	family restroom
160	helicopter activity

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# **Appendix 7—BLM and Forest Service Collocated Sign Standards**

## Appendix 7 - BLM and Forest Service Collocated Sign Standards

The BLM and Forest Service (FS) have developed a standard design for administrative signs used to identify collocated offices.

1. The sign design is mandatory for new collocated offices. For existing collocated offices, the new design should be adopted when the existing sign is replaced due to repair or age.
2. When the BLM procures signs, the signs must be manufactured in accordance with BLM standard specifications, with one exception: the “New Gothic Bold” font should be used. The signs must be retroreflective.
3. When the FS procures signs, the signs should be manufactured in accordance with FS standard specifications. The signs may be made from routed wood or retroreflective materials. Routed wood signs should not be used unless signs are illuminated for visibility during hours of darkness.
4. Because of the unique designations of many of the collocated offices, the titles and descriptions used will need to be approved on a case-by-case basis by the appropriate BLM and FS sign coordinators.
5. The shape of the sign, the sign’s radii, and the side angles must match the BLM’s truncated form.
6. The overall dimensions of the sign and the size of the letters should be adjusted so that motorists can read them at normal traffic speeds on the roads and streets from which the signs are viewed.
7. Sign mounts must be designed in accordance with the “Built Environment Image Guide,” Publication FS-710, December 2001.

