

## CHAPTER 6 - SIGN STANDARDS PROGRAM FOR CIVIL WORKS PROJECTS

6-1. Purpose. This chapter establishes guidance for the management of the Corps Sign Standards Program.

6-2. Background. The Corps of Engineers Sign Standards Program is designed to provide consistency in signing at Corps Civil Works projects and allow the Corps to present a national image, which is easily recognized by the public. The materials, size, typeface, color and legends were adopted after extensive study and testing for distance viewing and clarity of content. Use of the specified signs is intended to result in significant cost savings, enhance visitors' aesthetic experience, and provide additional safety protection.

6-3. Guidance.

a. The U.S. Army Corps of Engineers Sign Standards Manual (EP 310-1-6a and 6b) is to be used in the planning, design, fabrication, and maintenance of all signs installed at Corps Civil Works projects. The sign legends and formats shown in the Sign Standards Manual have been chosen for ease in understanding, visual appeal, economy of scale, and to comply with legal standards governing tort liability.

b. All caution, warning, and danger signs shall be used exactly as shown in the Sign Standards Manual with no changes whatsoever in the wording. Legends for restricted area signs may be approved at the district level. This tight constraint is necessary to provide a safer environment for public use, to reduce overall costs, and to provide national consistency. Requests for deviations will be considered on a case-by-case basis with the final decision being made by HQUSACE (CECW-CON). All requests will be placed on the "Request Procedure for Non-Standard Safety Signs" form (page 1-13 in the Sign Standards Manual) and must include the proposed new wording, complete justification describing the situation and the reasons the proposed new wording is needed, photographs of any existing signs currently used to solve the problem, maps showing the proposed locations of the signs, and any other materials deemed appropriate. Any requested variation and accompanying justification along with other appropriate materials will be submitted through the chain of command and must be accompanied by concurrences from the district and division sign program managers. These submittals will be made to HQUSACE (CECW-CON).

c. Safety messages will not be placed on "Notice" signs.

d. Signs may be fabricated at in-house sign shops. Otherwise, the district contracting officer must determine whether Federal Prison Industries (UNICOR) can best meet the Corps needs in terms of price, quality and time of delivery for all signs ordered directly by the Corps, except wood routed signs, flexible sign posts and porcelain/enamel signs. If the contracting officer determines (in writing) that UNICOR signs are not comparable to signs available from the private sector, he or she shall use competitive procedures to buy the signs from vendors who

meet Corps sign standards. If the UNICOR signs are comparable, the contracting officer must follow the policy in FAR 8.602 (a). This policy requires agencies to buy signs from UNICOR at prices not to exceed current market prices. Contractors may order signs from UNICOR or from private sector fabricators who meet Corps standards. Wood routed signs, flexible sign posts and porcelain/enamel signs may be ordered through the normal procurement process from a private sector fabricator or fabricated at in-house sign shops.

e. All signs will be mounted in accordance with the Corps Sign Standards Manual.

f. In those rare instances where it is deemed inappropriate to replace existing identification signs for historical or other reasons, a request for deviation must be submitted through the normal chain of command, including the National Sign Program Manager, to HQUSACE (CECW-CON) for consideration. Concurrences from both the district and division sign program managers must accompany the request.

g. The district sign program manager will submit recommended changes to the manual with justification through the chain of command to the division sign program manager who is responsible for consolidating and recommending changes to HQUSACE (CECW-CON) through the National Sign Program Manager.

h. The Corps Sign Standards Manual will be updated periodically using the Corps standard procedure for changing regulations. The manual is available in electronic format through the USACE Electronic Publications and the Natural Resources Management Gateway web sites.

i. The Corps *SignPro* software is the tool to use to manage the Sign Standards Program at the project level. Project sign plans, inventories and orders shall be kept current using *SignPro*.

j. The Corps Sign Standards Manual allows flexibility in selecting low maintenance/low cost substitutes, mounting materials, and anti-theft mounting hardware.

k. When implementing baseline security posture (BSP), Headquarters Homeland Security Office has determined that Corps Civil Works projects should comply with the Sign Standards Manual EP 310-1-6a and 6b rather than the sign guidance in AR 190-13 and FM 3-19.30.