

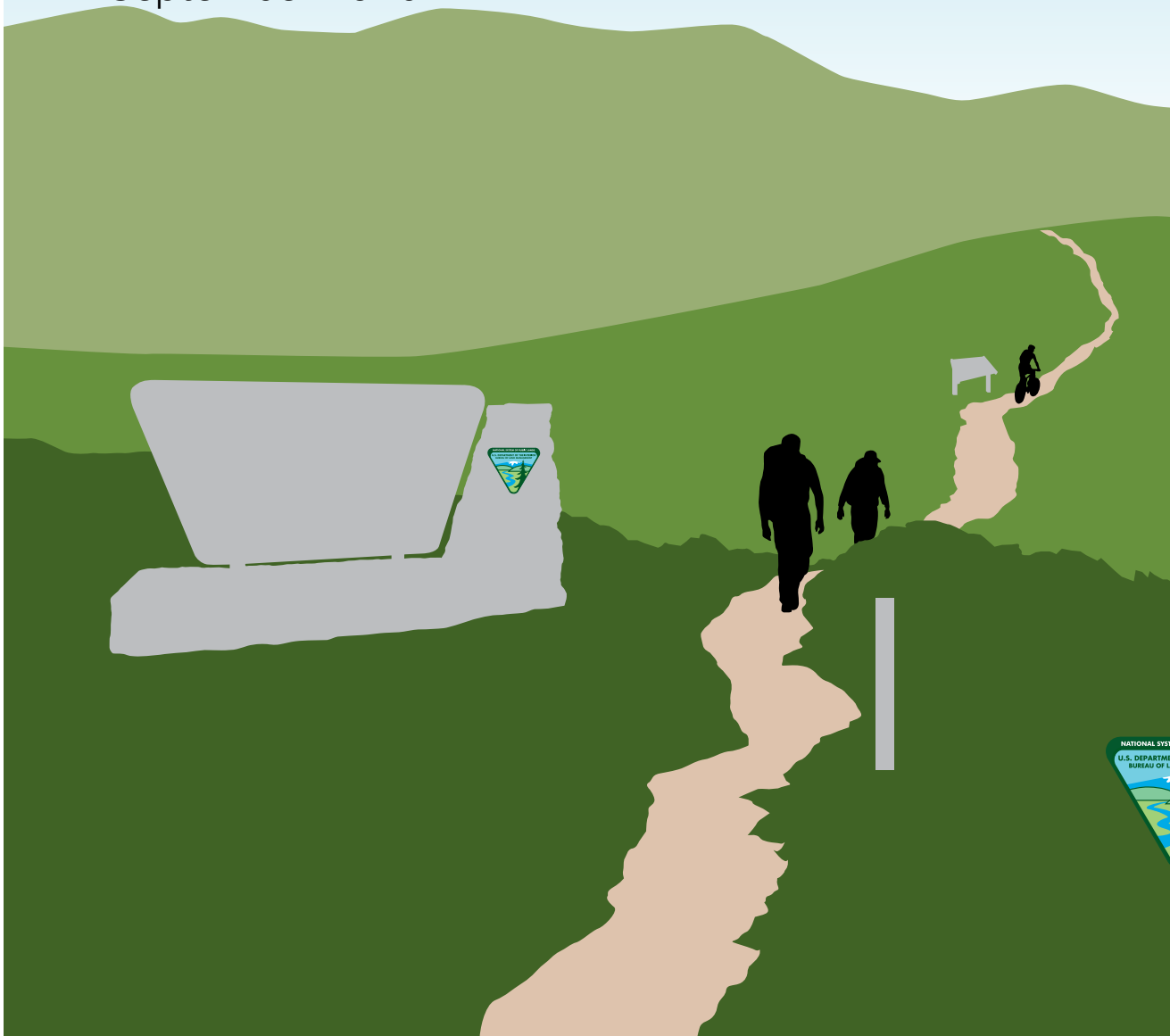
Bureau of Land Management

National Sign Handbook

H-9130-1

September 2016

BLM



U.S. Department of the Interior

The U.S. Department of the Interior protects and manages the nation's natural resources and cultural heritage; provides scientific and other information about those resources; and honors its trust responsibilities or special commitments to American Indians, Alaska Natives, and affiliated island communities.

Bureau of Land Management

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

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Contents

CHAPTER 1 - OVERVIEW

A. Purpose of the Handbook	1
B. Sign Principles	1
C. National Sign Program Strategy	2
D. Manual on Uniform Traffic Control Devices	2
E. Roles and Responsibilities	2

CHAPTER 2 - SIGN PLANNING

A. Communication Strategy	5
B. The Sign Plan	7
C. Signs Based on Planning Documents	9

CHAPTER 3 - CUSTOM SIGNS

A. Sign Standards	11
B. Identification Signs	13
C. Guide Signs	18
D. Informational Signs	28
E. Panels	32

CHAPTER 4 - GENERAL PURPOSE SIGNS

A. BLM S-Series	35
B. Routine	35
C. Fire Program	38

CHAPTER 5 - SIGN ELEMENTS

A. BLM Emblem	39
B. National Conservation Lands Wordmark	39
C. International Symbols	39
D. National Markers	40
E. Retroreflection	42
F. Contrast	42
G. Installation Date/Penalty Sticker	42

CHAPTER 6 - SIGN ORDERING

A. Order Preparation43
 B. Final Check43
 C. Ordering Custom Signs44
 D. Ordering General Purpose Signs45

CHAPTER 7 - SIGN INSTALLATION

A. Permits and Clearances47
 B. Pre-Installation Inspection.....47
 C. Support Systems48
 D. Location52
 E. Emphasis54
 F. Height55
 G. Lateral Offset55
 H. Orientation55
 I. Tilting55

CHAPTER 8 - SIGN MAINTENANCE

A. Sign Condition Evaluation.....57
 B. Cleaning58
 C. Repair59
 D. Replacement/Complete Removal.....62
 E. Covering/Temporary Removal62
 F. Disposal62

CONCLUSION65

APPENDIXES

1. Sign Primer69
 2. Sign Plan Outline (example)73
 3. Form 9130-4, Sign Survey Form77
 4. Links81
 5. State Illustrations83
 6. Accessibility.....87
 7. International Symbols91
 8. Additional Symbols97
 9. Form 9130-6, Sign Order Form.....103

REFERENCES105

Acronyms and Definitions

ACRONYMS

BLM	Bureau of Land Management
CMYK	Cyan, magenta, yellow, and key (black)
DOT	Department of Transportation
FHWA	Federal Highway Administration
GIS	Geographic information system
GPS	Global positioning system
HDO	High density overlay
ISA	International symbol of access
MDO	Medium density overlay
MUTCD	Manual on Uniform Traffic Control Devices
NOC	National Operations Center (Denver, Colorado)
NPS	National Park Service
NSC	National Sign Center (Rawlins, Wyoming)
OHV	Off-highway vehicle
OSHA	Occupational Safety and Health Administration
PMDS	Printed Materials Distribution Services (Denver, Colorado)
PMS	Pantone Matching System
RMP	Resource Management Plan
ROW	Right-of-way
UFAS	Uniform Federal Accessibility Standards
USFS	U.S. Forest Service
USFWS	U.S. Fish & Wildlife Service
USGS	U.S. Geological Survey
VRM	Visual resource management

DEFINITIONS

Font

An assortment or set of type or characters all of one style; typeface.

Guide Sign

A sign that shows route designations, destinations, directions, distances, services, points of interest, or other geographical, recreational, or cultural information.

Message

All text, symbols, imagery, and graphic elements contained on the face of a sign.

MUTCD Headings, Words, and Phrases

See **MUTCD 1A.13**.

Pedestrian

A person on foot, in a wheelchair, on skates, or on a skateboard.

Plaque

A sign that communicates information through words, symbols, or legends. A plaque cannot be used alone; it is placed immediately adjacent to the main sign to supplement its message.

Post-Mounted Sign

A sign that is placed to the side of the roadway such that no portion of the sign or its support is directly above the roadway or shoulder.

Primitive Road

A linear route managed for use by four-wheel drive or high-clearance vehicles. Primitive roads do not normally meet any BLM road design standards.

Regulatory Sign

A sign that gives notice of laws or regulations, Code of Federal Regulations references, or supplemental rules.

Retroreflectivity

The efficiency of a material to redirect light back to its source. Retroreflective materials are engineered to redirect most of the light back toward the source, which gives signs and pavement markings a brighter appearance at night from a driver's perspective.

Right-of-Way (Roads)

The right-of-way is the road surface plus additional land on each side of that surface reserved for safety, future road projects, etc. The width of the ROW varies from place to place and can be as narrow as curb to curb or as wide as 200 feet. Utility lines or fences are common but unreliable boundary indicators.

Road

A linear route declared a road by the owner, managed for use by low-clearance vehicles having four or more wheels, and maintained for regular and continuous use.

Sign

Anything that shows a meaning, a mark used as an abbreviation or shortening of something, or a publicly displayed board. Any traffic control device that is intended to communicate specific information to road users through a word, symbol, and/or arrow legend.

Substrate

The underlying support material for the sign sheeting.

Symbol

The approved design of a pictorial representation of a specific traffic control message for signs, pavement markings, traffic control signals, or other traffic control devices.

Traffic

Pedestrians, bicyclists, ridden or herded animals, vehicles, streetcars, and other conveyances either singularly or together when traveling any highway or private road open to public travel.

Trail

A linear route managed for people, stock, bicycles and other forms of human-powered transportation, and/or off-highway vehicle forms of transportation, or for historical or heritage values. Trails are not generally managed for use by four-wheel drive or high-clearance vehicles.

Unit

An area administered by the BLM as part of the National Conservation Lands.

Warning Sign

A sign that gives notice of a situation that might not be readily apparent and/or that might cause injury or death: abandoned mines, hot springs, hazardous areas, nonpotable water, etc.

Chapter 1 – Overview

Effective communication requires the clear, concise delivery of an understandable message. Signs are the “silent employees” of the Bureau of Land Management (BLM) and just one of the avenues through which the bureau conveys information to the public.

In 2015, BLM signage underwent a major redesign intended to promote a recognizable and consistent BLM brand; reinforce the distinction between lands administered by the BLM and those managed by other agencies; highlight the BLM’s professional management of public lands; and offer a positive image and identity for all entities managing an area. BLM signs foster safety, enhance the experience of public land users, and provide learning opportunities.

The basic principles in this handbook can and should be applied to almost every BLM sign; however, there will always be unique sign requirements. If the information in this handbook does not directly address your signage, please refer to Appendix 1 (Sign Primer) and contact the national sign coordinator for additional guidance at BLM_OC_Signs@blm.gov.

A. PURPOSE OF THE HANDBOOK

The BLM National Sign Handbook provides for the effective management of the BLM National Sign Program. Adherence to the standards for planning, designing, fabricating, ordering, installing, and maintaining signs will ensure a consistent and effective national sign program that meets BLM objectives and conveys a professional and positive image of the BLM. This handbook:

- Describes the sign planning process.
- Describes the types and locations of signs.
- Outlines BLM national design standards.
- Provides specific design standards for certain types of signs.
- Details the ordering process.
- Provides installation and maintenance information.
- Provides reference material and other resources.

B. SIGN PRINCIPLES

The BLM must use and place signs judiciously; use the established emblem or wordmark, where appropriate; use approved international symbols and established standards of the sign industry; comply with Uniform Federal Accessibility Standards (UFAS) guidelines; meet specifications established

in the Manual on Uniform Traffic Control Devices (MUTCD) for vehicle and pedestrian traffic control signs; comply with federal, state, and local laws, as appropriate; and complement other media, such as maps, brochures, and webpages.

C. NATIONAL SIGN PROGRAM STRATEGY

The BLM's National Sign Program strategy is as follows:

- Support land use plan and resource management plan (RMP) directions for the administration, protection, management, and use of BLM-administered lands.
- Provide information and enhance land users' safety, enjoyment, and convenience.
- Provide information about natural, geographic, and historical features.
- Provide information about the use and management of resources.
- Identify BLM-administered facilities and lands.
- Increase public awareness of the BLM's multiple-use mandate and stewardship responsibilities.
- Promote consistency in sign shape, materials, message, and appearance.

D. MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES

The MUTCD is the national standard for all traffic control devices, including signs, markings (e.g., white and yellow pavement lines), and other devices used to control traffic on all roads open to public travel. Traffic control devices and bases must be constructed, located, installed, and maintained according to MUTCD standards. This handbook typically does not repeat MUTCD information. MUTCD references indicating the location of additional guidance on required or prohibited practices appear in boldface hereafter.

E. ROLES AND RESPONSIBILITIES

The following individuals/entities play a role in the BLM National Sign Program:

1. Director and Deputy Director

The BLM director and deputy director are responsible for the overall National Sign Program. Their authority is exercised through the assistant director, Business, Fiscal, and Information Resources Management, in close cooperation with the BLM's Bureau Management Team, the BLM's Executive Leadership Team, the National Operations Center (NOC) Division of Business Services, and the Washington Office's Communications staff (WO-600).

2. Assistant Director, Business, Fiscal, and Resources Management

The assistant director administers the National Sign Program to ensure integration across all BLM programs; approves policy; and coordinates and cooperates with the Bureau Management Team, Executive Leadership Team, and the NOC.

3. Director, National Operations Center

The NOC director manages and oversees changes in the National Sign Program strategy; advises others about policy; recommends current standards; and evaluates procedures.

4. National Sign Coordinator

The national sign coordinator develops and maintains the National Sign Program; creates and develops program objectives, standards, specifications, and procedures; ensures quality control, consistency, and standardization in all BLM signage; identifies and approves sources and vendors for the design and production of BLM signs; approves all BLM sign content; facilitates writing/editing and design support for the field; reviews and approves exceptions to handbook standards; coordinates the fabrication of all BLM signs; conducts State Sign Coordinator Workgroup meetings and collaborates with all state sign coordinators; coordinates with state offices and program offices to achieve management goals; monitors workload and capabilities of the National Sign Center (NSC); administers national sign contracts; manages funds transfers and payments; makes program changes to ensure quality products and efficient processes; maintains the sign program webpage and SharePoint site; and conducts field site visits.

5. State Sign Coordinator

The state sign coordinator conveys the National Sign Program strategy statewide and works with the field to ensure the effective planning, installation, inventory, and maintenance of signs; maintains the state's 5-year sign plan; provides sign guidance, training, and evaluation to line managers, program leaders, and specialists; reviews sign orders as needed for compliance with current laws, regulations, policy, and guidelines; serves on the State Sign Coordinator Workgroup; ensures compliance with MUTCD standards in cooperation with state/district engineers, the state's department of transportation (DOT), and the Federal Highway Administration (FHWA); monitors National Sign Program implementation within the state; and conducts field site visits.

6. State Sign Coordinator Workgroup

The State Sign Coordinator Workgroup advises the national sign coordinator on sign policy, standards, and guidelines for inclusion in the handbook; reinforces and disseminates sign standards and procedures to state personnel; and represents the needs of management, employees, and volunteers.

7. National Sign Center (Rawlins, Wyoming)

The National Sign Center fabricates signs in a timely and cost-effective manner consistent with current laws, regulations, policies, and current National Sign Program standards and specifications. The sign center supervisor also participates on the State Sign Coordinator Workgroup.

8. State Directors

State directors support the National Sign Program strategy within their states and appoint the state sign coordinator.

9. District Office, Field Office, and Unit Managers

These managers establish an interdisciplinary approach to develop, implement, and review sign plans; support overall sign standards and maintenance objectives; review and approve sign requests for consistency with planning decisions and communication strategies identified in RMPs, activity plans, interpretive plans, and project plans; ensure that sign messages and themes are consistent with overall visitor goals and developed objectives; and ensure that signage needs and maintenance priorities and requirements are integrated into planning and budgets.

Chapter 2 – Sign Planning

Sign plans are absolutely critical for accomplishing BLM sign objectives in a professional, orderly, consistent, and cost-effective manner. A sign plan provides the framework for managing an effective and consistent sign program, determining future budget requirements, and identifying what signs are needed (and which would be unnecessary or redundant).

Each field office should develop a sign plan as part of its communication strategy, to ensure that signs are planned, ordered, and installed properly to achieve the intended results. A sign plan should document, and provide supporting information for, all decisions and actions. It should also include an inventory of all existing signs, as further described below.

Sign planning at administrative sites and developed recreation sites should consider traffic patterns, road design, and traffic control devices. Site plans that do not factor in the vehicular and pedestrian traffic patterns often result in sign layouts that are overly complicated and confusing.

A. COMMUNICATION STRATEGY

The decision to use a sign should be the result of careful planning. Each sign should be considered part of the field office's communication strategy and should complement it.

Signs must satisfy an identified need and correctly inform the intended audience. Effective planning will also ensure that sign users have a context for understanding the sign when they encounter it. For example, route markers for a trail system may be complemented by a map that identifies and explains them. Your strategy would include planning for the trail system, the map, and specific signs, as well as the relevant activity plans or project plans (see Chapter 2, Section C, Signs Based on Planning Documents).

Include the following in your communication strategy.

1. Rationale

The decision to use or not use a sign to communicate a message should not be made ad hoc. Sign use should always be consistent with the direction of larger planning efforts (RMPs, activity plans, and project plans), as well as with the national sign strategy (see Chapter 1, Section C, National Sign Program Strategy) and the field office sign plan.

2. Delivery

It is important to recognize that users acquire most information about a place, and develop their attitude about it, before arrival. The location, or zone, where users receive the message determines their level of attention and the likelihood that they will read subsequent signs. Webpages or other offsite materials that include photos or illustrations of onsite signs may help prime users to read and understand the signs when they arrive.

Typically, there are three major zones for delivering information.

a. Exterior

This zone may vary from one mile to several hundred miles outside of the destination site. Information is most appropriately delivered through maps, brochures, public outreach programs, etc. The only signs needed in this zone may be directional signs that help visitors easily find the site. Work backward from the site to ensure that visitors receive directional or other needed information at all travel decision points.

b. Entrance

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

c. Interior

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

3. Priorities

As part of your communication strategy, prioritize the need for and placement of signs in the following order:

- a. Public health and safety.
- b. Entrances to and boundaries of areas of national significance (e.g., National Conservation Lands).
- c. Special management areas (e.g., recreation sites, trails, back country byways).
- d. Visitor enhancement and convenience.
- e. Major concentrations of BLM-managed lands and waters near major thoroughfares.

4. Effectiveness

Determine whether signs are the best way to convey a message. Effective messages can be conveyed by a variety of means, including signs, brochures, and maps. Signs have particular requirements. They must:

- a. Fulfill a user need and contain pertinent information to ensure that the user has a safe and enjoyable visit. For example, if a visitor is prompted to contact the local BLM office, the office number should logically be provided.

- b. Convey clear, simple, brief, and positive messages.
- c. Command attention and respect.
- d. Be presented in a manner that allows for ease of viewing and that gives the viewer time to respond appropriately.
- e. Be maintained to reflect a positive image of the BLM.
- f. Be designed so that user response(s) can be measured or evaluated.
- g. Not be used as instructional media (which should be conveyed through other media, such as maps and brochures).

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

B. THE SIGN PLAN

A sign plan provides for the systematic development and maintenance of a sign system for a given area such as a field office, an area of critical environmental concern, or a recreation site, by ensuring that signs are consistent with planning documents, applicable laws, regulations, policies, and outreach strategies.

Sign plans also consolidate sign surveys for a given area so that decisions can be made about existing, new, and replacement signage, removals, if and when to cover signs, maintenance activities, budgeting, and annual work plans.

See Appendix 2 for a sign plan example.

1. Sign Survey

Use Form 9130-4, Sign Survey Form (Appendix 3) to create a detailed and comprehensive inventory of all existing signs and proposed sign locations. Include all of the following items on or with Form 9130-4 or in a GPS (global positioning system) data dictionary for each sign for inclusion in a GIS (geographic information system) database:

- a. Date inventoried and by whom.
- b. Location: initially identified on a map or as mileage from a starting point.
- c. Sign category: identification, guide, informational, panel, standard, routine.
- d. All text on the sign.
- e. Size/dimensions, color, and shape of the sign.

- f. Size and color of main message lettering.
- g. Substrate material.
- h. Sheeting reflectivity (e.g., engineer grade, high-intensity prismatic, nonreflective).
- i. Condition of the sign (e.g., good, deteriorated, damaged, missing/down, or obsolete).
- j. Width and length, type, and condition of the post (e.g., 4 x 4 inches, 8-foot treated lumber, good).
- k. Method of installation (e.g., nuts and bolts, z-bar, angle iron, extrusion, strapping, 2x4s).
- l. Location of sign relative to road or trail.
- m. Photo of existing sign or name of photo to hyperlink to GIS database.
- n. Notes (e.g., poor location, accessibility issues, shrubs blocking view of sign, date sign was removed and why, condition remediation, or other factors that should be addressed later in the planning process).
- o. Enter any costs, vendor information, and inspection records when accepting a sign order, and include installation information, such as the contractor or force account used, and any installation difficulties or other issues.

Note: A GPS data dictionary is available for download as the Sign_Survey.ddf at the National Sign Program SharePoint (see Appendix 4). A fillable electronic Form 9130-4 is available online in the eForms library (see Appendix 4).

When the sign surveys are complete, place all sign locations on a map (see Appendix 2). Initially, you may wish to create several maps based on smaller, manageable areas, such as campgrounds. Eventually, however, all survey data should be combined into a single sign plan to facilitate the coordination of signs across the entire administrative area.

The final sign plan should be verified in the field. Update inventories on an ongoing basis as signs are repaired or replaced, new signs are added, unneeded signs are removed, or as physical or administrative changes warrant.

2. Review

A periodic review of the sign inventory is essential to determine which signs to retain or eliminate, signs that should be clarified, and locations where signs are needed to resolve use problems, improve stewardship, provide information, protect resources, or accommodate public health and safety. This review should document, at a minimum:

- a. Sign existence.
 - b. Visibility.
 - c. Location.
 - d. Condition or damage.
 - e. Visual clutter (i.e., multiple signs where one consolidated message would suffice).
 - f. Relationship to and uniformity with other signs in the area.
 - g. Messaging that is relevant, accurate, effective, and useful.
 - h. Messaging that is legible from a moving vehicle.
 - i. Consistency with existing planning documentation.
 - j. Compliance with MUTCD, BLM sign guidelines, UFAS, etc.
3. Outlook (5-year)

The state sign coordinator should maintain a 5-year consolidated sign outlook for the state, based on area sign plans. Update the 5-year outlook of inventory, maintenance, and replacement needs annually, and use it to plan for signage needs and budgets.

4. Commitment

An effective sign program includes planning, surveying, reviewing, fabricating, installing, maintaining, and replacing signs. Factor the cost commitment associated with all these activities into both short- and long-term budget cycles. On a continuing basis, evaluate all communication products (brochures, maps, and signs) to ensure they are relevant, accurate, and consistent with the BLM's mission, goals, and policies.

C. SIGNS BASED ON PLANNING DOCUMENTS

When a sign plan is required as part of an RMP, activity plan, or project plan, its depth will depend on the overall project scope and complexity and on any time constraints for meeting management objectives. The development of sign plans should follow an interdisciplinary approach and involve recreation planners, landscape architects, engineers, interpretive specialists, and other resource/program specialists as needed.

1. Resource Management Plans (RMPs)

RMPs involve “big picture” management and also establish visual resource management (VRM) class areas. An RMP sign plan should carefully consider sign type, placement, and size

whenever a project is within a VRM area, since these projects must conform to the objectives and characteristics of that area's VRM class. Preferably, develop a coordinated communication strategy using signs, maps, brochures, and outreach programs that complement RMP decisions.

2. Activity Plans

An activity plan may include signage objectives, types, and systems and the use of maps, brochures, etc. as part of the communication strategy. This example details a communication strategy for 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 audience will be OHV and river user communities. The signs will convey river safety tips and identify access and egress points 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 elements 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.

3. Project Plans

A project plan may include general details about signage within the project or may be written specifically for the installation of a single sign or a group of signs. For example:

The sign will be approximately 18 x 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.


Chapter 3 – Custom Signs


The BLM sign design uses contrast, color, shape, and composition to draw attention, promote recognition, and clearly identify BLM-administered lands to the public.


Custom signs are grouped by functional category: identification, guide, informational, and panel. They use the sign standards included in this chapter; however, there will always be unique and exceptional sign requirements, which may be approached on a case-by-case basis.

A. SIGN STANDARDS





The following specifications apply to all custom signage unless otherwise stipulated, or unless the signage is subject to MUTCD standards.

1. Emblem
 - a. Regular BLM: BLM rounded triangle.
 - b. National Conservation Lands: wordmark, incorporating the unit’s chosen accent color.
2. Colors
 - a. Background: Black. 

cmyk
60/40/40/100
 - b. Text: White. 

cmyk
0/0/0/0
 - c. Regular BLM Accent: Silver. This color will be used on accent bars and other sign elements as aesthetics dictate. 

cmyk
15/10/10/30
 - d. National Conservation Lands Accent: green, orange, brown, or blue. The unit-selected color will be used throughout unit signage on all design elements, such as the wordmark AV, accent bars, tent arrows, and selected lines and other accents, as well as on related communication strategy materials.

				
Pantone	367C	7578C	7504C	306C
cmyk	41/0/75/0	0/70/100/0	30/42/60/20	79/0/0/0
RGB	164/214/94	220/91/17	148/106/70	0/191/240
HEX	#A4D65E	#DC5B11	#946A46	#00BFF0

Note: Sign backs may be painted flat/matte black if necessary to meet VRM class or aesthetic requirements. Since darker colors absorb more light and can generate intense heat on the sign face, consider the sign’s tilt, aspect (e.g., compass direction), orientation (angle to the viewer), and environment (e.g., in the shade or exposed).

3. Font

Roboto (preferred) or Frutiger 67 Bold Condensed.

4. Arrows

Tent-style when used on non-MUTCD signs.



5. Substrate

Aluminum 5052-H38, HDO plywood, or aluminum-clad plywood are the most common sign substrate choices. Other substrates are available by request.

Extrusions, Z-bars, or 2x4s are highly recommended to provide stiffness and support to aluminum signs or to any sign in high wind areas.

6. Designations

The following site or facility designations may be used with location names but should not repeat “BLM” or “Bureau of Land Management”:

- | | |
|-----------------------------|--------------------------------------|
| Administration Site | National Monument |
| Back Country Byway | National Wild and Scenic River |
| Campground | Picnic Area |
| Cultural Area | Picnic Grounds |
| Day Use Area | Project Office |
| Day Use Site | Recreation Area |
| Dispatch Center | Rest Area |
| District Office | Viewing Area |
| Field Office | Visitor Center |
| Field Station | Visitor Contact Station |
| Fire Center | Wayside |
| Fire Dispatch Center | Wilderness |
| Fire Station | Wilderness Study Area |
| Historic Area | Wild Horse and Burro Adoption Center |
| Interpretive Center | Wildlife Area |
| National Conservation Lands | Work Center |
| National Historic Trail | |

B. IDENTIFICATION SIGNS

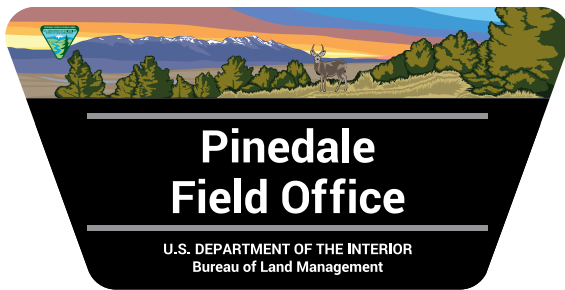
Identification signs greet and orient visitors as they approach, enter, and traverse lands managed by the BLM; ensure a consistent identity; and denote offices, designations, areas, sites, facilities, locations, features, amenities, or portals.



Basic elements of a BLM identification sign.

Identification signs are consistent in overall look and feel but differ slightly between National Conservation Lands and regular BLM lands. Additional details are provided in the following sections.

Regular BLM Signs



National Conservation Lands Signs



Identification signs must meet the following specifications in addition to those in Chapter 3, Section A, Sign Standards:

1. Illustration

Illustrations capture the essence of an area, increase recognition, and define boundaries. Each state and National Conservation Lands unit, or category of unit—including national monuments, national conservation areas, national wild and scenic rivers, wildernesses, wilderness study areas, national and scenic historic trails, and conservation lands of the



California Desert (and similarly designated lands, including cooperative management and protection areas, outstanding natural areas, and forest reserves)—will have a custom illustration.

Use state illustrations on all non-National Conservation Lands identification signs throughout the state. (See Appendix 5 for a compilation of all state illustrations.)

The National Operations Center is the custodian for illustrations. Requests for illustration revisions should be submitted to the national sign coordinator at BLM_OC_Signs@blm.gov.

2. Materials

- a. Engineer-grade reflective sheeting.
- b. UV-resistant, optically clear gloss laminate overlay.

3. Shape

Trapezoid truncated at 70 degrees with a 20-degree angle.

4. Standard Sizes

Use a size appropriate to the setting. The following are standard sizes, in inches:

- a. 120 w x 60 h with a 5-inch radius on all corners.
- b. 96 w x 48 h with a 5-inch radius on all corners.
- c. 72 w x 36 h with a 3.75-inch radius on all corners.
- d. 60 w x 30 h with a 3-inch radius on all corners.
- e. 48 w x 24 h with a 2.5-inch radius on all corners.

- f. 36 w x 18 h with a 2.5-inch radius on all corners.
- g. 24 w x 12 h with a 2-inch radius on all corners.

5. Emblem and Wordmark

The BLM emblem and National Conservation Lands wordmark must be located on the top left of identification signs, over the illustration. Both must be proportional to the sign size.

6. Layout

Do not use abbreviations.

a. Portal or Primary Identification Sign Message

- Headline includes the official administrative area name in title case.
- Subline includes “U.S. DEPARTMENT OF THE INTERIOR” in upper case on the first line, with “Bureau of Land Management” in title case on the second line. Both lines must be in the same font size.

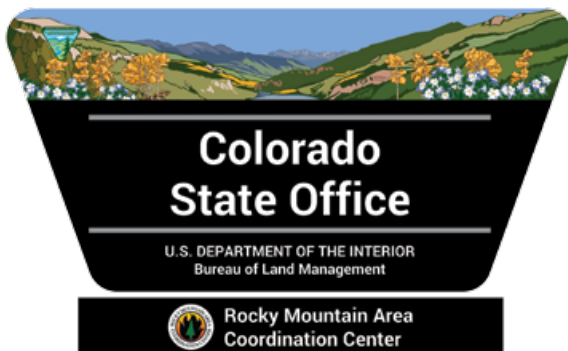
b. Interior Sign Message

- Headline includes the office, area, site, facility, location, or feature’s standard geographic/map name in title case.
- Subline includes the “BUREAU OF LAND MANAGEMENT” in upper case on the first line, with the administering office or National Conservation Lands unit in title case on the second line. Both lines must be in the same font size.

7. Plaques

Additional information necessary to the sign location, including partners (see Chapter 3, Section B.8, Co-managed Areas) and national designations, such as trails or rivers (see Chapter 5, Section D, National Markers), may be placed on a supplemental plaque beneath the main sign.

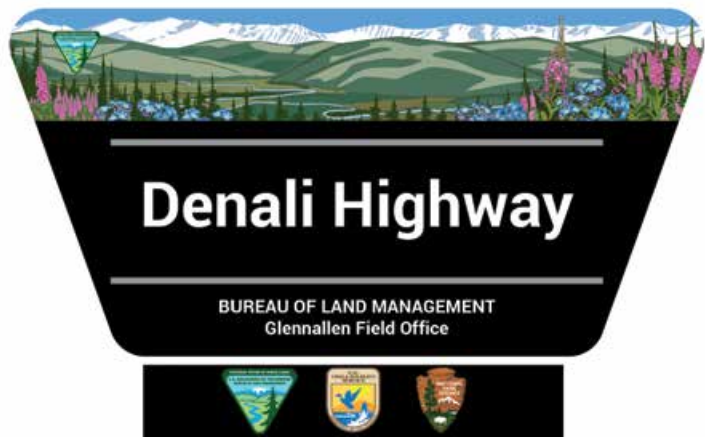
- a. Center text if used alone.
- b. Center text if emblems or logos are placed on both the far left and right.
- c. Left-justify text when emblems or logos are placed on the far left.



8. Co-managed Areas

For cooperatively managed areas, the BLM should adhere to standard design characteristics while incorporating the following:

- a. For an equal management partner, the partner emblem/shield/logo may be placed only on the upper right corner, with partner text given equal subline billing.
- b. Equal partners are allowed to use the unaltered BLM co-managed sign on their managed lands. Alternatively, partners may use their own signage, acknowledging the BLM as appropriate within their standards through inclusion of the BLM emblem, text, or both.
- c. If there is more than one equal partner, place emblems on a supplemental plaque below the main sign, or incorporate emblems into the sign base. Include the BLM emblem on the far left when highlighting a group of equal partners apart from the main sign. Make all emblems, shields, and logos equal size. If there is no established hierarchy for the partners, place emblems/logos alphabetically.
- d. For secondary partners, the logo location and size should be commensurate with the relative importance of the partner; the logo should not be larger than the BLM emblem.



9. Co-located Offices

Signs for BLM offices co-located with other federal offices—with the exception of the U.S. Forest Service (USFS)—or with state offices are not standardized. Consider the standards offered for co-managed areas (Chapter 3, Section B.8, Co-managed Areas) while coordinating the final design with the other agencies and with the BLM national sign coordinator.

10. Compliance with the Manual on Uniform Traffic Control Devices

While BLM identification signs are not considered traffic control devices, the BLM strives to adhere to the highest MUTCD standards for signs within road right-of-way (ROW)/recovery areas. To use the black signage within ROWs, a waiver must be obtained from the state or local DOT. Within BLM ROWs, the BLM state engineer may make a determination of use on a case-by-case basis. Otherwise, identification signs within ROWs should adhere to the MUTCD standards below.



MUTCD-compliant identification signs.

a. Emblem

A BLM emblem may be included on the upper left as long as doing so does not interfere with the centered placement of the text. The clear space around the emblem should be equal to $\frac{1}{3}$ of its height. The emblem placement on these signs replicates its position on identification signs to further reinforce the BLM identity.

b. Color

Recreation brown in Pantone 469, RGB 96-51-17 or CMYK 0-47-82-62.

c. Font

Frutiger 67 Bold Condensed or other FHWA-approved font.

d. Materials

- High-intensity prismatic sheeting.
- If the sign is digitally printed as a whole: UV-resistant, optically clear, matte overlay.
- No overlay is used if cut vinyl letters are placed atop high-intensity prismatic sheeting.

e. Shape

Truncated or rectangular. Both are acceptable to the FHWA, but check with local DOT on preferred shape.

f. Size

Size depends on the sign message and the required letter size and spacing for the roadway use and speed.

C. GUIDE SIGNS

Guide signs are essential to the wayfinding process and fall into two subcategories: roadway (traffic control) and trail. These types of signs typically use arrows and distance indicators to provide reliable guidance to and from a specific destination, such as a community, town, facility, project, feature, or point of interest.

1. Wayfinding

Wayfinding encompasses all the ways in which people orient themselves in physical space and navigate from place to place. Wayfinding involves four stages:

a. Orientation

Attempting to determine one's location in relation to nearby objects and the desired destination.

b. Route Decision

Selecting a course of direction to the destination.

c. Route Monitoring

Checking to make sure that the selected route is heading toward the destination.

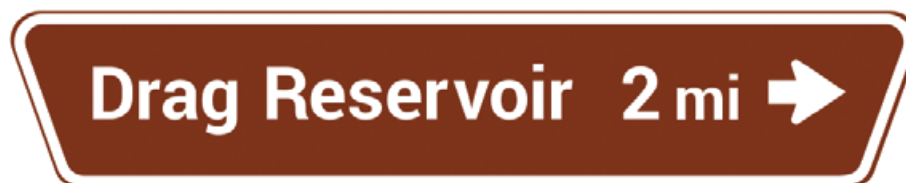
d. Destination Recognition

Recognizing when the destination is reached.

2. Guide Sign Standards

Locate guide signs to provide adequate time for users to make a decision. Destinations included on approach signs should be signed when reached.

Coordinate with public road agencies to ensure that guide signs do not interfere with regulatory or warning signs and to learn when guide signs will be approved, installed, or maintained by state or local authorities when located in their ROWs. Comply with MUTCD standards.



Guide sign - roadway - directional.

a. Naming

- Use standard geographic names that the public will recognize—i.e., names used on maps produced by the U.S. Geological Survey (USGS).
- Use the road name only if it is also shown on current maps and is well known locally.
- Do not abbreviate historical proper names.

b. Emblem

Destination signs of simple text without arrows or other indicators may include a BLM emblem on the upper left as long as doing so does not interfere with the centered placement of the text. The clear space around the emblem should be equal to $\frac{1}{3}$ of its height. The emblem placement replicates its position on identification signs, further reinforcing the BLM identity.



Guide sign - roadway - destination.

c. Layout

- Show mileages to each destination over 1 mile. Round to the nearest mile.
- If the distance is less than 1 mile, use the nearest fraction, $\frac{1}{4}$, $\frac{1}{2}$, or $\frac{3}{4}$ mile.
- Abbreviate “miles” to “mi” only. Do not use “m” (to avoid confusion with “meters”).
- If the site is visible from the sign, mileage may be omitted.
- General direction or general access signs do not typically require mileages.
- Periods as part of abbreviations are not permitted on road signs; they are permitted on trail signs.

d. Number of Words

There is little time between being close enough to read a sign and passing it. Use no more than four words per line, except where the proper name of a destination is more than four words long.

e. Number of Lines

- Use as few lines as possible: A maximum of three lines of direction on conventional roads; four lines on low-volume roads. **MUTCD 2E.10.**
- Use abbreviations if space is limited. Do not include periods. **MUTCD 1A.15.**

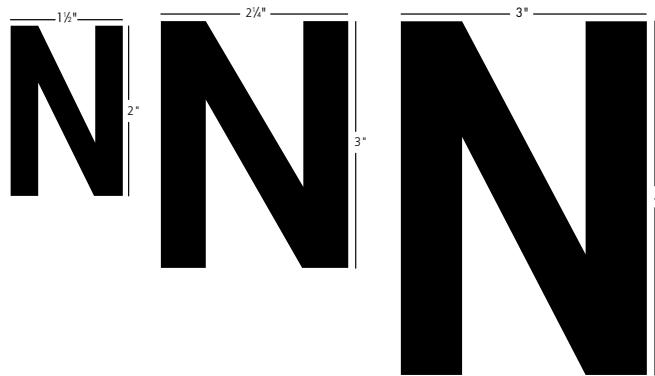
f. Letter Size

Base letter size on the maximum allowable speed. Standard visibility for primary sign lettering is detailed below. **MUTCD 2D.06.** Letter size should never be less than indicated, but it may be more.

Speed	Letter Size, in inches
Pedestrian, stopped/moving	2
Horse, ATV, Bike	3
Vehicle, 5–35 mph	3
Vehicle, 35–45 mph	4
Vehicle 45–60 mph	5
Vehicle, over 60 mph	6

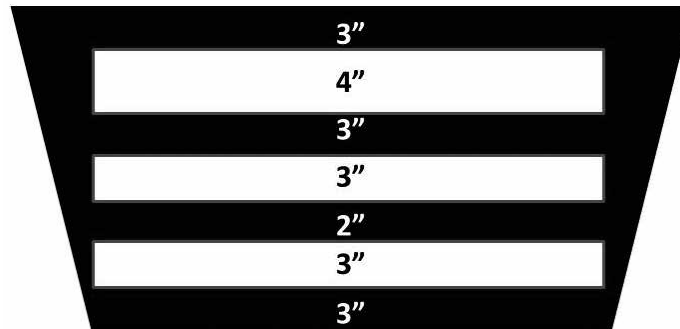
g. Letter Spacing

The average width of letters and the spacing between words is 3/4 of the total letter height. The space between letters is about the same as the stroke of the letters. Spacing may be adjusted to meet special conditions, such as composition or emphasis.



h. Line Spacing

- Below the top sign edge, allow space equal to 1.5 times the primary lowercase letter height of the first line or 1/3 of the symbol height, whichever creates the greater total sign height.
- Between the baseline of the first line and top of the second line, allow space equal to 3/4 of the primary uppercase letter height.
- For signs with a primary and secondary message, allow space equal to the height of one primary uppercase letter between the baseline of the primary message and the top line of the secondary message.
- Between the baseline of the secondary message and the top line of succeeding lines, allow space equal to 3/4 of the secondary uppercase letter height.



i. Symbols

- Between the bottom edge of the top symbol and top edge of lower symbol, allow space equal to the height of one primary lowercase letter or 1/3 of the symbol height, whichever is greater.
- Between the bottom edge of the lowest symbol or message and the bottom sign edge, allow space equal to 1.5 times the height of the primary lowercase letter below the message or 1/3 of the symbol height below the symbol, whichever creates the greater total sign height.

See Chapter 5, Section D, National Markers, for more information on symbols and markers.

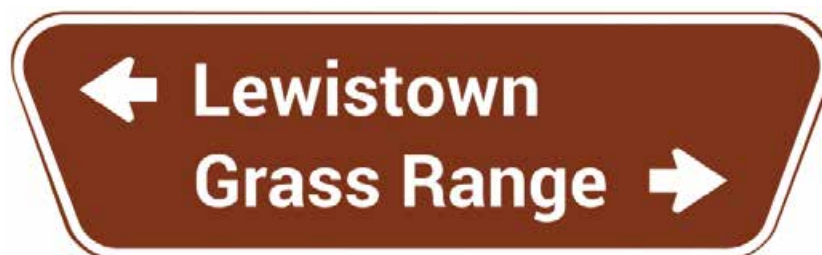
j. Arrows

Arrows should use the MUTCD style and be proportional to the text size. **MUTCD 2D.08**. The sequence in which destination locations are listed is based on arrow direction, and not on distance or alphabetical order. Arrows never point down and should always point away from the message rather than back at it. The sequence is:

- Straight-ahead/up arrow, destination name, mileage.
- Left arrow, destination name, mileage.
- Destination name, mileage, right arrow.
- If all destinations on the sign are straight ahead, no arrows are necessary.
- If more than one destination is shown in any direction, the closest destination appears above those further away in that direction.

Other arrow considerations:

- At irregular intersections, an up-pointing arrow 45 degrees off vertical can be used.
- Multiple arrows pointing in the same direction may be replaced with a single arrow centered on the lines as a whole and may be larger than the size that would be typically used per MUTCD.
- Normally, center arrows vertically on the message line; if needed for greater clarity, arrows may be placed above or below the message.
- If a narrow sign is preferred and the position of an arrow to the right or left of the message requires a wider sign, the arrow may be placed below the message.



3. Roadway Guide Sign Standards

The FHWA has defined the types of roads requiring MUTCD-compliant signs. In the interest of compliance and consistency, all directional (traffic control) signs on roads open to the public will adhere to MUTCD standards. For FHWA road definitions and sign requirements, visit www.mutcd.fhwa.dot.gov.

In addition to the specifications described in Chapter 3, Section C.2, Guide Sign Standards, the following applies to roadway signs:

a. Emblem

An optional 16- or 24-inch emblem on the sign support post closest to vehicle and pedestrian traffic.



b. Color

Recreation brown (Pantone 469, RGB 96-51-17 or CMYK 0-47-82-62) with a white border equal to the capital letter downstroke width and rounded at the corners.

c. Font

Frutiger 67 Bold Condensed or other FHWA-approved font.

d. Materials

- High-intensity prismatic sheeting.
- If the sign is digitally printed as a whole: UV-resistant, optically clear, matte overlay.
- No overlay is used if cut vinyl letters are placed atop high-intensity prismatic sheeting.

e. Shape

Truncated or rectangular are both acceptable, but check with local DOT on preferred shape.

f. Size

Size depends on the message, letter size, and spacing appropriate to road use and speed.

4. Trail Guide Sign Considerations

- a. Select and use trail signs and markers consistently to provide the following:
 - Route identification (number, name, or both).
 - Guidance and distance to trail destinations and key points of interest.
 - Safety features, warnings of known hazards, and user safety information.
 - Route reassurance and confirmation.
 - Notice of restrictions where use control is necessary.
 - Protection of resources (erosion, sensitive plants, endangered species).
- b. Locations and conditions for signing include but are not limited to:
 - Trail termini.
 - Junctions with other trails and roads.
 - Administrative boundaries and special management areas.
 - Lakes, streams, and other features identified on maps, trail guides, or at the trailhead.
- c. Determine type, size, material, placement, and mounting requirement after considering:
 - Managed uses for the trail.
 - Scenic integrity objectives.
 - Travel speed.
 - Viewing distance.
 - Nighttime visibility needs.
- d. Where hiking trails have been evaluated for accessibility, post the following information on a supplemental plaque in addition to the standard identity sign at the beginning of the trail:
 - Typical and maximum trail grade.
 - Typical and maximum cross slope, or side-to-side slope, of a tread.
 - The trail surface width minimum of 32 or 36 inches plus the width of any point above the usable trail surface narrowed by trees, boulders, etc.
 - Tread surface type and firmness.
 - Any major height obstacles (as appropriate).

5. Trail Guide Sign Standards

In addition to the specifications described in Chapter 3, Section C.2, Guide Sign Standards, the following applies to trail signs:

a. Emblem

Trail guide signs may include a BLM emblem or National Conservation Lands wordmark on the upper left as long as doing so does not interfere with the centered placement of the text. The emblem or workmark should have spacing around it equal to 1/3 of the height of the emblem. The emblem or wordmark placement replicates its position on identification signs to reinforce the BLM identity.

b. Shape

Truncated or rectangular with rounded corners.

- Rectangular or square 1–11 inches: 1-inch radius, all corners
- Rectangular 12–24 inches: 1.5-inch radius, all corners
- Rectangular 36 inch: 2-inch radius, all corners
- Rectangular 48–60 inches: 3-inch radius

c. Materials

- Clear media mounted on high-intensity prismatic sheeting.
- UV-resistant, optically clear, gloss overlay.

d. Size

- Size depends on the sign message and the required letter size and line spacing for the trail use and speed.
- If a linear low-profile sign exceeds 36 inches across, separate the sign message into two lines and reduce the sign width.



Low-profile trail destination sign with international symbols.

Guide Signs - Trail - Regular



Shape can be a trapezoid or rounded rectangle.

Guide Signs - Trail - National Conservation Lands



Shape can be a trapezoid or rounded rectangle.

Low Profile Trail Destination/Arrival Signs



6. Trail Markers and Decals

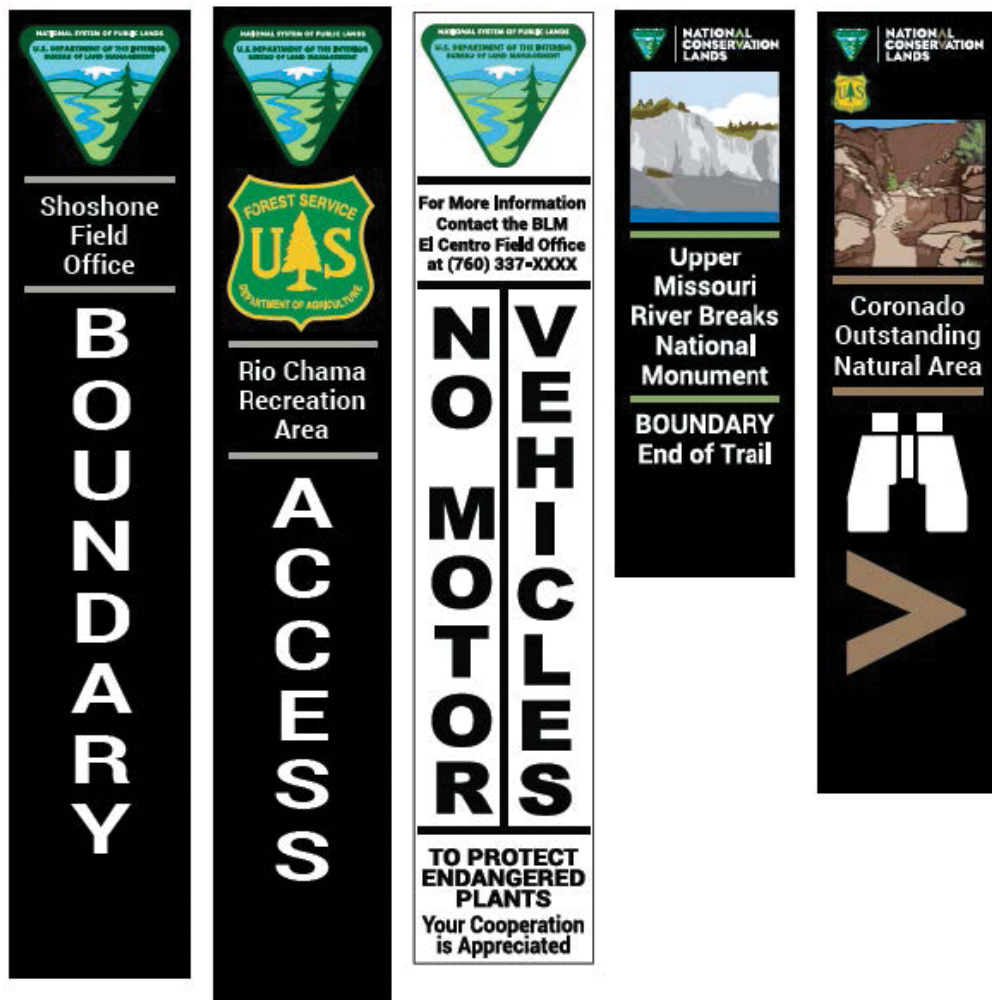
In addition to the specifications described in Chapter 3, Section A, Sign Standards, applicable specifications in Chapter 3, Section C, Guide Signs, and national trail guidance in Chapter 5, Section D, National Markers, the following applies to trail decals and markers:

a. Color

- Black decal: confirms location as within BLM lands or National Conservation Lands.
- White decal: warning, regulatory, or safety messages.
- Marker: brown.

b. Emblem

Include the BLM emblem or National Conservation Lands wordmark at the very top of each decal.



c. Illustration Square

Use an illustration square on National Conservation Lands only. The illustration square is cropped from the unit's main illustration and usually shows the most iconic element of the area.

d. Message

- Bracket the official administrative area name or designation with accent bars.
- Other message text appears below the second accent bar.

e. Arrows

Use tent-style and the National Conservation Lands unit-selected accent color or BLM silver.

f. International Symbols

Use symbols whenever possible instead of text, so that information appears simple and concise.

g. Materials

- Clear media-mounted on high-intensity prismatic sheeting.
- UV-resistant, optically clear, gloss overlay.

h. Standard Sizes

- Decal: 3 inches wide x length needed to accommodate graphics/text.
- Symbol: approximately 2.75 x 2.75 inches.

i. Symbols

National symbols, or markers, for trails, rivers, and byways may also be incorporated.

j. Partners

Seek partner input for any BLM marker for a co-managed area, and ask how the partner would like to incorporate its emblem, shield, or logo. The partner decals shown above are only examples of possible configurations.

D. INFORMATIONAL SIGNS

Locate informational signs in convenient areas throughout a site to provide important information to visitors. These signs can also provide limited educational or interpretation opportunities to enhance the public’s awareness and appreciation of public lands and waters.

1. Types of Informational Signs

a. Instruction and Usage

These signs instruct others about the presence, use, or operation of specific facilities, such as trailer dump stations, boat ramps, or campsites. They can be used with other signs, facilities, or media to provide supplemental information as required (e.g., seasonal information, area highlight, office hours, restrooms, showers, and campground site markers).

In the interest of safety, it is strongly recommended that rounded corners (see 3.C.5.b) be used on all free-standing signs. This is especially important wherever signs will be located in close proximity to the public, such as campgrounds and recreation areas.



b. Stewardship

Stewardship messages may be included where appropriate. Follow parent organization guidelines to ensure messages/images are used as intended.



c. National Programs and Initiatives

Signs may include approved logos for national programs, special initiatives, or partnerships, such as the Wild Horse and Burro program, national historic trails, national wild and scenic rivers, fee programs, Service First, or back country byways.



d. Recreation Fee Program

There are two types of fee program signs:

U.S. Fee Area Shield (formerly the Golden Eagle insignia)

This shield is posted at the entrance to Department of the Interior fee sites where entrance fees are charged, or in a prominent location within the fee area where use fees are charged. The shield should be 18 inches in vertical height at entry areas. At areas accessible only by foot, the shield may be 9 inches in vertical height.



Use in locations not subject to MUTCD.

Use along roads.

Recreation Fee Program Logo

Where practical, the most current version of this fee program sign/emblem should be posted where work is performed or improvements are made using recreation fee or pass revenues collected under the Federal Lands Recreation Enhancement Act.



Note: The use of these two fee signs is not enough to indicate a fee site. Per H-2930-1, BLM Recreation Permit and Fee Administration Handbook, recreation fee sites must be identified by signs notifying the public of federal recreation fees charged, any standard amenity or expanded amenity fee, and the types of passes accepted.

e. Bulletin Board

This sign should be large enough for posting rules, regulations, stewardship messages, seasonal notices, and other pertinent information. A 4 x 8 foot or smaller sheet of plywood, oriented horizontally, painted flat black and with a 16- or 24-inch BLM emblem or National Conservation Lands wordmark placed on the upper left corner, meets BLM standards for bulletin boards.

f. Concessionaire

To the extent practicable, outdoor signs within a concessionaire's area should follow the same design format as signs throughout the area.

The state sign coordinator must review and approve concessionaire signs in advance for location, design, size, shape, color, and message. Concessionaire signs should not display the Department of the Interior logo or the BLM emblem. All signs must be accurate and must not in any way misrepresent the services or accommodations provided, or the area authorized for use.

Concessionaire's gasoline pumps may be painted in the recognizable standard colors normally used by the company supplying the gasoline. The sign on the pump may include the company's name or emblem but must not extend beyond the normal pump dimensions.

Permanent outdoor signs that advertise or promote products, organizations, or services by brand name, emblems, or symbols in the colors or designs of the manufacturer are prohibited on public lands. The state 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.

g. Temporary

Informational signs and banners designating a special, one-time public event on BLM lands and waters are not subject to specific guidelines.

2. Informational Sign Standards

In addition to the specifications described in Chapter 3, Section A, Sign Standards and Chapter 3, Section C, Guide Signs, the following applies:

a. Shape

Truncated or rectangular.

- Rectangular signs at pedestrian level should have rounded corners.
- Rectangular signs on buildings or other structures may have sharp corners.
- Signs may have no border or a white border.

b. Subline Message, If Used

Administrative area and/or designation on one line in title case.

c. Sizes

Sizes may vary according to sign message and use. Some of the more common sizes are, in inches:

- 18 w x 12 h
- 24 w x 12 h
- 24 w x 36 h
- 24 w x 18 h
- 36 w x 18 h
- 36 w x 24 h

3. Information To Provide for Visitors

- a. Fees, if any, and whether reservations are needed.
- b. Hours, days, or dates of operation.
- c. Length of stay limitations.
- d. If pets are allowed and, if so, leash requirements.
- e. If and where a trailer dump station is available.
- f. Restrictions on trailer lengths and weight on access roads.
- g. Other traffic regulations.
- h. Open trails for hiking, horseback riding, or off-highway vehicles.
- i. Presence of geographic, water, or other hazards.
- j. Presence of poisonous snakes or insects.
- k. Food storage and safety for areas with bears.
- l. Restrictions on noise, firearms, fires, fireworks, etc.
- m. Historical, interpretive, resource, or conservation messages.
- n. If and where restrooms are provided.

- o. If and where potable or nonpotable water is available.
- p. Mobile phone service availability.
- q. Emergency contacts.
- r. Water, food, supplies, or equipment recommendations.
- s. Wildlife or scenic photographic opportunities.
- t. Events.
- u. QR code for additional information available on the web.



E. PANELS

Panels are a key component of any interpretive program. Engage the assistance of a visual information specialist, graphic designer, or interpretive specialist and refer to the BLM's "Quick Guide to Interpretive Publications" when planning panels. The guide provides helpful instructions on content and design and is available at the link provided in Appendix 4.

1. Material or Substrate

Common panel substrates include, but are not limited to:

- a. Exterior grade, high-pressure laminate at least .060 to .750 thickness.
- b. Sign grade aluminum at least .080 thickness.
- c. Fused polycarbonate at least .093 – .5 thickness.

2. Support/Stiffeners

None.

3. Shape

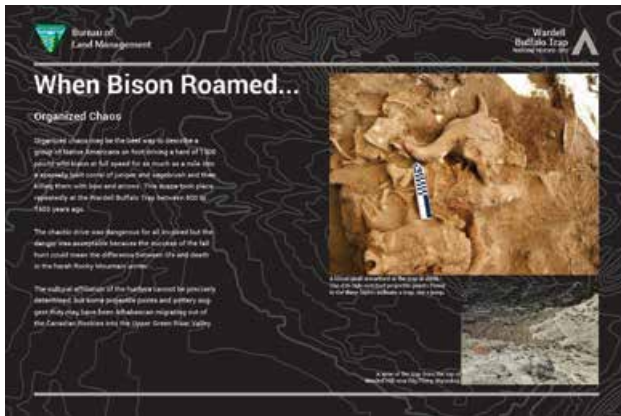
Rectangular or square, oriented horizontally or vertically.

4. Standard Sizes

While the use of standard sizes is encouraged, it is more important that the size and type of panel work with the existing or planned support structure (e.g., kiosk, exhibit base, stanchion, rail, wall). Standard sizes are, in inches:

- 24 w x 36 h
- 24 w x 42 h
- 36 w x 24 h
- 36 w x 46 h
- 42 w x 24 h
- 46 w x 36 h
- 48 w x 48 h

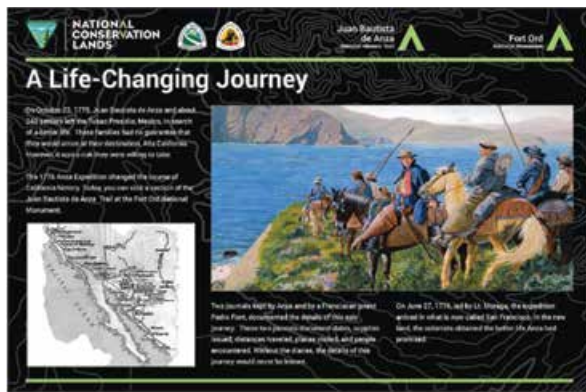
Note: QR codes are ideal elements to include on interpretation and orientation panels.



Regular BLM panels with silver accent color.



National Conservation Lands panel with green accent color.



National Conservation Lands panel with green accent color and trail symbols.

Chapter 4 – General Purpose Signs

A. BLM S-SERIES

Standard signs (S-series) are common to BLM-administered lands nationwide. For a catalog of available S-series signs, visit www.blm.gov/noc/st/en/business/pmds.html and click on the “BLM Internal (non-public) PMDS” link. The catalog includes a wide variety of signs used to indicate timber boundaries, mineral sites, closed roads, wildfire danger, etc. They are produced through a Government Printing Office contract and stocked in large quantities by Printed Materials Distribution Services (PMDS) at the National Operations Center.

Signs that are part of an enforcement effort usually require supporting administrative action. That is, a restriction or closure sign does not, in itself, legally create an enforceable closure; first, the BLM must give the public advance notice of a closure or restriction through appropriate channels. The closure or restriction will not take effect, however, until the affected area is signed or posted.

The BLM also reinforces boundaries between private and public land boundaries with signage intended to guide the public. The BLM does not, however, post “No Trespassing” signs on private land or on behalf of private landowners. It is the landowner’s decision and responsibility to mark private lands as desired.



B. ROUTINE

Routine signs are not specific to the BLM. Traffic control devices, federal recreation symbols, and Occupational Health and Safety Administration (OSHA) safety signs are governed by other laws and authorities. The BLM must comply with all of these standards and requirements, as further explained below.

1. Traffic Control

Traffic control devices promote road safety and efficiency by providing for the orderly, lawful, and predictable movement of all road users. They include all signs, signals, markings, and other devices that are used to regulate, warn, or guide traffic and that are placed on, over, or adjacent to a street, road, highway, pedestrian facility, or bikeway by authority of the agency having jurisdiction.

Use regulatory signs conservatively and only if enforcement is feasible and planned. If used to excess, these signs tend to lose their effectiveness. In addition, if there are no consequences, signs

will lose credibility. Unnecessary signs create a climate of disrespect for all signs and result in the possibility of accidents caused by drivers ignoring signs that are necessary. For guidance on the proper use of regulatory signs, see **MUTCD 2B; 5B**. Traffic control signs are available from Federal Prison Industries at www.unicor.gov.



The BLM must adhere to MUTCD requirements for all signs and markings intended to control or regulate use on roads. The MUTCD states that engineering judgment and engineering studies required for deciding the applicability, design, operation, or installation of a traffic control device must be exercised by an engineer or someone under the direct supervision of an engineer. Therefore, consult with engineering staff to determine how to sign roads and parking areas.

Requirements for performing engineering studies and engineering judgments for many traffic control devices and situations are found throughout the MUTCD. Four requirements are noted here:

- a. "Signs should be used only where justified by engineering judgment or studies, as provided in Section 1A.09." **MUTCD, 2A.03.**
- b. "The use of warning signs shall be based on an engineering study or on engineering judgment." **MUTCD, 2C.02.**
- c. "Speed zones (other than statutory speed limits) shall only be established on the basis of an engineering study that has been performed in accordance with traffic engineering practices. The engineering study shall include an analysis of the current speed distribution of free-flowing vehicles." **MUTCD, 2B.13.**
- d. "The advisory speed shall be determined by an engineering study that follows established engineering practices." **MUTCD, 2C.08.**

It is critical that a qualified engineer consult the MUTCD to determine the specific requirements for performing engineering judgment or an engineering study for a given sign.

2. Work Area Safety



OSHA signs emphasize safety or warn or inform BLM personnel and the general public of hazards or conditions that may cause injury or death. Safety signs should be concise, straightforward, legible, and plainly displayed on any approach, whether the visitor is on foot or in a vehicle. They should identify hazards and offer caution as people enter, use, and leave BLM-administered public lands. Select signs based on OSHA requirements for each work area.

Note: OSHA requirements do not apply to safety signs designed for roads, recreation sites, trails, railroads, and marine regulations or those used on work area bulletin boards or safety and education posters.

a. Danger Signs

DANGER denotes a hazardous situation with a high probability of death or severe injury; it indicates that special precautions are necessary.

b. Warning Signs

WARNING denotes a hazardous situation with some probability of death or serious injury.

c. Caution Signs

CAUTION denotes a hazardous situation that may result in minor or moderate injury. Do not use a CAUTION sign where serious injury or death is possible.

d. Notice Signs

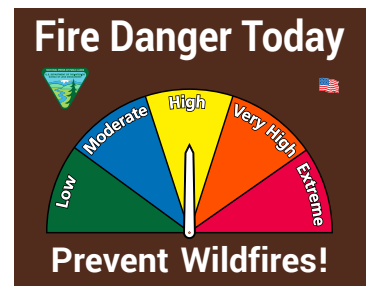
NOTICE is used to state an organization’s policy regarding personnel safety or property protection. Do not use NOTICE signs in place of DANGER, WARNING, or CAUTION signs, or where a hazard or hazardous situation exists.

e. General Safety Signs

General safety signs (SAFETY FIRST, BE CAREFUL, THINK) provide general instructions on safe work practices, remind people about proper safety procedures, or mark the location of safety equipment.

f. Fire Wheel Rating Signs

Fire wheel rating signs give a color-coded visual representation of fire danger levels to the public. Please refer to the most up-to-date version of “Sign and Poster Guidelines for the Forest Service,” for standards on these signs.



3. Enforcement and Security

Enforcement and security signs protect and secure visitors, the environment, and facilities, and convey regulations and policies. They are vertically oriented. The size, color, lettering, and length of posting must be appropriate for each situation. Include international symbols wherever possible to facilitate understanding.

Signs located along roadways must adhere to MUTCD standards for color. The majority of the message should use both uppercase and lowercase letters if the resultant text size remains legible to the anticipated reader. For emphasis,



bold, underline, or all capitals may be used. Do not fasten signs to trees or other natural features. Include the BLM emblem where practical.

Use temporary signs at construction sites, fires, etc., and only for specific periods of time to highlight special conditions or hazards and/or include seasonal messages or special precautions. Place temporary signs at appropriate high-visibility areas, and remove them when no longer necessary.

4. Accessibility

Accessibility signs identify particular areas or facilities/ programs that are universally accessible according to UFAS.

UFAS requires the international symbol of access (ISA) in the following four locations/facilities if accessible:

- a. Parking space.
- b. Restroom.
- c. Loading zone.
- d. Building entrance if main entrance is not accessible.



Posting the ISA indicates that the entire area meets federal accessibility standards as established in UFAS. Do not post the ISA if these standards are not met. Use appropriate international symbols where various modes of adaptive equipment are available, such as TTY, sign language interpreters, or assistive listening systems.

Any language accompanying the symbols should focus on the accommodation or service, not on who uses it. For example, “Ramped Entrance” may accompany the wheelchair symbol. This is important because not only do individuals in wheelchairs use ramps, but so do people with baby carriages, luggage, etc. Language that fosters dignity is important, too. For example, “Reserved Parking” or “Accessible Parking” may be used with the wheelchair symbol to indicate parking spaces designated for people with disabilities.

For more information on accessibility, please see Appendix 6. Standard accessibility signs are widely available from private vendors. Use the BLM sign ordering process if a custom sign is needed.

C. FIRE PROGRAM

Signs for the fire program warn and inform stakeholders throughout fire seasons, in fire camps, and during fire incidents. These are available from the Great Basin Cache at the National Interagency Fire Center.



Chapter 5 – Sign Elements

A. BLM EMBLEM

The triangular BLM emblem with “National System of Public Lands” along the top edge is the only symbol that has been used to identify the bureau since 2012 and cannot be modified. You may use full-color and positive one-color versions.



Emblem graphic files and additional guidance on use of the emblem are available online at: <https://blmspace.blm.doi.net/wo/600/commtools/SitePages/Logos.aspx>.

A 16- or 24-inch BLM emblem must be included on all portal and primary sign bases.

B. NATIONAL CONSERVATION LANDS WORDMARK

The National Conservation Lands wordmark identifies national monuments, national conservation areas, wilderness areas, wilderness study areas, wild and scenic rivers, national scenic and historic trails, and conservation lands of the California desert (and similarly designated lands, including cooperative management and protection areas, outstanding natural areas, and forest reserves).



The wordmark must be used only in its entirety. Wordmark graphic files and additional guidance on use of the wordmark are available online at: <https://blmspace.blm.doi.net/wo/600/commtools/SitePages/NLCS%20Wordmark.aspx>.

C. INTERNATIONAL SYMBOLS



International symbols reduce sign size by replacing text with simple, recognizable graphics. Symbols may be used in motorized or nonmotorized areas to direct visitors to facilities, structures, and places, recreational or cultural interests, or various services available to the general public.

MUTCD 2M discusses recreational and cultural interest signs and lists symbols that meet standards (white image on brown background with an optional white border) when used on roadways. On non-roadways, symbols may be white on a black background with an optional white border. In both cases, symbols may be incorporated into the main sign (preferred), used as standalones, or grouped on a supplementary plaque.

Approved symbols are included in Appendixes 7 and 8. New symbols may be used with the approval of the national sign coordinator if not subject to the MUTCD. Symbols should supersede the need for explanatory text; however, use both symbols and text for pedestrian traffic signs. Use symbols mainly for guidance and information. For warning or regulation, use only symbols with the red prohibitive circle and diagonal slash. See **MUTCD 2M.07**.

Do not use more than four symbols on a single sign assembly. **MUTCD 2M.05**. Symbol sizes are recommended based on viewer speed, as follows:

Inches	Speed
30 x 30	Motorized 60+ mph
24 x 24	Motorized 30+ mph
18 x 18	Motorized 20+ mph
12 x 12	Motorized 1+ mph
6 x 6	Walking
3 x 3	Markers

D. NATIONAL MARKERS

1. National Trails System

The National Trails System Act (P.L. 90-543, as amended) requires the establishment of a uniform trail marker (symbol or logo) (16 U.S.C. 1242 (a)), and an appropriate and distinctive symbol (logo) for each national scenic, historic, and recreation trail (16 U.S.C. 1246 (c)). For identification signs, use the National Trails System uniform marker with the distinctive symbol (logo) for each congressionally designated trail.



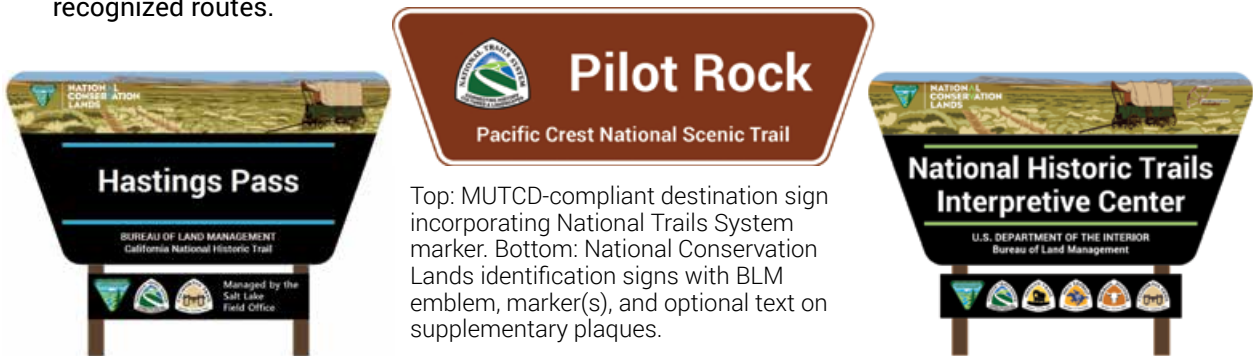
The distinctive symbol (logo) for each congressionally designated national scenic or historic trail is officially developed, adopted, and maintained by the administering agency—the BLM, the USFS, or the National Park Service (NPS)—as delegated by the Department of the Interior (BLM and NPS) or the Department of Agriculture (USFS). Each agency’s national trail administrator can provide permission to use the trail symbols (logos), as well as information about any additional trail marking standards (pursuant to 16 U.S.C. 1244). The NPS Harper’s Ferry Center maintains the official design of the logos for most congressionally designated trails.

In contrast with national scenic and historic trail symbols, the distinctive symbols (logos) for national recreation trails, including national water trails (Secretarial Order 3319 of February 29, 2012), are uniform markers as opposed to distinctive markers. No uniform marker is required or developed for secretarily designated connecting and side trails at this time (16 U.S.C. 1245).



National recreation and water trails are not part of the National Conservation Lands system. Signs recognizing national recreation trails and national water trails will use the standard state identification sign unless they fall entirely within a National Conservation Lands unit. The uniform markers for these trails may be used with state or National Conservation Lands signage as part of a plaque with the BLM emblem.

Refer to Chapter 3, Section B.8, Co-managed Areas, for guidance on partner recognition. See **MUTCD 2H.07** for information on signing auto tour routes related to significant or congressionally recognized routes.

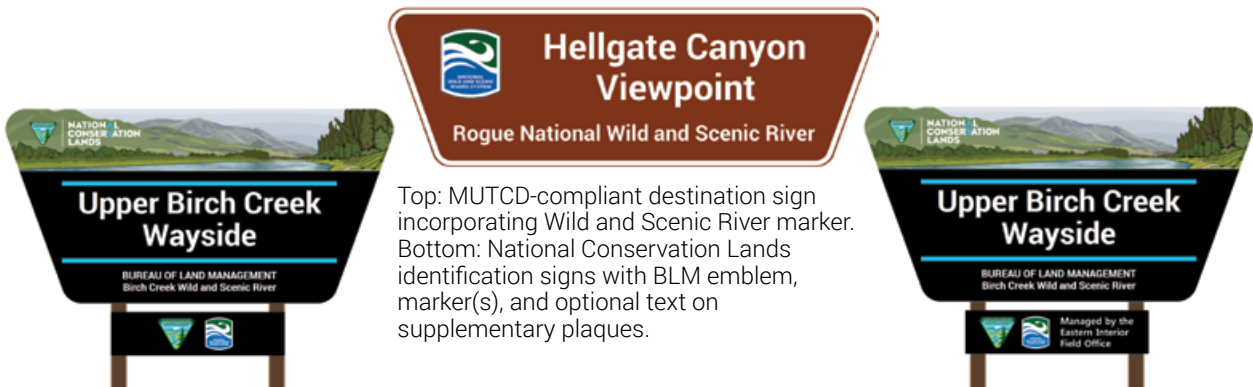


Note: Additional policy guidance for the administration or management of National Trails System components can be found in the following BLM manual sections:

- BLM Manual 6280 - Management of National Scenic and Historic Trails and Trails Under Study or Recommended as Suitable for Congressional Designation
- BLM Manual 6250 – National Scenic and Historic Trail Administration
- BLM Manual 8353 - Trail Management Areas – Secretarially Designated National Recreation, Water, and Connecting and Side Trails

2. National Wild and Scenic Rivers System

The marker shown here identifies the National Wild and Scenic Rivers System (components of which are administered by the BLM, NPS, U.S. Fish & Wildlife Service [USFWS], and the USFS). Include it on all MUTCD-compliant identification signs within the boundaries of rivers classified as wild, scenic, or recreational as part of the National Wild and Scenic Rivers System. The marker must accompany any non-MUTCD identification sign as part of a plaque with the BLM emblem.



3. Back Country Byways

The marker shown here is the approved symbol to identify a route that the BLM has officially designated as a back country byway. It adheres to MUTCD standards. Include this marker on all MUTCD-compliant identification signs, as a standalone or in conjunction with interpretive and other informational signs along byway routes. The marker should be used judiciously to avoid detracting from scenic values. These markers are available from the NSC. Decals (3 x 5 inches) are available from the PMDS or the NSC.



E. RETROREFLECTION

Despite improvements in traffic safety, several trends—older drivers, headlight design, and diverse vehicle sizes—reduce the ability of traffic signs to provide guidance and safety at night. Making signs that return more light to drivers, as well as pedestrians, bicyclists, OHV operators, and others is more important than ever.

Regulatory, warning, and MUTCD-compliant guide signs and object markers intended to be seen at night must be reflective or illuminated to show the same shape and similar color by day and night. **MUTCD 2A.07, 2A.08.** As soon as resources and priorities allow, replace roadway guide signs that do not currently use a sheeting type that meets MUTCD minimums. Only certain signs, such as parking signs and signs intended exclusively for bicyclists, are exempt from the requirements for maintenance of retroreflectivity. **MUTCD, 2A.08, footnote 6.** All BLM custom signs except panels should use engineer-grade reflective or high-intensity prismatic sheeting.

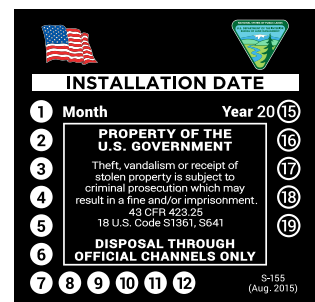
F. CONTRAST

At least 70-percent contrast is recommended between text and background. Use red and green sparingly in consideration of colorblind viewers.

G. INSTALLATION DATE/PENALTY STICKER

All custom signs 18 inches across and larger must have a 3-inch x 3-inch reflective installation date/penalty sticker. Hole-punch the sticker with the actual installation date, and place on the back, at or near the upper left corner, where it is clearly visible.

Note: Stickers or decals of any sort, including vendor identifiers, are not permitted on the face of any sign.



Chapter 6 – Sign Ordering

In the interest of maintaining consistency nationwide, all custom signs and panels for BLM lands and facilities must be ordered through the national sign coordinator. Sign vendors are selected based on their ability to provide quality signs that adhere to BLM sign standards in a timely and cost-effective manner. Following the procedures below will maintain effective and timely sign ordering and production, ensure that sign standards and specifications are followed, and help the bureau manage program costs.

Note: All BLM employees are prohibited from independently contracting with commercial or private sign vendors for the fabrication of any type of BLM sign, except in the following circumstances: Signs may be designed, acquired, or constructed in emergency situations that include, but are not limited to, the need to ensure public health and safety; eliminate or abate the effects of resource overuse, misuse, or vandalism; or prevent the loss or destruction of developed facilities and cultural or natural resources.

A. ORDER PREPARATION

1. Coordinate with other agencies. Contact federal, state, and local agencies and tribal entities whose properties border your area to explore the possibility of signs benefiting all entities involved and/or the need to coordinate permits. For example, if a sign is needed to identify a BLM trail and that trail eventually traverses USFS lands, why not construct a sign that is beneficial to both agencies? Or, if you are placing a sign along a public road, you may need to obtain an encroachment permit from the jurisdictional agency.
2. Determine which signs are a priority. Setting priorities will help you determine which signs are worth ordering now and which are worth the labor costs to install. Expend funds on only those signs that will be installed in a timely manner.
3. Signs can be less expensive when ordered in bulk. A successful planning process will result in larger and less frequent orders. 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 damaged. It is a good idea to have one backup for all signs so that one can be installed while new ones are being ordered.
4. Look for partnerships. Signs are expensive, and installation requires time and effort. Explore what options/events might supply your office with grant money, volunteer labor (e.g., user groups, trail crews, local schools), or donations of materials.
5. Coordinate enforcement signage with the law enforcement ranger.

B. FINAL CHECK

1. Optimally, base sign orders on an area or unit's sign plan, activity plan, or project plan.
2. Funding is the responsibility of the state office, field office, or designated area. Ensure that enough funds are available to cover the cost and delivery of signage. The national sign coordinator can assist with cost estimates.

3. Ensure that signage adheres to accessibility standards.
4. Signs are not effective if they misinform, alienate, or confuse the public. Ask yourself the following:
 - a. Will the sign accomplish your purpose (e.g., provide directions, solve a management problem, enhance the visitor's experience, improve resource/visitor protection)?
 - b. Is the sign geared to the anticipated audience (e.g., locals, visitors, children, senior citizens, families, international visitors)?
 - c. Is the sign's content appropriate for the zone where it will be located (e.g., approaching a destination, onsite)?
 - d. Are the sign and mounting materials suited to the area (e.g., vandalism history, climate)?
 - e. For a large sign, would the content be better communicated with multiple, potentially smaller signs?
 - f. For small signs, would the content be better communicated if consolidated with other small signs into a larger sign?
 - g. Is the sign consistent with BLM standards and other legal requirements?
 - h. Have you coordinated all needs and schedules among those responsible for construction and installation (e.g., contractor, force account, seasonal employees, youth corps crew)?
5. Inspect the following closely in the final layout to ensure an accurate product:
 - a. Correct message, spelling, and symbols.
 - b. Overall sign dimensions and shape.
 - c. Letter and border size.
 - d. Placement and spacing of letters and messages.
 - e. Placement of arrows and other symbols.
 - f. Colors.
 - g. Font type and size.

C. ORDERING CUSTOM SIGNS

Use Sign Order Form 9130-6, available online at <https://blmspace.blm.doi.net/oc/intra/dbs/eForms%20Library/Forms/Signs.aspx> (see Appendix 9).

Note: A 16- or 24-inch BLM emblem must be included on all portal and primary sign bases. See Chapter 7, Section C.2, Bases. Order the required emblems as needed.

1. Custom Signs

- a. The project lead prepares the sign order following the process established within the state.
- b. The project lead or state sign coordinator submits Form 9130-6 to BLM_OC_Signs@blm.gov.
- c. A visual information specialist at the NSC or the NOC lays out the sign.
- d. The project lead receives the mockup from the national sign coordinator, along with cost estimates for fabrication and shipping.
- e. The project lead and national sign coordinator coordinate any changes, or approval is given by the project lead to the national sign coordinator.
- f. The national sign coordinator provides the approved order and files to the sign fabricator.

2. Panels

For those proficient in Adobe Illustrator, interpretation and orientation panel templates are available at <http://web.blm.gov/wo-170/wo-172/toolkit/toolkit.html>.

- a. Before initiating the ordering process, the project lead should ensure that subject matter experts verify the accuracy of the content (text and graphics) and that a public affairs specialist and/or writer/editor reviews the content to ensure it is well crafted and of high quality.
- b. Project lead submits panel content (or completed panel templates) with Sign Order Form 9130-6 to the national sign coordinator.
- c. A visual information specialist at the NSC or the NOC lays out/fine-tunes the panel in coordination with the project lead. If required, the project lead provides the completed panels to public affairs for review.
- d. After all changes have been completed, the project lead notifies the national sign coordinator that the panel is approved. The visual information specialist provides the approved files to the national sign coordinator, who facilitates fabrication and payment.

D. ORDERING GENERAL PURPOSE SIGNS

General purpose signs may be ordered directly from the supplier without going through the national sign coordinator. Even though these are not custom, it is still important to reconcile them with the area sign plan. As with custom signs, the customer (state office, field office, or designated area) is responsible for the entire cost of an order.

1. BLM S-Series

The PMDS stocks S-series signs. To order, use Form 1556-1, Printed Materials Distribution Services Publications Requisition Form. The catalog is available at www.blm.gov/noc/st/en/business/pmds.html.

Note: Submit proposals for new S-series signs to the national sign coordinator.

2. UNICOR

Safety and traffic signs should be ordered from Federal Prison Industries (UNICOR). For ordering instructions and to view the UNICOR catalog, visit www.unicor.gov/index.aspx.

3. Fire Program

Fire posters and similar products may be ordered from the National Interagency Fire Center's Great Basin Cache.

Chapter 7 – Sign Installation

Uniform sign placement and installation helps visitors notice signs and make decisions. A sign's effectiveness may be compromised if the sign is used inappropriately or if it is installed incorrectly. A sign that is confusing, or one that cannot be seen in time, is useless. Select locations that maximize the opportunity for signs to be visible and to convey the intended message.

Strive for a consistent level of excellence at all BLM facilities by incorporating appropriate signage into planned or existing facilities in line with "BLM Guidelines for a Quality Built Environment" (http://www.blm.gov/style/medialib/blm/wo/Planning_and_Renewable_Resources/recreation_images/national_programs/VRM.Par.62809.File.dat/GQBE_WEB.pdf).

A. PERMITS AND CLEARANCES

Before installing any sign:

1. Check if any clearances are required—for example, where cultural, Endangered Species Act, or National Environmental Policy Act concerns are involved.
2. Obtain written permission from the appropriate jurisdictional agency (e.g., FHWA, state DOT, or the county road and bridge department).
3. Check with utility companies and other agencies that have underground cables and conduits along roads, so that the sign's position will be clear of these.

B. PRE-INSTALLATION INSPECTION

Inspect signs upon delivery or within 24 hours of receipt.

1. Any sign or panel not fabricated according to specifications must be reported to the national sign coordinator within 24 hours of delivery to initiate redress.
2. For any sign or panel damaged in shipment, the recipient should:
 - a. Refuse delivery, or
 - b. Accept delivery and fill out a claim form with the delivery service.
3. Inspect signs for general workmanship, including:
 - a. Correct type of sheeting.
 - b. Use of good ink quality on sheeting (i.e., ink does not rub off on your finger).

- c. Firmly applied sheeting (i.e., no bubbles or edge lift).
 - d. Correctly applied overlays, if required.
 - e. Correct substrate, including type and thickness.
 - f. Smooth edges.
 - g. A surface free of blemishes, nicks, cuts, hairline cracks, chips, or other defects.
 - h. Substrate flatness.
 - i. Firmly attached extrusions/stiffeners.
4. Inspect signs for overall aesthetics and adherence to the mockup, including:
 - a. Clarity and proper alignment of images.
 - b. Clean backgrounds.
 - c. Color consistency.
 - d. Crisp edges.

C. SUPPORT SYSTEMS

Ideally, signs should be mounted on dedicated support structures that complement the size, mass, and prominence of the sign. Do not attach signs to trees or other natural features; do not mount signs on telephone or power poles. Rather, mount signs on constructed features, such as buildings or dams.

Sign supports located within the highway ROW must conform to **MUTCD 2A.21** and **AASHTO Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals**.

1. Stanchions

The number and size of stanchions per sign should be proportional to the sign size. Use a single stanchion for signs up to 36 inches long; two, for signs 37–72 inches long; and three, for signs 73–96 inches long. For signs longer than 96 inches, consult a professional architect or engineer about what sign base design and mounting details will ensure structural stability.

a. Wood or Pressurized Posts

- Wood posts that are 4 x 4 inches or that have a 24-square-inch or less cross-sectional area meet breakaway standards when installed in normal soil conditions.
- Wood posts that are larger than 4 x 4 inches or that have a cross-sectional area larger than 24 square inches require holes of a specific size drilled perpendicular to traffic flow in exact locations, with the holes oriented to the traffic, to meet breakaway standards.
- Where needed due to soft ground or severe weather, and if allowed, use cross-bracing or bracing struts to prevent the sign from twisting or leaning.
- If posts are set in concrete, ensure the footings are flush with the ground.

b. Metal Posts

- Square tube steel posts are considered breakaway if they are no more than 2.25 inches.
- For larger posts, use sleeve assemblies or slip couplings for the base to make it breakaway or yielding. Doing so will also make repairs easier if the post is damaged.
- Drive the post into the ground rather than encasing it in concrete. A broken or damaged post is easier to remove if it is not driven or set into the ground more than 3 feet.

c. U-Channel Posts

- Rerolled rail steel weighing 3 pounds per foot or less, and installed in normal soil, are considered to be breakaway, since they will bend, break, or pull out of the ground when hit by a vehicle.
- For heavier posts, set a stub post of the same material in a concrete base with a 4-inch length available to bolt to the signpost as a base connection. Splicing of posts is not recommended because the impact performance cannot be accurately predicted.
- Drive the post into the ground rather than encasing it in concrete. A broken or damaged post is easier to remove if it is not driven or set into the ground more than 3.5 feet.

2. Bases

Install portal or primary identification signs—typically 120 x 60 inches or 96 x 48 inches—on substantial bases that convey permanence. BLM bases are normally located outside the roadside recovery area or ROW. Check with the local DOT to determine the recovery area/ROW boundary.

A 16- or 24-inch BLM emblem must be included on all portal or primary identification sign bases. For L-shaped masonry bases, install the emblem on the upright leg. For other base types, locate the emblem below the main sign, with the upper right emblem corner aligned with the lower right sign corner. Bases supporting double-hung signs should have an emblem on each side of the base. Emblems may be inset or mounted. Partner emblems, shields, or logos may also be included, and spacing adjusted accordingly.



Signs and interpretive materials may have unique bases that reflect the local area. Consider consistency from sign to sign, compatibility with the surrounding landscape and area themes, and use of native materials and elements that demonstrate regional diversity. Unique base designs should be approved by the state sign coordinator.

a. Stone

A stone base may be formed using either a single large stone or a grouping of boulders.

b. Masonry

A masonry base uses bricks, blocks, 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.

c. Wood

A wood base may incorporate logs, timbers, wood framing, or siding. Many varieties of wood exist for creating a distinctive design.

d. Metal

Galvanized material or steel, aluminum, iron, bronze, and other metals may be formed or welded to develop an artistic and unique design or may be used in standard cantilevered displays or kiosks.

e. Found Objects

Found objects—such as old mining cars or equipment, boats, and farm implements—may be used as bases. Before using found objects, consult a cultural resource specialist to ensure found objects do not need to be preserved as historical or archaeological properties.



L-shaped masonry base.

3. Mounting System

Local staff determine the best mounting system to use with their signs.

- a. Affix signs using aluminum or galvanized metal hardware. Install signs with widely available tamper-proof or vandal-resistant hardware. At the very least, after a sign is installed, snip off bolt ends and upset or fracture the threads to prevent sign removal by vandals or thieves.
- b. Use of extrusions, Z-bars, or 2x4s is highly recommended for providing stiffness and support to aluminum and other signs in high wind areas.
- c. Paint bolt heads to match the color of their location on the sign face.

Reminder: Ensure that double-hung signs align with each other when installed.



Extrusions attached to back of sign; mounted with angle irons on square posts.



Z-bar with U-bolt.



2x4 support structure, nut and bolt sign attachment.



Extrusion with strapping.



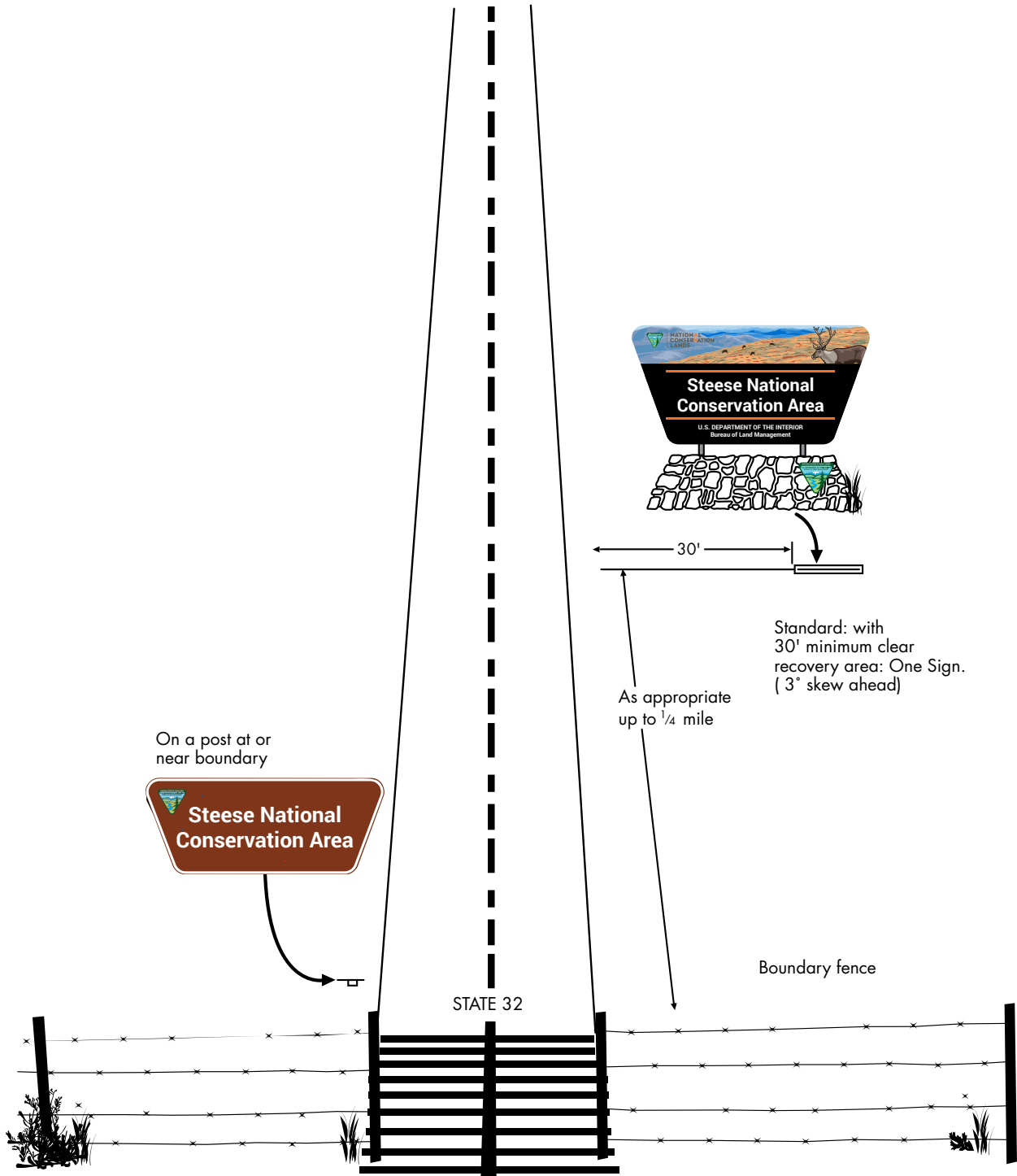
Tamper-resistant hardware.



Extrusion with strapping and bracket, or saddle, for round post.

D. LOCATION

Signs should provide adequate time for a proper response. Always consider safety when determining sign location. Uniformity of placement and installation helps visitors see BLM signs and determine where a directed action is to take place. **MUTCD 2A.16.**

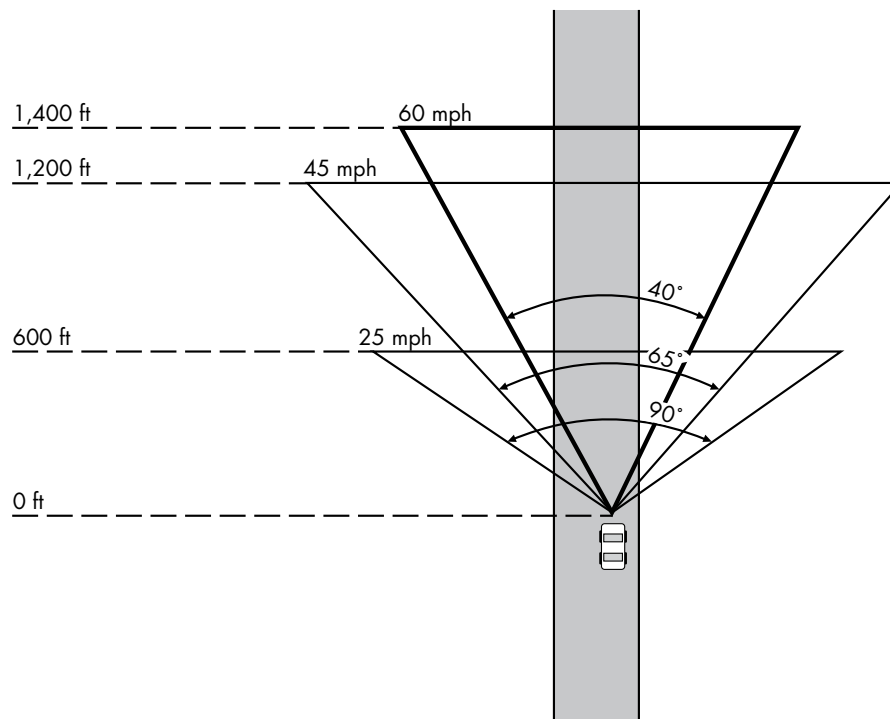


Unusual situations related to topography, constructed objects, intermediate intersections, or other circumstances may require modifications to typical sign placement guidelines and standards. Document any deviations or adjustments in the sign plan.

When placing BLM signs on roads under other jurisdictions, coordinate signing requirements with that agency. In those instances, follow the placement and installation guidelines and standards of the agency that has jurisdiction of the road.

Ensure that installation and removal of traffic control devices (as recommended by engineering judgment or an engineering study) occur in a timely manner. Signs sometimes create habitual driving patterns; any removal may require concurrent mitigation. Engineering judgments and engineering studies should evaluate and document the potential need for mitigation.

1. For new or replacement signs, determine the optimal sign location, size, and shape. Consider:
 - a. Light and sun exposure.
 - b. Roadway speed limits.
 - c. Sight lines and adequacy of time for viewing and response.
 - d. Other jurisdictional agency standards where applicable.
 - e. Appropriate and well-suited size for the location.



Visual perception response or cone of vision.

2. Place the sign within the viewer's cone of vision. As speed increases:
 - a. The driver's focus point increases. At 25 mph, the natural focus point of the eye lies 600 feet ahead of the car; at 45 mph, it lies 1,200 feet ahead.
 - b. The driver's peripheral vision decreases. On low-speed roads, the signs may be set further back from the ROW 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; at 60 mph, it is only 40 degrees.
 - c. 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 detail clearly only 110–1,400 feet ahead of the car.
3. Where a sign may become a photo opportunity, locate it carefully to ensure safe access.
4. Avoid placing signs in dips; just beyond the crest of a hill; where they may interfere with the normal operation of a facility; where vegetation or physical features will obstruct them; where users have greater need to focus on the road; and where they could interfere with snow removal and disposal.
5. Do not sign facilities where access by the public is not encouraged, personnel are not on duty, or visitor information is not available.
6. Ensure that signs for one activity do not interfere with another activity, such as a sign along a roadway that might impact clearance on an adjacent bicycle path.

E. EMPHASIS

Signs sometimes need additional emphasis, whether because they are easily missed, because they are new and unexpected, or because conditions have changed. Use any of the following methods, based on engineering judgment, to make a sign more conspicuous.

- Remove nonessential signs and conflicting signs from the ROW.
- Use fluorescent reflective sheeting, if allowed by local DOT.
- Add one or more red or orange flags above the regulatory or warning sign, with the flags oriented at 45 degrees to the vertical.
- Relocate the sign to provide better spacing between signs, if possible.
- Increase the sign's size.
- Add a vertical reflective strip to the sign support for regulatory and warning signs. The strip should match the background color of the sign and should be at least 2 inches wide. It should be placed for the full length of the support to within 2 feet above the ground. **MUTCD 2A.21.**
- Other methods, as documented in **MUTCD 2A.15.**

F. HEIGHT

See MUTCD 2A.18.

For signs not subject to MUTCD, ensure that base and post height are adequate to accommodate all mounted elements and that the measurement from the bottom edge of the lowest element to the top edge of the highest element allows for an unobstructed view while remaining in appropriate sightlines.

G. LATERAL OFFSET

1. Traffic Control Devices on BLM Roads

Work closely with your BLM engineer and the state DOT to ensure that placement of traffic control devices meets all requirements. **MUTCD 2A.16; 2A.19; 5A.04.**

2. Nonmotorized Trails

For adequate clearance, ensure that the nearest sign edge is at least 3 feet from the trail's edge.

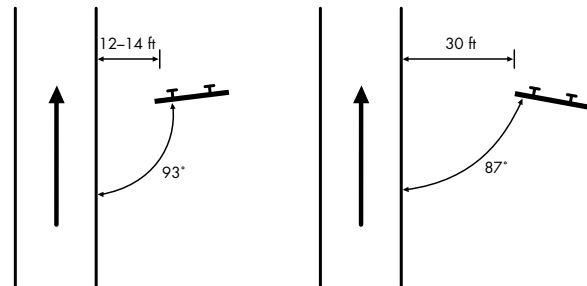
3. Winter Use Trails

Mount signs so that the nearest sign edge is 2–6 feet from the right edge of the trail and the bottom sign edge is a minimum of 40 inches above the average maximum snow level. Place signs so they are protected from wind, to help prevent the buildup of ice and snow.

H. ORIENTATION

Depending on the sign's distance from the road, mount signs at 87 or 93 degrees facing the intended audience. If traffic flows in both directions, place signs perpendicular to the road. Avoid orienting signs parallel to the road, since this greatly reduces recognition and reaction times. Locate signs so that they may be seen from where the majority of traffic originates (e.g., a main road rather than a driveway).

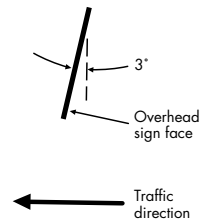
MUTCD 2A.20.



Sign orientation.

I. TILTING

Sign faces are normally vertical or slightly tilted. Use shims or spacers on the top or bottom mounts to tilt the sign forward or backward. On upgrades and downgrades, it may be desirable to tilt the sign to improve readability. Tilting a sign slightly forward on a flat helps prevent sap or bird droppings from defacing the sign.



Sign tilt.

Chapter 8 – Sign Maintenance

Plan and perform sign maintenance to ensure that signs, panels, and traffic control devices are clean, legible, undamaged, functional, and properly positioned. Effective sign maintenance will help ensure the safe use of the BLM lands and facilities and foster a positive image of the bureau.

When maintaining signs, consider the physical condition, the message content, and the relationship to other materials such as maps and brochures. Review the sign's message to determine whether it is still valid and current. If a new sign is needed, refer to Chapter 2, Sign Planning.

A. SIGN CONDITION EVALUATION

Schedule sign condition evaluations based on the established sign inventory, as an ongoing complement to the sign review (Chapter 2, Section B.2, Review), or randomly. Field vehicles should always carry a supply of Sign Survey Form 9130-4 (Appendix 3), so that specialists may document the condition of signs observed while they are performing other field duties. It is important to address missing, improper, incorrectly placed, damaged, or deteriorated signs in a timely manner with the resource specialist whose program the sign supports. Evaluate the following:



1. Damage

Consider the extent of damage along with other review factors to determine whether a sign should be repaired or replaced.



2. Visibility

Obscuring vegetation or other objects must be cleared to restore sign visibility. Relocate sign if obstructions cannot be eliminated.

3. Legibility and Appearance

Faded or illegible signs must be restored to their original condition.

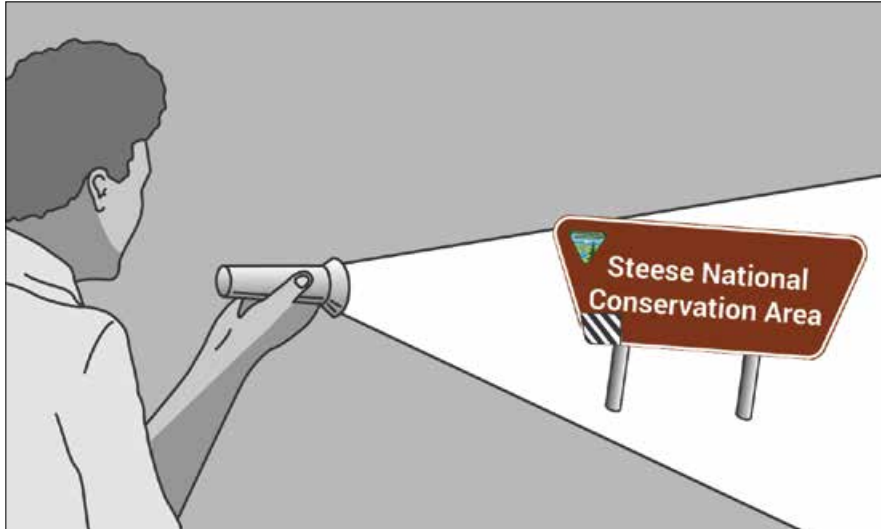
4. Retroreflectivity

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

Examples of damaged and missing signs that should be replaced quickly.

- a. If the inspection panel is brighter than the sign, replace the sign within the year.
- b. If the sign is brighter than the inspection panel, the sign still has several years of life.
- c. If the sign and the panel have equal brightness, the sign has 1–2 years of life.

For more information on assessing signs for nighttime visibility, visit: http://safety.fhwa.dot.gov/roadway_dept/night_visib/sign_retro_4page.pdf.



B. CLEANING

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

1. **General Cleaning.** Flush the sign surface with clean water to remove loose dirt. Scrub from the top down with a soft brush, rag, or sponge while using a mild, nonabrasive detergent or other suitable cleaner. To prolong the sign's life, avoid scrubbing areas that do not need it. Keep a steady stream of water flowing on the sign face to wash away dirt, and rinse the entire sign face with clean water when you are finished.
2. **Special Cleaning Problems.** After applying any of the methods described below, follow the guidance in Chapter 8, Section A.4, Retroreflectivity, to determine if the cleaned area has lost too much retroreflectivity and must be replaced.
 - a. **Tar, oil, diesel, and bituminous material:** use a mild solvent such as mineral spirits to remove the material. Then wash the surface with a mild detergent and rinse with clean water.
 - b. **Pollen and fungus:** wash the surface with a 3–5 percent sodium hypochlorite solution such as a commercial brand of bleach. Then wash the surface with a mild detergent and rinse with clean water.

- c. Lipstick and crayon: use a mild solvent such as mineral spirits to remove the material. Then wash the surface with a mild detergent and rinse with clean water.
 - d. Paint: spray 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.
 - e. Other severe contamination: remove with a very fine steel wool or plastic kitchen scour. Keep in mind that this scrubbing may destroy all or part of the sign's retroreflectivity.
3. To maintain fiberglass, periodically wax the sign with car wax. If the surface starts to show fine lines (crazing) or if fiber threads start appearing, a waxing often adds life to the sign.
 4. Bulletin board content can change frequently. Use the following guidelines to keep your bulletin boards informational and effective:
 - Do not cover information that identifies the BLM or describes the site.
 - Ensure that your plywood substrate is in good condition.
 - Place important messages for visitors in prominent positions.
 - Avoid clutter and overlapping.
 - Provide a dispenser for brochures.
 - Laminate maps before posting.
 - Do not post duplicate or conflicting messages.
 - Regularly remove excess staples, nails, tacks, paper remnants, and tape residue.
 - Remove and/or replace faded, torn, streaked, or outdated materials.
 - Reserve a space for visitors to post messages to one another.

C. REPAIR

Use only those materials (e.g., paints, stains, sheeting, hardware) that comply with the original sign specifications. Evaluate the maintained product against the standard for materials and workmanship established for the original. You may purchase sign maintenance materials at a local hardware store. The NSC can provide color patches for small repairs.

Where repairs are needed, follow the steps for the specific type of substrate. If the sign is badly damaged, consider full replacement.

1. Reflective Material

Minor damage may be repaired in the field without removing the sign from its support. Repairs of major damage are normally performed in a sign shop. Keep in mind that extensive repairs may easily cost more than a new sign would, and often do not significantly increase sign life. Some repairs may be made so the sign is operational until a replacement may be ordered and installed.

2. Aluminum Substrate

a. Bent Signs

Wear personal protective equipment. Bend the sign back into place on the signpost with hand pressure. If you cannot straighten the sign on the post, remove it and place it on a flat surface. Using cardboard or cloth to protect the sign face, straighten the bent substrate with a rubber mallet.

If the reflective sheeting has been scraped or damaged, proceed as follows:

- If message elements are not affected, remove all background sheeting from an area that is slightly larger than the damaged area.
- Clean the exposed surface with a mild detergent, and rinse it with clean water.
- Apply matching pressure-sensitive reflective background sheeting, extending at least a half inch beyond the damaged area.
- Replace damaged areas with die-cut, pressure-sensitive, pre-spaced letters, borders, and symbols, and firmly press them in place.

b. Holes

If a hole does not interfere with the sign message and functionality or if repair would create a sloppy sign, the hole need not be repaired. However, if repair is necessary:

- Remove all damaged sheeting from an area slightly larger than the damaged area.
- If necessary, straighten the sign using the method described in Chapter 8, Section C.2.a, Bent Signs.
- Remove any additional sheeting damaged during straightening.
- Clean the entire area with a mild detergent, and rinse it with clean water.
- Patch the hole on both sides of the sign with a heavy aluminum foil tape. Apply firm pressure using a squeegee. For large holes, start placing the foil at the bottom of the hole, overlapping each strip in shingle fashion to the top of the hole.
- Apply reflective background sheeting, extending it a half inch beyond the foil strips.
- Replace damaged areas with die-cut, pressure-sensitive, pre-spaced letters, borders, and symbols, and firmly press them in place.

c. Vinyl Separation

Warm the separated area with a heat gun or hair dryer, then stroke across the area with a felt-covered squeegee or a credit card covered with a soft cloth, working from the inside to the edge to eliminate air bubbles.

Note: Replacing more than one or two letters or symbols on the original background sheeting can be difficult. Instead, order an entire line or section of a sign's message, pre-applied to a strip of matching pressure-sensitive sheeting. If surface damage is extensive but the substrate is intact, order a new vinyl overlay for the entire sign.

3. Plywood Substrate

a. Holes

- Remove all loose wood on both sides of the sign and all damaged sheeting.
- Fill holes with wood filler or auto body filler.
- Sand and smooth.
- Wipe area around hole with clean cloth.
- For large holes, use the method described in Chapter 8, Section C.2.b, Holes.
- For painted signs, use an aerosol can of color-matched paint to spray lightly the aluminum tape covering the holes on the sign back.

4. Routed Wood

a. Repairing Sign Board

- Scrape loose paint with a wire brush.
- Dress all holes and damaged wood with a knife.
- Fill all cracks, holes, and imperfections with wood or auto body filler.
- Sand sign edges. Do not sand surface of medium density overlay (MDO) signs.
- Remove all loose paint, dust, or other foreign materials.

b. Painting

- Apply a prime coat.
- 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.
- Apply two coats of paint to the background area.
- Touch up letters if background paint contaminates the message.

c. Staining

- Apply two coats of stain to unpainted areas.

5. Supports and Hardware

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

6. Emblems

Replace emblems by applying a new emblem over the top of the existing one. Measure the existing emblem from the left top corner to the right top corner to ensure that you ordered and received the correct replacement size. Then remove any loose edges of the existing emblem, clean the area with alcohol, and carefully apply the new emblem. Replace rabbit-ear emblems on older BLM signs if the overall sign condition is good; otherwise, replace the entire sign to meet current BLM standards.

D. REPLACEMENT/COMPLETE REMOVAL

Determine signage funding requirements for annual maintenance as well as out-year needs. Each field office should develop a 5-year sign maintenance plan. Doing so will ensure that all signs are replaced in a timely manner and will also allow the state to prioritize its needs when requesting deferred maintenance funds. When deciding whether to replace or remove signs completely, consider:

- An increase or decrease in traffic volume.
- A change in type of motor vehicle use.
- Implementation of a speed limit.
- Change in surface type, such as gravel to pavement.
- Altered road maintenance standards.
- Changes to the traffic flow, ingress/egress points, or available facilities.
- Change in road use (i.e., closed or seasonal use).
- Revised resource or transportation management objectives.
- Frequency of vandalism or theft, and sign replacement costs (fabrication and shipping).

E. COVERING/TEMPORARY REMOVAL

It is important to remove or cover signs in a timely manner when the project is completed or the need is past. These include temporary signs associated with a particular activity or event (of short or long duration) and those that are needed continually but only on a seasonal basis. Failure to remove or cover these signs may lead to public confusion and loss of credibility and, thus, render signs ineffective.

If a sign will be used again, cover it with black plastic or a commercial sign-covering product, and secure in place with heavy-duty tape. Signs do not need to be covered for short-term shutdowns such as weekends, holidays, or furloughs; evaluate on a case-by-case basis.

F. DISPOSAL

Care must be taken to ensure that all BLM excess, obsolete, or damaged signs are properly disposed of to prevent their misuse and misrepresentation in the private sector. Several methods of sign disposal are recommended:

1. Return

Return to the PMDS any excess, overstocked, or unneeded signs that are still available in the PMDS inventory so they may be redistributed to other offices. To coordinate the return of unneeded signs, contact the PMDS.

2. Recycle

Obsolete or damaged signs have no value other than their material content and should be recycled. Before recycling, alter or deface the sign to prevent misuse. A written agreement or letter of destruction must be in place with the recycler and must guarantee that the sign will be reduced to scrap and that it will not be reused. BLM staff should ask local recyclers to require BLM

identification from anyone recycling a BLM sign to ensure that signs are recycled only through official channels. Explain that BLM signs are sometimes stolen to be turned in for recycling money, and encourage the center to contact local law enforcement when such theft is suspected. Consistent education and enforcement will make the theft of BLM signs unprofitable.

3. Repurpose

Consider repurposing sign materials into shelving, tables, etc.

4. Disposal

Where recycling or repurposing is not available, follow standard waste disposal practices. Before taking a sign to the landfill, alter or deface the sign sufficiently to prevent its misuse in the private sector. A written agreement must be in place with the landfill guaranteeing that signs will be reduced to scrap and will not be available to the private sector.

Conclusion

Day and night, rain or shine, BLM signs promote the bureau's image and contribute directly to the use and enjoyment of America's public lands. Signs make the journey possible and are worth doing right!



Appendixes

Appendix 1 – Sign Primer

A. COLORS

MUTCD 2A.10

These colors must be used regardless of which jurisdictional authority installs signs to control traffic. Do not use these colors on non-traffic control signs along roadways or close to traffic control signs, where they could cause viewer confusion. The principal colors and their uses are:

BLACK	Regulation: one way, legends
BLUE	Guide: motorist services, interstate/county routes, evacuation, service
BROWN	Guide/Information: (background) recreational and cultural interest
GREEN	Guide: directions, locations, legends
ORANGE	Temporary: construction, maintenance, temporary, incidents
RED	Prohibition: (outlines, prohibited diagonal) stop, do not enter, wrong way
WHITE	Regulation: (background) on most regulatory signs, legends, borders
YELLOW	Warnings: (background)

B. SHAPES

MUTCD 2A.09

CIRCLE	Railroad warning and Civil Defense Evacuation Route markers
CROSSBUCK	Railroad crossing
DIAMOND	Warning
OCTAGON	Stop
PENNANT	No passing zone (horizontally oriented isosceles triangle)
PENTAGON	School and school crossing (point up)
PENTAGON	County route (point up, rounded shape)
RECTANGLE	Regulatory and some warning (vertically oriented)
TRAPEZOID	Recreational and cultural interest
TRIANGLE	Yield (equilateral, one point down)

C. 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. The message is applied to the substrate by a variety of methods, including painting, printing (by applying cut letters, using digital printers, or 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.

The preferred substrates for BLM signs are aluminum, high-density overlay (HDO) plywood, or aluminum-clad plywood; others are available by request:

1. Aluminum

A proven substrate for both small and large signs. The message can be either silk screened directly onto painted aluminum or applied to a vinyl overlay. When used for large signs, it requires reinforcement with an appropriate support system. This material has excellent weather resistance. Initial and replacement costs are moderate.

2. High-Density Overlay Plywood

Marine-quality 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.

3. 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.

4. 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.

5. Medium-Density Overlay Plywood

Marine-quality plywood with one side covered with a smooth but more porous overlay than HDO. The porosity of the overlay allows paint to bond with the substrate better than it would with HDO. This substrate material may be routed and is used less often than HDO. The cost is moderate.

6. Plastics

- a. Polyethylene and polypropylene (Sintra) are fairly common materials suitable for most routine sign applications. They are soft materials with 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. Polycarbonate, 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.

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 sandblasted 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 were 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 display.

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

A paper image embedded in a fiberglass/epoxy resin panel. The fiberglass resists scratching and impact and weathers very well. The cost 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 at resisting weather, but they are only fair or poor in their resistance to scratching or impact. Initial and replacement costs are medium.

Appendix 2 – Sign Plan Outline (example)

Area/Unit Name

Sign Plan

A. DESCRIPTION OF THE AREA

Area size and location, ownership, significant features, distance, and direction to nearest towns.

B. MANAGEMENT OBJECTIVES

What natural resources and/or constructed features are significant?

Example:

- Preserve the beauty, integrity, and natural resources of the Le Cirque climbing area.
- Limit Le Cirque's south wall to non-permanent/non-sport climbing protection.

C. SCOPE

What is the plan's purpose? Is it to address problems, resource issues, orientation/interpretation needs, visitor guidance, access, safety, available features and facilities?

Example:

- Promote safety for rock-climbing activities.
- Provide basic orientation and interpretive information about the environmental and cultural resources at Le Cirque.

D. PLANNING CRITERIA (*Elaborate*)

- Number of Visitors
- Common Activities
- Trailheads and Camping Areas
- Historical and Cultural Use
- Access, Transportation, and Parking
- Setting
- Vandalism and Other Issues

E. STRATEGIES

Example:

- Ensure that all forms of communication (e.g., maps, brochures, signs) are integrated in a complete package.

- Place informational safety signs at rock-climbing areas.
- Develop and install orientation and interpretive panels at significant sites.
- Redesign outdated communication materials and replace as depleted.

F. INVENTORY

The attached sheets provide a complete inventory of all signs currently found in the area.

G. NEEDS (*What types of signs will be placed where.*)

Example:

- MUTCD destination and directional signs on County Road 11
- Trailhead identification sign at parking area
- Orientation panel at parking area with rules and safety suggestions
- Trail guide signs at intersection of Le Cirque Trail and Big Sandy Trail
- Decals along entire length of Le Cirque Trail
- Signs at each climbing wall indicating name and allowed use

H. OTHER CONSIDERATIONS

Example:

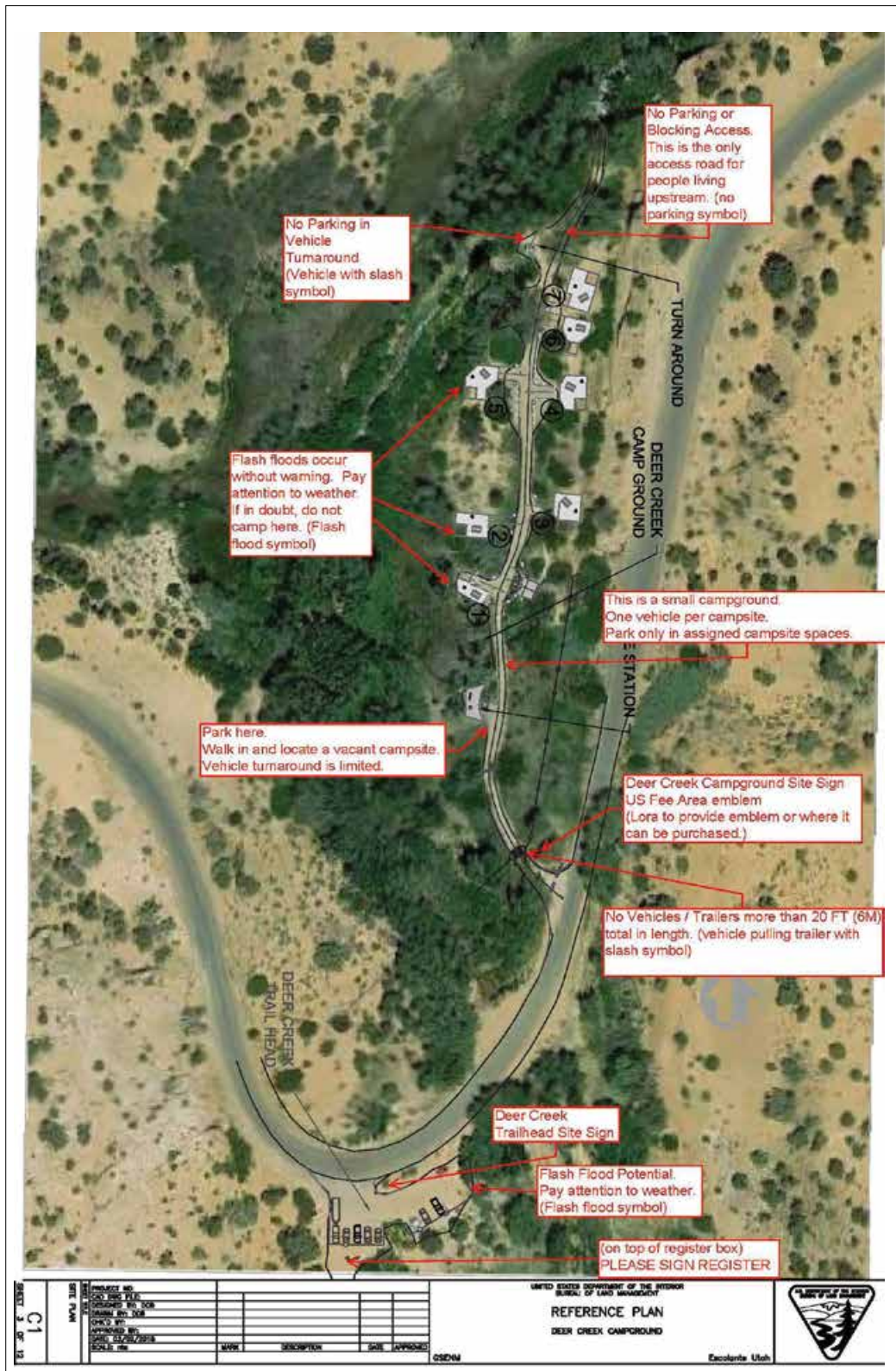
- When ordering signs, order a duplicate as a ready replacement, owing to the high vandalism in the area.
- Reevaluate the plan every 2 years, given the increased visitation and the sensitivity of the cultural resource.
- Inspect signs annually and replace as needed.

I. FUNDING REQUIREMENTS

- Replacement and maintenance will cost approximately \$XX/year.
- First-year costs for ordering new signs listed in Section G will be approximately \$XX.
- Ensure costs are factored into state's 5-year plan.

J. ATTACHMENTS

- Maps of Existing and Proposed Sign Locations
- Sign Detail per Location
- Sign Replacement/Removal/Coverage Schedule
- Maintenance Activities
- Annual Work Plan



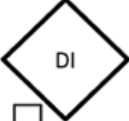
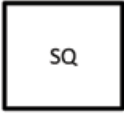




Sign plan map example.

Appendix 3 – Form 9130-4, Sign Survey Form

Form 9130-4
(June 2015)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
SIGN SURVEY FORM

Inspector			Date Inspected		Date Sign Produced	
State	County	Field Office	Road/Site Name	Road Site #	Mileage Marker	
Quad	Township, Range, Section		Northing		Latitude	
			Easting		Longitude	

Location Sketch		Category (Check One)	Sign Shape (Check One)	
W	N	Custom 1. Identification <input type="checkbox"/> 2. Guide <input type="checkbox"/> 3. Informational <input type="checkbox"/> 4. Panel <input type="checkbox"/>	<input type="checkbox"/> 	<input type="checkbox"/> 
	E	General Purpose 5. BLM Standard <input type="checkbox"/> 6. Routine <input type="checkbox"/>	<input type="checkbox"/>  RD	<input type="checkbox"/>  ET
	S		<input type="checkbox"/>  CB	<input type="checkbox"/>  OC
Explanation of Shape Codes DI Diamond SQ Square RD Round ET Equilateral Triangle CB Crossbuck OC Octagonal TT Truncated Triangle HR Horizontal Rectangle VR Verticle Rectangle				
Text of the sign (please specify size (in inches) and font for each line)				
Text		Size	Font	

(Continued on page 2)

Formatting			
Sign		Post	
Panel	Face	Type	Shape
Plywood <input type="checkbox"/>	Sheeting <input type="checkbox"/>	Masonry <input type="checkbox"/>	Square <input type="checkbox"/>
Aluminum <input type="checkbox"/>	Painted <input type="checkbox"/>	Metal Post <input type="checkbox"/>	Rectangular <input type="checkbox"/>
Wood <input type="checkbox"/>	Routed <input type="checkbox"/>	Wood Post <input type="checkbox"/>	Round <input type="checkbox"/>
Plastic <input type="checkbox"/>	Other: <input type="checkbox"/>	Plastic Post <input type="checkbox"/>	T-Shape <input type="checkbox"/>
Other: <input type="checkbox"/>	ReflectORIZED? Yes <input type="checkbox"/> No <input type="checkbox"/>	Other: <input type="checkbox"/>	U-Shape <input type="checkbox"/>
Sign Color		Post Size	
Brown and White <input type="checkbox"/> Black and White <input type="checkbox"/> Black and Yellow <input type="checkbox"/> Red and White <input type="checkbox"/> Green and White <input type="checkbox"/> Blue and White <input type="checkbox"/> Other: <input type="checkbox"/>		Post Length	
Attachment System Type			

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

(Continued on page 3)

(Form 9130-4, page 2)

INSTRUCTIONS

A. Important Considerations

1. Inventory

Cross check location drawing with inventory

2. Mounting

Uprights are straight and plumb

Posts are not loose or rotated

Posts are not damaged

Wall mountings are secure

Dimensional lumber and redwood sign posts stained and sealed

3. Hardware and Joints

Bolts and attachments are secure

4. Sheeting

Edges of reflective sheeting are tight to substrate

5. Sign Face

Sign is legible and in good repair

Letters are not missing or broken

Color is bright and unfaded

Clean and free of stains or markings

Surface is not crazed or lifted

Seams on the front face are sealed

6. General

Note other damage from vandalism or normal deterioration

B. Condition Ratings

1. Good

Some weathering but legible

Intact with no holes or broken portions

May need some cleaning and minor touch-up painting

No vegetation, etc., obscure sign

2. 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

3. Damaged

Weathered to the point that the message is no longer legible

Severe damage from holes or other vandalism

Repairable temporarily, but replace ASAP

4. Missing/Down

Sign down or so damaged that repairs are impossible

Order immediately if still needed

5. Obsolete

Message outdated or incorrect

(Form 9130-4, page 3)

Appendix 4 – Links

BLM eForms/Signs - For Forms 9130-4, 9130-5, and 9130-6

<https://blmspace.blm.doi.net/oc/intra/dbs/eForms%20Library/Forms/Signs.aspx>

BLM Guidelines for a Quality Built Environment

http://www.blm.gov/style/medialib/blm/wo/Planning_and_Renewable_Resources/recreation_images/national_programs/VRM.Par.62809.File.dat/GQBE_WEB.pdf

BLM Interpretive Strategy

http://www.blm.gov/style/medialib/blm/wo/Planning_and_Renewable_Resources/recreation_images/national_programs/interpretation.Par.56678.File.dat/interpretive_strategy-landscape.pdf

BLM National Conservation Lands Visual Elements Toolkit

<http://web.blm.gov/wo-170/wo-172/toolkit/toolkit.html>

BLM National Sign Center

http://www.blm.gov/wy/st/en/Sign_Center.html

BLM National Sign Program

Submit requests for access to the national sign coordinator.

<http://teamspace/sites-oc/noc/National%20Sign%20Committee/Shared%20Documents/Forms/AllItems.aspx>

Manual on Uniform Traffic Control Devices 2009

http://mutcd.fhwa.dot.gov/htm/2009r1r2/html_index.htm

Map and Other International Symbols

<http://www.nps.gov/hfc/carto/map-symbols.cfm> (map symbols and patterns for NPS maps)

<http://www.aiga.org/symbol-signs/> (American Institute of Graphic Arts)

Printed Materials Distribution Services

<http://www.blm.gov/noc/st/en/business/pmds.html>

Quick Guide to Interpretive Publications (must open in Google Chrome)

https://drive.google.com/a/blm.gov/folderview?id=0B69H-pgkhwSHfjE2ZFZhdF9CN2haMzVzZEFIM240RUZrY3BFa1NrMG5hekR1YUQwNVJKUDA&usp=sharing_eid

The Built Environment Image Guide for the National Forests and Grasslands

http://www.fs.fed.us/recreation/programs/beig/01_frontmatter.pdf

UNICOR

http://www.unicor.gov/shopping/ViewCat_m.asp?idCategory=1422&iStore=UNI

U.S. Forest Service National Symbols Cache

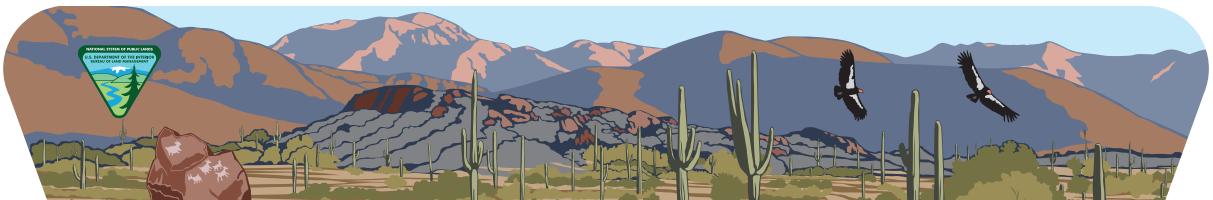
<https://www.symbols.gov/>

Appendix 5 – State Illustrations

A. ALASKA



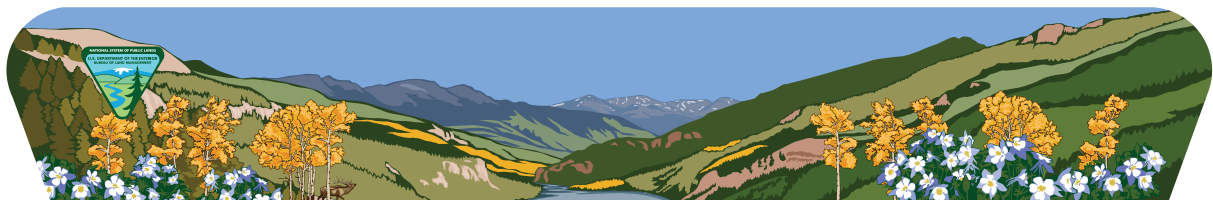
B. ARIZONA



C. CALIFORNIA



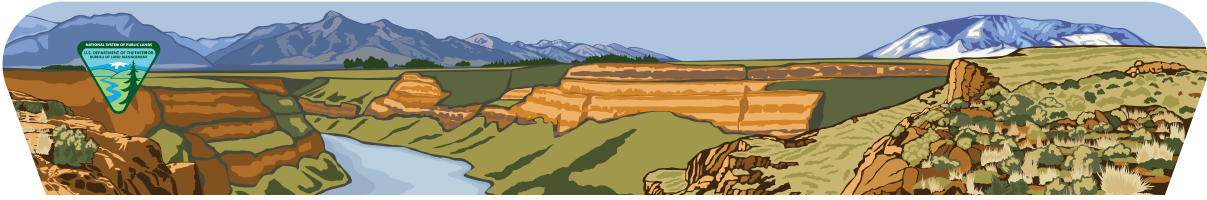
D. COLORADO



E. EASTERN STATES



F. IDAHO



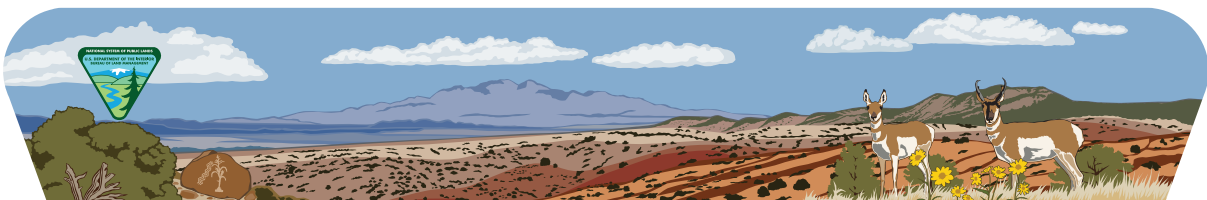
G. MONTANA/DAKOTAS



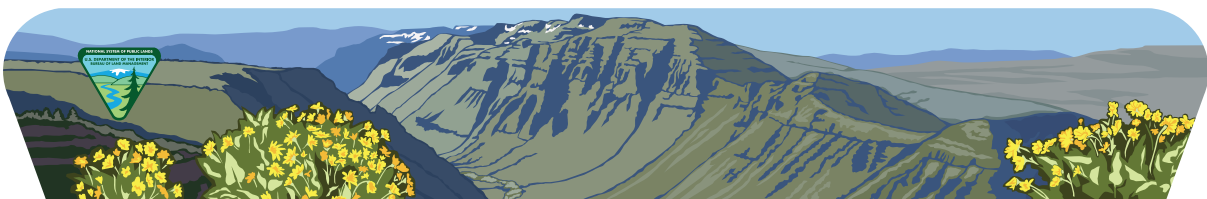
H. NEVADA



I. NEW MEXICO



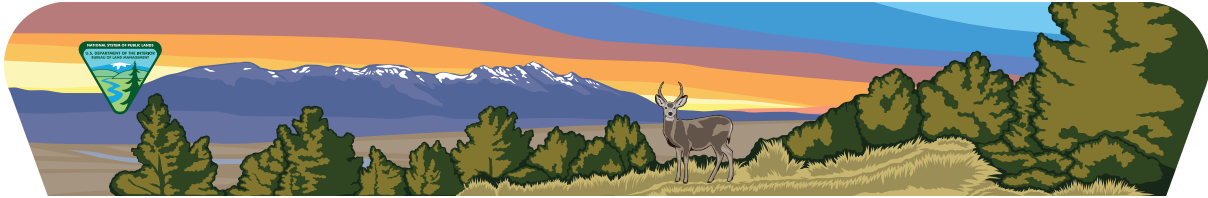
J. OREGON/WASHINGTON



K. UTAH



L. WYOMING



Appendix 6 – Accessibility

A. ACCESSIBILITY STANDARDS AND GUIDELINES

The Uniform Federal Accessibility Standards (UFAS) provide minimum requirements for accessibility in federal programs, facilities, and services. All federal agencies must follow UFAS standards to the extent required by the Architectural Barriers Act of 1968, as amended. The U.S. Access Board enforces federal accessibility standards. Most accessibility questions can be answered by visiting the board’s website at www.access-board.gov, or by contacting the BLM national recreation accessibility lead (WO-250).

The Americans with Disabilities Act (ADA) Accessibility Guidelines (ADAAG) provide minimum requirements for private industry and state and local governments. While the federal government is not required to follow these guidelines, the ADA can be applicable in some circumstances, such as concessionaires or private businesses operating under a commercial lease (i.e., outfitters). Signage in these cases may need to comply with the ADA because BLM lands are owned under proprietary jurisdiction; thus, all federal, state, and local laws apply, including county codes and/or state laws that may require the private business to comply with the ADA.

For more information, consult the following USFS references, as this agency has an exemplary accessibility program:

- “Sign and Poster Guidelines for the Forest Service,” Chapter 1, Introduction and Principles—Policy and Standards, part 1.7.4 Accessibility Signing and International Symbol of Accessibility; 1.7.5 Other International Symbols.
http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprd3810021.pdf
- “Accessibility Guidebook for Outdoor Recreation and Trails,” the section on Applying the Forest Service Outdoor Recreation Accessibility Guidelines.
<http://www.fs.fed.us/recreation/programs/accessibility/htmlpubs/htm06232801/page08.htm>

B. UFAS

www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas#intro

This document sets standards for accessibility by physically handicapped persons for federal and federally funded facilities. These standards are applied during the design, construction, and alteration of buildings and facilities to the extent required by the Architectural Barriers Act of 1968, as amended. (An asterisk indicates that related, but not mandatory, guidance exists in the UFAS document’s appendix.)

4.1.1(7) ACCESSIBLE SITES AND EXTERIOR FACILITIES: NEW CONSTRUCTION. All signs shall comply with 4.30. Elements and spaces of accessible facilities which shall be identified by the International Symbol of Accessibility are:

- (a) Parking spaces designated as reserved for physically handicapped people;
- (b) passenger loading zones;
- (c) accessible entrances;
- (d) accessible toilet and bathing facilities.

4.1.2(15) ACCESSIBLE BUILDINGS: NEW CONSTRUCTION. If signs are provided, they shall comply with 4.30.1, 4.30.2 and 4.30.3. In addition, permanent signage that identifies rooms and spaces shall also comply with 4.30.4 and 4.30.6. EXCEPTION: The provisions of 4.30.4 are not mandatory for temporary information on room and space signage, such as current occupant's name, provided the permanent room or space identification complies with 4.30.4.

4.6.4* SIGNAGE. Accessible parking spaces shall be designated as reserved for the disabled by a sign showing the symbol of accessibility (see 4.30.5). Such signs shall not be obscured by a vehicle parked in the space.

4.30 SIGNAGE.

4.30.1* GENERAL. Signage required to be accessible by 4.1 shall comply with 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 a dark background or dark characters on a light background.

4.30.4* RAISED CHARACTERS OR SYMBOLS. Letters and numbers on signs shall be raised $\frac{1}{32}$ in (0.8 mm) minimum and shall be sans serif characters. Raised characters or symbols shall be at least $\frac{5}{8}$ in (16 mm) high, but no higher than 2 in (50 mm). Symbols or pictographs on signs shall be raised $\frac{1}{32}$ in (0.8 mm) 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 [see graphic below].



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 in and 66 in (1370 mm and 1675 mm) above the finished floor.

A.4.30 SIGNAGE.

A4.30.1 GENERAL. In building complexes where finding locations independently on a routine basis may be a necessity (for example, college campuses), tactile maps or prerecorded instructions can be very helpful to visually impaired people. Several maps and auditory instructions have been developed and tested for specific applications. The type of map or instructions used must be based on the information to be communicated, which depends highly on the type of buildings or users.

Landmarks that can easily be distinguished by visually impaired individuals are useful as orientation cues. Such cues include changes in illumination level, bright colors, unique patterns, wall murals, location of special equipment, or other architectural features (for example, an exterior view).

Many people with disabilities have limitations in movement of their head and reduced peripheral vision. Thus, signage positioned perpendicular to the path of travel is easiest for them to notice. People can generally distinguish signage within an angle of 30 degrees of either side of the centerline of their face without moving their head.

A4.30.2 CHARACTER PROPORTION. The legibility of printed characters is a function of the viewing distance, character height, the ratio of the stroke width to the height of the character, the contrast of color between character and background, and print font. The size of characters must be based upon the intended viewing distance. A severely nearsighted person may have to be much closer to see a character of a given size accurately than a person with normal visual acuity.

A4.30.3 COLOR CONTRAST. The greatest readability is usually achieved through the use of light-colored characters or symbols on a dark background.

A4.30.4 RAISED OR INDENTED CHARACTERS OR SYMBOLS. Signs with descriptive materials about public buildings, monuments, and objects of cultural interest can be raised or incised letters. However, a sighted guide or audiotape device is often a more effective way to present such information. Raised characters are easier to feel at small sizes and are not susceptible to maintenance problems as are indented characters, which can fill with dirt, cleaning compounds, and the like.

Braille characters can be used in addition to standard alphabet characters and numbers. Placing braille characters to the left of standard characters makes them more convenient to read. Standard dot sizing and spacing as used in braille publications are acceptable. Raised borders around raised characters can make them confusing to read unless the border is set far away from the characters.

Appendix 7—International Symbols

International symbols replace text with simple, easily recognized graphics. Symbols may be used in motorized or nonmotorized areas to direct visitors to facilities, structures, and places, recreational or cultural interests, or various services available to the general public.







01	campground	47	playground
02	parking	48	petroglyph
03	mountain bike trail	49	archaeological site
04	wheelchair accessible	50	trail shelter
05	watchable wildlife	51	trailer sanitary station
06	information	52	gas station
07	campfire	53	hang gliding area
08	picnic area	54	telephone
09	motor boating	55	cabin rental
10	marina	56	land sailing
11	hiking trail	57	desert tortoise area
12	all-terrain vehicle trail	58	fee area
13	fishing	59	fossil site
14	boat ramp	60	historic site
15	hunting	61	ranger station
16	interpretive trail	62	grocery store
17	first aid	63	lodging
18	rock collecting	64	environmental study area
19	winter recreation area	65	group campground
20	restrooms	66	litter container
21	scenic area	67	group day use area
22	climbing	69	swimming
23	horse trail	70	emergency communication
24	wild horse viewing area	71	wayside exhibit
25	dirt bike trail	72	golfing
26	four wheel drive trail	73	hospital
27	bird viewing area	74	off-highway vehicle area
28	bird of prey viewing area	76	trailhead
29	spelunking	77	trailhead
30	bicycle trail	78	trailhead
31	rafting	79	trailhead
32	kayaking	80	hot tubs
33	canoeing	81	post office
34	scenic geology	82	archery range
35	visitor center	83	lookout tower
36	BLM back country byway	84	amphitheater
37	drinking water	85	showers
38	cross-country skiing	86	nonmotorized boats
39	point of interest	87	snowshoeing
40	picnic shelter	88	sailboating
41	downhill skiing	89	recreation area #1
42	food service	90	recreation area #2
43	interpretive auto road	91	recreation area #3
44	snowmobiling	92	recreation area #4
45	trailer camping	93	recreation area #5
46	interpretive sign	94	recreation area #6

- | | |
|------------------------------|----------------------------|
| 95 recreation area #7 | 132 automobile |
| 96 recreation area #8 | 133 bear viewing area |
| 97 recreation area #9 | 134 dam |
| 98 recreation area #10 | 135 deer viewing area |
| 99 recreation area #11 | 136 nature study area |
| 100 recreation area #12 | 137 shooting area |
| 101 ferry | 138 fish hatchery |
| 102 mechanic | 139 leashed pets |
| 103 electrical hookup | 140 lighthouse |
| 104 motorhome | 141 pedestrian crossing |
| 105 group picnic area | 142 smoking permitted |
| 106 rock climbing | 143 truck parking |
| 107 stable | 144 tunnel |
| 108 aerial tramway | 145 ATM |
| 109 corral | 146 ATM |
| 110 roller blading | 147 high-clearance vehicle |
| 111 walk-in campground | 148 seaplane activity |
| 112 ice skating | 149 airport |
| 113 ski jumping | 150 bus stop |
| 114 ski bobbing | 151 elevator |
| 115 sledding | 152 kennel |
| 116 chairlift | 153 laundry |
| 117 dog sledding | 154 locker rental |
| 118 snow tubing | 155 men’s restroom |
| 119 snowboarding | 156 women’s restroom |
| 120 boat tours | 157 sleeping shelter |
| 121 diving | 158 bus parking |
| 122 scuba diving | 159 family restroom |
| 123 water skiing | 160 helicopter activity |
| 124 surfing | |
| 125 wading | |
| 126 beach | |
| 127 fishing pier | |
| 128 hand launch | |
| 129 personal watercraft area | |
| 130 wind surfing | |
| 131 BLM field office | |

































































Other Icons

- 201 wag bag disposal













Appendix 8 – Additional Symbols

Facilities and Amenities





















		ATM			Parking
		Automobiles			Picnic area
		Baby changing station			Picnic shelter
		Bottles			Recycling
		Bottles or cans			Restrooms
		Campfire			RV campground
		Campground			Sanitary disposal station
		Drinking water			Shelter
		Elevator			Shelter cabin
		Food service			Showers
		Gas station			Sleeping shelter
		Lighthouse			Snack bar
		Litter receptacle			Stable
		Lodging			Station or Center
		Lookout tower			Store
		Men's room			Strollers
		Museum			Trailer site

-   Trash dumpster
-   Trucks
-   Tunnel
-   Wood gathering
-   Women's room



























Safety

- | | | | | | |
|---|---|-----------------------|---|---|-----------------------|
|  |  | Emergencies |  |  | Slippery steps |
|  |  | Falling rocks |  |  | Smoking |
|  |  | Fire extinguisher |  |  | Stay on trail |
|  |  | First aid |  |  | Stay back from edge |
|  |  | Hold hand rail |  |  | Sunny |
|  |  | Pedestrian crossing |  |  | Uneven walkways |
|  |  | Pets on leash |  |  | Walk on boardwalk |
|  |  | Radiator water |  |  | Watch for falling ice |
|  |  | Rattlesnakes |  |  | Emergency telephone |
|  |  | Safety/Caution/Alerts |  |  | Hospital |
|  |  | Slippery ramp | | | |






























































Information and Instructions

-   Audio tour
-   Brochure
-   Calendar/Events
-   Directions
-   Hours of operation
-   Information
-   Interpretive exhibit
-   Maps
-   No mobile devices
-   Passes and fees
-   Quiet, please
-   Radios
-   Silence mobile devices
-   Telephone
-   Things to do
-   Wi-Fi

Accessibility

-   Assistive listening systems
T-coil compatible
-   Assistive listening systems
-   Audio description
-   Braille
-   Closed captioning (CC)
-   Large print
-   Live audio description
-   Low vision access
-   Open captioning (OC)
-   Text Telephone (TTY)
-   Sign language interp.
-   Volume control phone
-   Wheelchair-accessible

Recreation - Land

		4-wheel-drive road			Point of interest
		Archery			Rock collecting
		All-terrain trail			Scenic viewpoint
		Baseball			Self-guiding trail
		Bear viewing			Skateboarding
		Bicycle trail			Spelunking/Caves
		Camera			Star gazing
		Climbing			Technical rock climb
		Deer viewing			Tennis
		Driving tour			Trailhead
		Exercise/Fitness			Trailhead information
		Firewood cutting			Viewing area
		Flower viewing			Walking/Walking tour
		Hang gliding			Wildlife viewing
		In-line skating			Wilderness
		Metal detectors			
		Motor bike trail			
		Playground			

Recreation - Water

		Beach access			Personal watercraft
		Boat launch			River rafting
		Canoe access			Rowboating
		Dam			Sailing
		Diving			Scuba diving
		Fish cleaning			Sea lion viewing
		Fish hatchery			Sea plane
		Fish ladder			Surfing
		Fishing			Swimming
		Fishing pier			Wading
		Dump station/restroom			Waterfall
		Hand/Small boat launch			Waterfowl
		Kayaking			Waterskiing
		Life jackets			Whale viewing
		Marina			Wind surfing
		Motorboating			Tidepooling
		Partially submerged wreck			Zebra mussel decontamination station

Recreation - Winter

- | | | |
|---|---|-------------------------|
|  |  | Chair lift/Ski lift |
|  |  | Cross country ski trail |
|  |  | Downhill skiing |
|  |  | Ice fishing |
|  |  | Ice skating |
|  |  | Ski jumping |
|  |  | Sledding |
|  |  | Snowboarding |
|  |  | Snowmobile trail |
|  |  | Snow-shoeing |
|  |  | Winter recreation area |

Section 3: Sign Specifications

- Attach a photo or sketch showing all sign elements, such as shape, message text, arrows, international symbols, custom size, etc. Provide as many Section 3s and sketches as needed for your order.
- Guide signs are limited to three lines of direction on conventional roads, four lines on low-volume roads and a maximum of four international symbols. The final size of guide signs is determined by content and roadway MPH.
- Send completed panel templates with this form or attach individual panel elements such as text (in a Word document) and high-quality images. Public affairs review of panel content is highly recommended.

Sign # _____ Quantity: _____ Substrate: Aluminum Plywood
 Di-bond _____

Category: Identification
 Supplemental Plaque
 Guide – Road
 Guide – Trail
 Information
 Panel
 Decal

Roadway MPH: _____

In road ROW/MUTCD Compliant: Yes No

Shape: Trapezoid
 Rectangle

Standard Identification Sign Sizes

120wx60h 72wx36h 36wx18h 24wx11.5h
 96wx48h 60wx30h 48wx24h

Information Sign Sizes

18wx12h 24wx36h 36wx18h Size Determined by Content
 24wx12h 24wx18h 36wx24h

Standard Panel Size

24wx36h 36wx46h 42wx24h 48wx48h
 24wx42h 36wx24h 46wx36h Custom Size

Need for Sign:

New Theft/Vandalism Age/Damage/Obsolete

Use Form 1550-8 for public affairs review of certain sign products as required.

Form 9130-6

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