



## TOWN OF CONESUS, CONESUS HIGHWAY DEPARTMENT

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### Conesus Highway Department Procedure for the Assessment and Management of Sign Retroreflectivity

#### Purpose:

The purpose of this document is to establish a procedure for the assessment and management of road sign retroreflectivity as is required by the second revision (2009) of the 2003 Manual of Uniform Traffic Control Devices (MUTCD).

According to Publication No Federal Highway Administration (FHWA) WA-SA-07-020 “agencies have until January 2012 to establish and implement a sign assessment or management method to maintain minimum levels of sign retroreflectivity.

The compliance date for regulatory, warning, and ground-mounted guide signs is January 2015.

For overhead guide signs and street name signs, the compliance date is January 2018.” Publication No FHWA-SA-07-020 further states: “The new MUTCD language recognizes that there may be some individual signs that do not meet the minimum retroreflectivity levels at a particular point in time. As long as the agency with jurisdiction is maintaining signs in accordance with Section 2A.09 of the MUTCD (2a.08 in 2009 MUTCD), the agency will be considered to be in compliance.”

#### Exemptions:

As per Section 2A.09 of the revised 2003 MUTCD (2a.08 of the 2009 MUTCD) the following signs are not required to meet the new retroreflectivity standard:

- 1) Parking, Standing and stopping signs (R7 and R8 series)
- 2) Walking/Hitchhiking/Crossing signs (R9 series, R10 through R10-4b)
- 3) Adopt-A-Highway signs
- 4) All sign with blue and brown backgrounds (includes County Route Markers)
- 5) Bikeway sign that are intended for exclusive use by bicyclists or pedestrians

## Procedure for Assessment:

The Conesus Highway Department will employ the Comparison Panels Procedure as described on pages 5 and 6 of Publication No. FHWA-SA-07-020. "Comparison panels are used to assess signs that have marginal retroreflectivity.

The comparison panels are fabricated at retroreflectivity levels at or above the minimum levels. When the visual inspection identifies the retroreflectivity of a sign as marginal, a comparison panel is attached to the sign and the sign/panel combination is viewed and compared by the inspector." If the comparison panel appears brighter than the sign, the sign needs to be replaced.

Signs with "marginal" retroreflectivity will be identified through a process of nighttime visual inspection. Once trained, personnel who hold any of the following job titles can conduct the nighttime inspection:

Highway Superintendent, Deputy Superintendent, Sign Technician  
Other employees may be trained when deemed necessary

While conducting the nighttime inspections the inspector will:

Travel at normal speed  
Travel in the center of the travel lane  
Headlamps will have been checked for proper alignment  
Headlamps will be set at low beam  
The vehicle will be a 2000 or newer sport utility vehicle or pickup

The identification of marginal sign retroreflectivity is based on the inspectors experience and judgment. It is anticipated that as the inspector gains experience, the need to physically place the comparison panel on a marginal sign will diminish; however at a minimum the comparison panel will be placed on one (1) out of every ten (10) signs, on average, inspected during any one session.

## Comparison Panels:

Panels of an appropriate size will be over laid with new unused material meeting or exceeding the standards of ASTM D4956-04 Type II Beaded Sheeting on one third, material meeting the standards of ASTM D4956-04 Type III on the middle third and material meeting the standards of ASTM D4956-04 Type X on the remaining third. A panel as described above will be made for each color of sign material that is to be inspected.

The Type II Beaded sheeting which meets or exceeds the minimum required retroreflectivity for all colors and all conditions described in table 2A-3 "Minimum Maintained Retroreflectivity Levels" will be the basis for identifying the minimum retroreflectivity of any sign that is to remain in service. If the Type II Beaded Sheeting on the comparison panel appears brighter than the sign then the sign is noted for replacement. The other sheeting materials on the comparison panel are there solely for comparison purposes.

When not in use, the comparison panels will be stored in an inside area that is protected from light to

prevent fading. New panels may be made up at the inspector's discretion.

#### Signs Noted for Replacement:

During the nighttime visual inspection, any sign that fails to meet the established minimum retroreflectivity as described above will be noted in a logbook. This logbook will contain the date and time of the inspection along with the weather conditions and the inspector's name.

The fabrication or Install number that is applied to the back of the sign at the time of fabrication or Installation will identify the sign in the logbook. If there is no fabrication / install number then the sign will be identified by sign type and location i.e. sign type W1-2L on Bishop Rd. 500 feet west of the Marrowback Road.

#### Replacement Priority:

Replacement of signs that are noted in the logbook will occur during normal daylight working hours. The Sign Technician will review the logbook and plan his/her work time accordingly. It must be noted that the chosen method used for identifying signs for replacement has a built in safety factor, meaning that even though a sign is noted for replacement, it may still meet or exceed the minimum retroreflectivity requirements.

#### Priority list:

- 1) Downed stop and yield signs
- 2) Downed warning and regulatory signs
- 3) Construction Signs
- 4) Regular maintenance: (list not all inclusive, priority to be determined case by case)
  - a. Scheduled replacement of signs
  - b. Trimming of brush
  - c. Scheduled relocation of signs

#### Frequency of Night Time Visual Inspection:

The Night Time Visual Inspection will be conducted on an annual basis, usually during the winter months when personnel are scheduled for third shift duty (2300 to 0730).

#### Effective Date and Town of Conesus Point of Contact:

The effective date of this procedure is January 1, 2011. The point of contact for the Conesus Highway Department for matters relating to this document and the procedure for assessment and management of the Town's traffic sign and retroreflectivity program is the undersigned.

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