

CATALOGUE SUPPORT DOCUMENTS

Sign Fabrication Vector Files - Fabrication-ready AI (Adobe Illustrator) files of all catalogued signs are available for purchase through the Provincial Sign Program (e-mail: TRANPSP@gov.bc.ca).

Manual of Standard Traffic Signs and Pavement Markings - Ministry sign application manual.
Online at <http://www.gov.bc.ca/trafficsigns>.

Traffic Control Manual for Work on Roadways Manual - Ministry Construction works manual.
Online at <http://www.gov.bc.ca/trafficmanagement>.

Technical Circulars - Introduce/amend existing Ministry technical standards and/or practices.
Sign related Technical Circulars are attached in each particular Volume's Appendix and also available online at <https://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/engineering-standards-guidelines/technical-circulars>.

Copies of this document are available both online via the Ministry website at <https://www.gov.bc.ca/transportation> or via Crown Publications, King's Printer at <https://www.crownpub.bc.ca/Product/Search?term=standard%20traffic#/?statesave=true>.

This edition replaces the Catalogue of Standard Traffic Signs - 2003 Edition.

PROVINCIAL SIGN PROGRAM

Ministry of Transportation and Infrastructure's Vision

The Ministry's vision is a fully integrated transportation system that advances environmental, economic and social objectives, and moves goods and people safely within British Columbia and to markets beyond.

Ministry Goals

- *Key transportation infrastructure is improved to drive economic growth and trade.*
 - *British Columbia is provided with a safe and reliable highway system.*
 - *Reduction of Greenhouse gas for the transportation sector.*
 - *British Columbia's transportation industries become more globally competitive.*
 - *Excellent customer service is achieved.*
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Provincial Sign Program

Highway signs are critical safety components that support the efficient movement of traffic. Currently, over 250,000 Ministry signs are located on highways throughout the Province, providing support to the Ministry's goals, 24-hours a day.

The primary function of the Provincial Sign Program is to maintain current standards and develop design specifications. Located in Kamloops, BC the Provincial Sign Program delivers the following services throughout British Columbia:

- ✓ One-stop sign design, client support and expertise
- ✓ Cost effective sign procurement
- ✓ Field audit and quality assurance
- ✓ Provincial Guide Sign rehabilitation
- ✓ Provincial Guide Sign data-base management
- ✓ Sign Catalogues
- ✓ Sign records management

Our Mission Statement

The Provincial Sign Program leads the way in Quality, Value and Innovation focusing on Excellent Client Service.

MINISTRY CONTACT INFORMATION

<p>HEADQUARTERS Engineering Branch</p>	<p>PO Box 9850 STN PROV GOVT 4B-940 Blanshard Street VICTORIA, BC V8W 9T5 250-387-6931 FAX: 250-356-8143</p>
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Name	Title	E-mail
Jerry Froese	Senior Traffic Engineer	Jerry.Froese@gov.bc.ca
Jennifer Hardy	Senior Traffic Engineer	Jennifer.Hardy@gov.bc.ca

<p>PROVINCIAL SIGN PROGRAM</p>	<p>447 Columbia Street Kamloops BC V2C 2T3 E-mail: TRANPSP@gov.bc.ca</p>
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Larry Macko
Manager
778-362-4504
Larry.Macko@gov.bc.ca

Emily Reinhardt
Sign Design Technologist
778-702-1475
Emily.Reinhardt@gov.bc.ca

Hayley Fulton
Sign Design Technologist
778-362-4418
Hayley.Fulton@gov.bc.ca

Matt Lefebvre
Sign Design Technologist
250-312-7302
Matt.Lefebvre@gov.bc.ca

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2008 CATALOGUE OF STANDARD TRAFFIC SIGNS

Welcome to the Ministry of Transportation and Infrastructure Catalogue of Standard Traffic Signs - 2008 Edition (replacing the 2003 Edition). The catalogue is composed of two volumes—Volume 1 represents all provincial *Standard Traffic Signs*, while Volume 2 contains all provincial *Supplemental Traffic Signs*. Both volumes contain individual sign graphics with technical information for each sign in these inventories.

Volume 1	Standard Traffic Signs	Volume 2	Supplemental Traffic Signs
Section 1.0	Regulatory Signs	Section 8.0	Service & Attraction Signs
Section 1.1	Parking & Stopping Signs	Section 9.0	Wine Route Signs
Section 1.2	Pedestrian & School Signs	Section 10.0	Farm Tour Signs
Section 1.3	Bicycle Signs	Section 11.0	Farmers Market Signs
Section 2.0	Roundabout Signs	Section 12.0	Circle Route Signs
Section 3.0	Commercial Vehicle Signs	Section 13.0	Tourism BC Signs
Section 4.0	Warning Signs	Section 14.0	Adopt a Highway Signs
Section 5.0	Construction Signs		
Section 6.0	Information Signs		
Section 7.0	Guide Signs		

*NOTE: Sign reference material is available via the Ministry web site at <http://www.gov.bc.ca/trafficsigns>. Fabrication ready AI vector files are available for purchase through the Provincial Sign Program. For information on the application of provincial highway signs consult the *Manual of Standard Traffic Signs & Pavement Markings (2000)* and the *Service & Attraction Sign Manual (1995)*.*

WHAT'S NEW TO THE CATALOGUE

This 2008 Edition introduces a new, user-friendly layout with expanded sections, over 300 new signs from the provincial Z-Record inventory and expanded Appendixes that provide information on all facets of sign installation and maintenance.

Section Organization

New sections have been added and traditional sections have been modified to accommodate the expanded inventory of traffic signs and to improve reader navigation. For example, the Regulatory Section has been expanded into sub-sections that focus on specific target audiences such as Bicycle, Parking & Stopping, and Pedestrian & School signs; while the Temporary Warning and Construction Sections have been combined into a new Construction Section.

Layout Design

The catalogue layout was designed to better assist field operations staff who are responsible for sign ordering, installation and maintenance of traffic signs by:

1. Providing larger sign graphics for easier identification of sign detail, making both sign ordering and field audits simpler.
2. Providing pertinent sign specifications in an easy to follow table format for quick reference and information retrieval.

New Sign Table Format

Each sign in the Standard and Supplemental sign inventory is presented in a sign table providing specific information on fabrication and application standards. *Note: When signs or tabs are presented in groups within a single sign table they remain individual signs/tabs in the sign ordering process.*

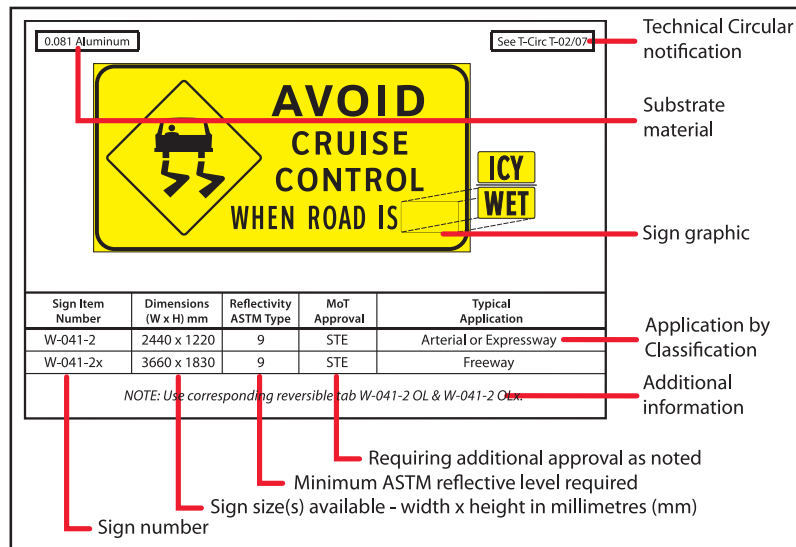


FIGURE 1

Sign Substrate

The sign substrate text box indicates the minimum standard accepted for the sign. Ministry of Transportation and Infrastructure District Manager approval is required when superseding the standard. Refer to *Sign Substrate* under DEFINITIONS & EXPLANATIONS and SPECIFICATIONS FOR SIGN STANDARD HIGHWAY SIGNS Materials, Fabrication and Supply for more information.

Sign Graphic

The sign graphic depicts a scaled representative of the sign. In cases where the standard sign requires a site-specific message, the representative element (text or symbol) appears **outlined**. Simply provide the necessary information when ordering to complete the sign message.

Technical Circular

The Technical Circular (T-Circ) text box indicates when a technical circular exists regarding the sign. All technical circulars cited are available in the Appendix of each respective Volume.

Sign Item Number

Also called *sign number*. Refer to 'Sign Item Number' under DEFINITIONS & EXPLANATIONS.

NOTE: In 2008 signs were re-arranged by message association within each Section and then re-numbered for numerical order. A sign item number alterations log is located in the Appendix for cross-referencing new sign numbers from their previous/historical sign numbers.

Dimensions and Typical Application

Relates the sign size to the speed of travel, either by the type of travel motion (I.E.: Static, Pedestrian or Bicycle) or the type of highway class (I.E.: Local Road / Low Speed, Arterial, Expressway or Freeway). Refer to *Typical Application* in the Quick Reference insert or under DEFINITIONS & EXPLANATIONS for highway and speed class definitions.

Reflectivity/ASTM Type

Indicates the minimum ASTM retro-reflectivity required for the sign. Refer to *ASTM* under DEFINITIONS & EXPLANATIONS for further information and Volume 1 APPENDIX for retro-reflect samples.

MoTI Approval

Where individual signs require formal Ministry of Transportation and Infrastructure approval or technical discussion prior to placement. The authority responsible for the review is identified in acronym form. In most cases signs identified as requiring approval are either new signs, have special application details, or third party interest that requires discussion prior to installation.

Additional Information/Sign Notation

Additional related application, placement, design or approval information is provided within the sign table as a notation (*NOTE: ...*). In cases where all four of the table’s information rows are utilized by sign detail, notes are placed in the graphic window.

DEFINITIONS & EXPLANATIONS

Acronyms

Acronym meanings as cited in the *Sign Procurement Process*, for *MoTI Approval*, and in the *Service & Attraction Section*:

AM	District Area Manager	PM	Project Manager
AP	Attraction Panel	RTE	Regional Traffic Engineer
BNP	Business Name Panel	SPM	Sign Program Manager
DMT	District Manager Transportation	STE	Senior Traffic Engineer
MC	Maintenance Contractor		
MoTI	Ministry of Transportation and Infrastructure		

ASTM

Abbreviation for *American Society for Testing and Materials*. Refers to the certified retro-reflectivity of the sign face sheeting material. The following table identifies the minimum product accepted for each level of ASTM.

Reflectivity Rating	Avery Dennison Meeting Minimum Standard	3M Meeting Minimum Standard
ASTM Type 1	Reflective Sheeting Engineer Grade T-1000	Reflective Sheeting Engineer Grade #2200/3200 series
ASTM Type 3	Reflective Sheeting Very High Intensity Grade T-6000	High Intensity Grade Prismatic Sheeting #3930 series
ASTM Type 9	Reflective Sheeting Omni-View™	Diamond Grade™ Reflective Sheeting VIP #3990 series & DG ³ Reflective Sheeting #4000 series

TABLE 1

NOTE: Refer to Volume 1 Appendix for Technical Circular T-03/07 on sign sheeting materials and for product samples that meet BC's minimum standards for retro-reflect.

Construction Sign

A temporary standard traffic sign used during road maintenance or construction, includes pre-2008 Temporary Warning signs. Construction signs are fluorescent orange with black information. Refer to the Traffic Control Manual for Work on Roadways via the Ministry web site at <http://www.gov.bc.ca/trafficmanagement>.

Guide Sign

A standard traffic sign that displays route designations, destinations, direction and distances, as well as transportation and emergency service information to assist motorists in navigating to their destinations. Guide signs are typically green with white information.

Information Sign

A standard traffic sign that indicates general information, points of interest and geographical or cultural information. Information signs do not have any one set colour standard.

Overlay (OL)

A sign component that attaches to the face of an existing sign to add to, or alter, its message. Overlays may be double-sided for seasonal or variable messages.

Parent Component

The primary component in a sign-and-tab configuration (in which the parent sign is commonly placed above the tab). Parents and their tabs must ALWAYS match ASTM reflect and be placed, and replaced, together as one unit to maintain a consistent and unified presentation.

Pedestrian and School Sign

A standard traffic sign that may be regulatory or warning (with matching colour standards) used to help reduce conflicts between vehicular and pedestrian traffic.

Regulatory Sign

A standard traffic sign notifying the motorist of traffic regulations that apply which would not otherwise be apparent. A disregard of these signs constitutes a legal offense. Regulatory signs are typically white with black information with occurrences of red or green.

Service and Attraction (S&A) Sign

A supplemental traffic sign identifying distance, direction and name of business or type of service/attraction. The purpose of an S&A sign is to serve the needs of the travelling motorist. S&A signs utilize blue with white information. Refer to the *Service & Attraction Sign Manual (1995)* in Volume 2's Appendix or via the Ministry web site at <http://www.gov.bc.ca/trafficsigns#service>.

Sign Item Number

Refers to the sign number. Includes secondary information such as section, number and size

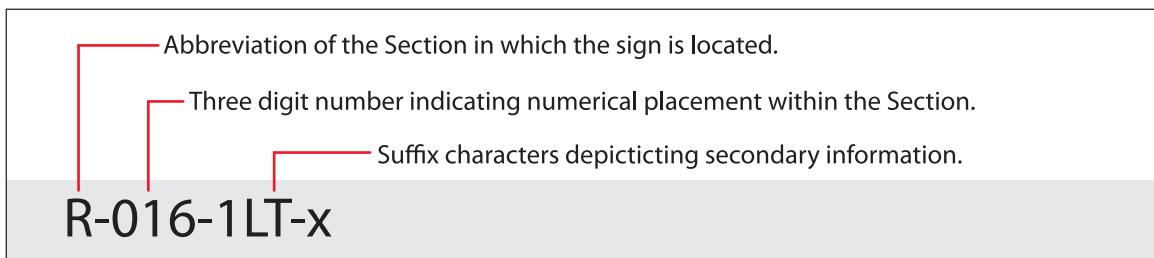


FIGURE 2

Sign Item Number - Suffix Glossary

The sign item number may contain a suffix or combination of suffixes. Each suffix represents secondary or supportive information relative to the individual sign it is attached to. The following list indicates key suffixes used in the catalogue along with their meaning.

Component Suffixes	T Tab OL Overlay
Directional Suffixes	A Ahead D Double L Left LR Left/Right R Right
Field Placement Suffix	OH Overhead
Series Numbering Suffixes	a,b,c... Tab series 1,2,3... Parent sign series or tab sub-series
Sign Size Suffixes	u Undersized sign or tab x Oversized sign or tab xx Double oversized sign or tab xxx Triple oversized sign or tab

TABLE 2

Standard Sign

Primary traffic signs related to Construction, Guide, Information, Regulatory and Warning that convey Ministry information regarding laws/regulations, safety and essential navigation.

Substrate

The base material in which the sign is fabricated on including aluminum, extruded (panelled/ component) aluminum, medium density plywood, and corrugated plastic. Refer to *Sign Substrate* under SPECIFICATIONS FOR SIGN STANDARD HIGHWAY SIGNS Materials, Fabrication and Supply.

Supplemental Sign

Secondary traffic signs related to programs such as Circle Route, Service & Attraction, and Wine Route that convey non-essential travel related information from other Provincial Ministry, outside agency/organization, facility or business. Refer to Volume 2 Appendix for the *Policy Manual for Supplemental Signs (2005)*.

Tab

A secondary component, typically placed below a parent component to form a 'sign'. Tabs provide supportive information to the parent and must never be used on their own. Tabs must always match the parent's ASTM reflect. Tabs and parents must ALWAYS be placed, and replaced, together as one unit to maintain a consistent and unified presentation.

Technical Circular

Also referred to as *T-Circs*. Technical documents issued Ministry-wide that introduce, or amend, an existing technical standard and/or practice within the Ministry. Refer to each Volume's Appendix for all current Standard and Supplemental sign related Technical Circulars.

Typical Application

Refers to a sign's field placement as related, primarily, to the viewer's rate of speed. Speed in turn, determines the required sign size. **This speed-to-sign size relationship ensures that the sign is legible at the required distance for the driver to safely react to the message.**

Application	Definition/Speed Class	
Static	Speed Class	Intended for stationary audiences at locations such as rest stops, pull outs, or parking areas.
Pedestrian	Speed Class	The intended audience is non-motorized, moving and stationary, pedestrian traffic.
Slow Speed / Bicycle	Speed Class	The intended audience is non-motorized cyclist at relatively low speed vs. motorized traffic.

Application	Definition/Speed Class	
Local Road / Low Speed	Definition	<i>"a type of street normally characterized by relatively slow speeds, wide range of traffic volumes, narrower lanes, frequent intersections and driveways, significant pedestrian traffic, and businesses and houses"</i>
	Speed Class	Two-lane roadways with typical regulatory speeds at ≤ 50 km/h
Arterial	Definition	<i>"Two-lane and multi-lane non-divided highways (may contain medians for separation)"</i>
	Speed Class	Two-lane roadways (may include multi-lane sections) with typical regulatory speeds at ≥ 60 km/h -or- Multi-lane roadways with typical regulatory speeds at 50-100 km/h
Expressway	Definition	<i>"a divided highway with partial or restricted control of access typically with well spaced intersections with traffic signals"</i>
	Speed Class	Multi-lane roadways with typical regulatory speeds at 80-100 km/h
Freeway	Definition	<i>"a divided highway with full control of access"</i>
	Speed Class	Urban and rural roadways with typical regulatory speeds at 90-110 km/h
British Columbia Freeways		
Highway 1 - Horseshoe Bay to Hope (Hwy 5/Hwy 3 Intersection)		
Highway 3 - Hope (Hwy 5/Hwy 3 Intersection) to the Hope Slide (approximately 5-10 km east of slide)		
Highway 5 - Hope (Hwy 5/Hwy 3 Intersection) to Merritt to Kamloops (including by-pass)		
Highway 19 - Parksville to Campbell River		
Highway 97 C - Merritt to Peachland		
Highway 99 - Oak Street Bridge to the US Border (Peace Arch Crossing)		

TABLE 3

NOTE:

1. **Special Application** (as identified under Typical Application within sign table). A unique, site-specific field situation requiring a larger sized standard sign than the typical application calls for. Requires review and approval by a Regional Traffic Engineer (RTE) prior to installation.
2. Definitions for Local Road-Low Speed, Expressway and Freeway were utilized from the Manual on Uniform Traffic Control Devices (MUTCD), 2003 Edition, U.S. Department of Transportation, Federal Highway Administration.

Warning Sign

A standard traffic sign that calls attention to potentially hazardous/dangerous conditions on, or adjacent, to a roadway. Warning signs are fluorescent yellow with black information.

Z-Record Sign

A site-specific, restricted use, traffic sign used for unique field situations when no existing standard or supplemental sign provides the required message. All Z-Record signs are developed and approved by the Senior Traffic Engineer (STE). New placement of an existing Z-Record sign requires a Regional Traffic Engineer's (RTE) review and approval prior to installation. *NOTE: A 'Z-Record' refers to the latest generation of Z-Record signs and simply identifies the section in which the sign occurs as part of its sign number (IE: Zr-062-1 as a regulatory sign or Zw-063-5 as a warning sign).*

IDENTIFYING MINISTRY SIGN TYPEFACES

The Ministry utilizes three typefaces for its traffic signs:

Typeface Name	Typeface Application
Clearview	For extensive use ONLY on ASTM 9 (high reflect) signs such as Custom G1, G5 & G6 Guide, Construction, Warning or critical Regulatory (IE: R-001 Stop) signs.
Highway Gothic	Primary typeface used for ASTM 1&3 (low & medium reflect) signs.
Helvetica	Secondary typeface used for ASTM 1&3 (low & medium reflect) signs.

It is important to be able to distinguish typeface when ordering and auditing signs. The correct typeface ensures a consistent application, and more importantly, sign readability and legibility especially with high reflect signs.

The Clearview typeface is engineered to allow high reflect to pass around its characters while maintaining identifiable features such as the dot of an 'i' or the cross of a 't'. These features can otherwise be washed-out by the bright reflect associated with ASTM 9 with other typefaces. Highway Gothic and Helvetica typefaces provide highly recognizable English characters for fast, easy legibility of the sign's message. Uses of other typefaces reduces sign authority and consistency, and risks losing the message altogether.

Samples from all three typefaces used by the Ministry are provided in both a narrow and broad version for reference and comparison.

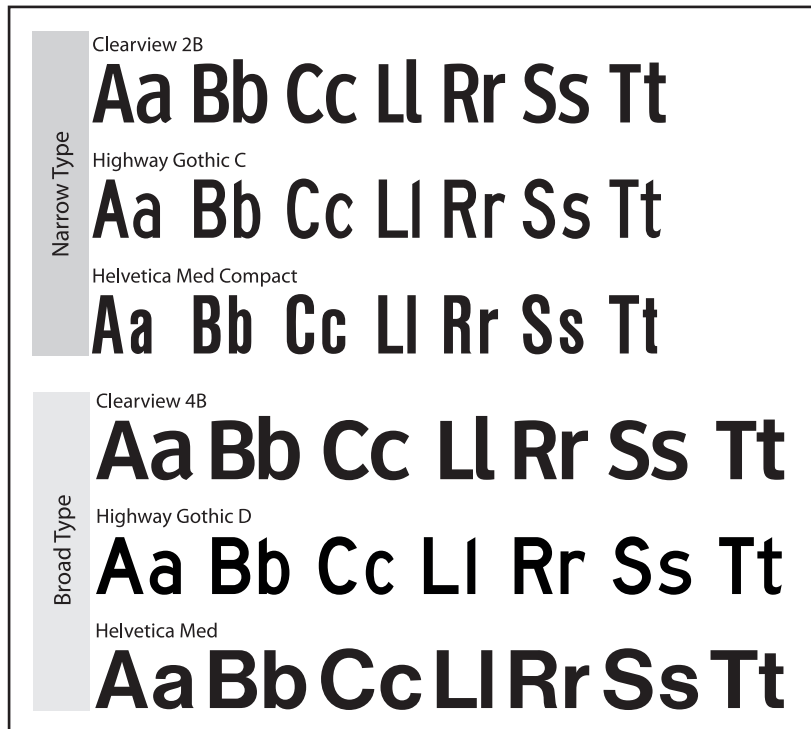


FIGURE 3

GENERAL SIGN PROVISIONS

Excerpts from the Standard Traffic Signs & Pavement Markings Manual (2000)

Sign Standardization

Sign standardization in design and application aids in the recognition and understanding of sign messages—in turn obtaining motorist compliance and cooperation. Motorists have a right to expect that any given traffic sign will always have the same meaning and will require the same response, regardless of where the sign is encountered. Similar situations where signs are warranted should, therefore, be signed in a similar manner.

When a traffic sign is correctly used, the majority of motorists will comply with the posted regulation or warning, and drive in a safe and orderly manner. Traffic signs are more likely to be ignored if insufficient thought and attention has been given to their application.

Requirements of a Sign

Traffic signs are required in order to provide for the safe and orderly movement of motorized and non-motorized traffic and pedestrians. Signs provide information about highway routes, directions, destinations and points of interest. They also provide information on regulations which apply to specific times, and warn of hazards which may not be evident.

To be effective a sign should:

- **Fulfill a need**
- **Command attention and respect**
- **Convey a clear and simple message**
- **Allow adequate time for a proper response**

To meet these objectives, signs must have a carefully considered message, be of uniform design, and be applied and placed in consistent manner. Contradictory or misleading information, incorrect placement, or use of inappropriate standard signs, can confuse the road user. It is also important to recognize that improper or excessive use of signs leads to disrespect and non-compliance of the sign(s).

Traffic signs should be reviewed frequently to ensure that it is effective, and that it accurately relates to a road's present condition. Signs which are no longer required must be removed.

Sign Application

All signs within this catalogue are approved for use as indicated, with further application specified within the *Manual of Standard Traffic Signs and Pavement Markings (2000)* or the *Service & Attraction Sign Manual (1995)*, both available via the Ministry web site at <http://www.gov.bc.ca/trafficsigns> and the later available in Volume 2's Appendix. **If no existing standard or supplemental sign meets the need for a specific traffic control situation, a new design may be required. All new sign designs are developed and approved by the Senior Traffic Engineer (STE).**

SPECIFICATIONS FOR STANDARD HIGHWAY SIGNS Materials, Fabrication and Supply

*Excerpts from the Specifications for Standard Highway Sign Materials,
Fabrication and Supply (2004)*

This Specification sets out the requirements for the fabrication of all highway signs on provincial highways but does not cover electronic signs or sign support structures. For the purpose of this specification a 'highway sign' includes the substrate, sheeting and copy or symbol, but excludes the sign support structure.

All highway signs on provincial highways must be retro-reflective to display the same colour, shape and message at night as they appear in the daytime. Retro-reflection is obtained by using sign sheeting material specifically manufactured for highway signs.

Unless otherwise stated, the most current edition of the reference standard shall be used.

Retro-Reflective Sheeting

Highway signs shall be fabricated using enclosed lens, encapsulated lens or prismatic lens sign sheeting material meeting the American Society for Testing and Materials (ASTM) D4956 Standard Specification for Retro-reflective Sheeting for Traffic Control.

Sign Colours

The specifications for colours of all retro-reflective sign sheeting have been established in ASTM D4956 Standard Specification for Retro-reflective Sheeting for Traffic Control. All colours used on highway signs must conform to this specification.

Sign Substrate

Highway signs may be fabricated using sheet aluminum, plywood or extruded aluminum. All highway signs supplied for use on the provincial highway system must conform to this manual.

The dimensions of the sign blank shall be within 1.5 mm of those specified and the finished sign shall be flat within a maximum allowable deflection of 0.005(D) where 'D' is the maximum dimension of the sign blank in any direction. The manufacturer shall provide highway signs conforming in quality and accuracy of detail to the dimensional and tolerance requirements of the specification. Where no tolerances are specified, the standard of workmanship shall be in accordance with normally accepted good practice.

Sheet Aluminum Substrate

Sheet Aluminum shall be nominal thickness of 2 mm (0.081") flat sheet tension leveled, sign grade aluminum alloy 5052-H38, conforming to the requirements of ASTM B209M, Specifications for Aluminum and Aluminum-Alloy Sheet and Plate. Thin sheet aluminum for sign overlays must also meet the above specification, including nominal thickness of 2 mm (0.081").

Standard size (150 mm in height) street name G-007 signs shall be 6.4 mm (1/4") flatbar alloy 6061-T6-511 OR extruded aluminum for standard street name (T-Bone) shape #71615 alloy 6063-T6. Oversized street name G-007 signs (230 mm in height) shall be shape #73247 alloy 6063-T6.

Plywood Substrate

Plywood substrate shall be 14 mm (unless otherwise stated) exterior grade Medium Density Overlaid 2 sides (MDO) meeting or exceeding the standard described in CSA 0121M-1978. Plywood edges must be sealed and both the edges and back of the plywood sign shall be painted green (pantone 349C) with one coat of exterior oil based enamel paint over a compatible primer per Sec. 635.26 of the Standard Specifications for Highway Construction available online via the Ministry web site at <http://www.gov.bc.ca/standardspecifications-highways>.

Extruded Aluminum Substrate

When specified, extruded aluminum must be Alloy 6063-T6 conforming to Alcan Shape No.73247 with anodized treatment and shall conform to ASTM B221M Specification for Aluminum and Aluminum-Alloy Extruded Bars, Rods, Wire, Shapes and Tubes.

Extruded highway signs must be supplied with all mounting hardware including nuts, bolts, washers, J-clips, angle-bar, flat-bar or T-bar as required, as detailed in Standard Specifications for Highway Construction - Section 635 (available online via the Ministry web site at <http://www.gov.bc.ca/trafficsigns>, but excluding sign support posts, davits and structures.

Screening Ink

Ink used for silk screening must be designed for use on highway signs and recommended by the sheeting manufacturer. Inks shall be warranted to be effective for a period of time commensurate with the warranted life of the reflective sheeting.

Manufacturer's Identification

All highway signs shall be clearly and permanently labeled (using durable, weather resistant material) or engraved with identification coding. The coding shall appear in characters 6-10 mm in height on the lower right back of the sign and shall be carried out in such a manner that the front face of the sign is not damaged.

The manufacturer shall include the following information on the label:

- Manufacturer's name
- Month and year of manufacture
- Brand of sign sheeting material and preferably ink # if applicable
- MoTI sign number on Guide Signs

Sign Finish Quality

Highway sign sheeting material shall be correctly applied in accordance to the sheeting manufacturer's recommendations and industry accepted quality practices. The sheeting material must be applied so that it does not contain air or particle pockets and the sheeting shall not have holes, tears, scrapes, compressed cells or patches. Any joints must be sealed in accordance to the sheeting manufacturer's recommendations. The sign fabricator must ensure the sign is adequately protected from damage during shipping.

Edges of all substrate material shall be de-burred to provide a smooth finished edge.

Warranty

The manufacturer shall provide a replacement warranty for each traffic sign covering all defects in material and labour for a minimum of:

- 7 years for highway signs fabricated using enclosed lens sheeting (engineering grade).
- 10 years for highway signs fabricated using encapsulated (high intensity) or prismatic (diamond or equivalent) lens sheeting.

The warranty shall be unrestricted and survive the expiration of the MoTI Highway Maintenance Agreements.

SIGN PROCUREMENT PROCESS

Standard or Supplemental Sign Ordering

Standard or supplemental signs are signs that are available within this catalogue or as approved by the Senior Traffic Engineer (STE). Standard or supplemental sign ordering is typically the responsibility of the Project Manager (PM), District Area Manager (AM), Regional Traffic Engineer (RTE), and in the case of replacing existing signs, the Maintenance Contractor (MC). A *General Use* sign order form (H 0172-10) is available as an INSERT in this catalogue and online at the Ministry intranet site at <https://gww.th.gov.bc.ca/forms/search.aspx>.

The Typical Process for replacing EXISTING Standard or Supplemental Signs:

AM or MC:

1. Identifies the REPLACEMENT sign within the Sign Catalogue by **sign item number** and ensures the new sign meets the *typical application by size*, as identified in the catalogue, based on the sign's location.
2. Completes a *General Use* sign order form and submits it to a Sign Supplier.

Sign Supplier:

3. Retrieves the sign design layout via the Sign Catalogue or the Ministry web site at http://www.th.gov.bc.ca/publications/eng_publications/geometsigns.htm or using the sign's fabrication vector file via the Provincial Sign Program.

4. Fabricates and ships the sign.

MC:

5. Ensures the delivered sign meets Ministry Standards.
6. Erects the sign in accordance to Ministry Standards.

AM:

7. Assures that the sign meets Ministry Standards in fabrication and installation.

The Typical Process for placing *NEW* Standard or Supplemental Signs:

NOTE: All NEW Standard or Supplemental signs placed in the field require RTE approval.

AM, PM or RTE:

1. Identifies the NEW sign within the Sign Catalogue by **sign item number** and ensures the new sign meets the *typical application by size*, as identified in the catalogue, based on the sign's location.
2. Completes a *General Use* sign order form and submits it to a Sign Supplier.

Sign Supplier:

3. Retrieves the sign design layout via the Sign Catalogue or the Ministry web site at http://www.th.gov.bc.ca/publications/eng_publications/geomet/geometsigns.htm or using the sign's fabrication vector file via the Provincial Sign Program.
4. Fabricates and ships the sign.

MC:

5. Ensures the delivered sign meets Ministry Standards.
6. Places the sign in accordance to Ministry Standards.

AM or PM:

7. Assures the sign meets Ministry Standards for fabrication and installation.

Custom Sign Ordering

A custom sign by definition is a **site specific** sign that does not occur as either a standard or supplemental sign within the sign catalogue. **All custom signs require a *Custom Sign Design Request* approved by an RTE.** Sign records are created for all custom signs to document pertinent details such as message, location, size etc. for historical and replacement purposes. All sign records are maintained by the Provincial Sign Program. A *Custom Sign Design Request* order form (H 0172-1) is available as an INSERT in this catalogue and online at the Ministry intranet site at <https://gww.th.gov.bc.ca/forms/search.aspx>.

NOTE: A G-003 Custom Sign Design Request form (H 0172-2) is also available for ordering G-003 finger-boards.

The Typical Process for Custom Signs:

AM, PM or RTE:

1. **Obtain RTE's approval for all new custom signs or for any edits to existing custom signs.**
2. Complete a *Custom Sign Design Request* order form for the custom sign.
3. Submit the completed *Custom Sign Design Request* order form to the Provincial Sign Program via fax (250-371-3848) or e-mail TRANPSP@gov.bc.ca.

Provincial Sign Program:

4. Creates new or updates existing sign record files.
5. Creates and returns a fabrication pdf along with an AI vector file to the AM, PM or RTE.

AM, PM or RTE:

6. Submits the fabrication files to the MC for fabrication through a sign supplier.

Sign Supplier:

7. Fabricates and ships sign.

MC:

8. Ensures the delivered sign meets Ministry Standards.
9. Places the sign in accordance to Ministry Standards.

AM, PM or RTE:

10. Assures final sign placement meets Ministry Standards.

The Provincial Sign Program is always available to provide support information regarding sign design and fabrication standards. Detailed contact information is available at the beginning of this Introduction.