June 14, 2010

[Mr. Ms.] First & Last Name

Title

Company

Address Line 1 & Suite

Address Line 2

City, State Zip

SUBJECT: FHWA Traffic Sign Retroreflectivity Requirements

Dear  [Mr. Ms.] Last Name:

All local agencies are required to comply with the Federal Highway Administration’s (FHWA) traffic sign retroreflectivity requirements. This letter is being sent to you to:

* Inform you of the upcoming deadlines
* Notify you of resources available to educate you on the requirements
* Offer assistance in meeting these deadlines

The deadlines for compliance with the FHWA’s retroreflectivity requirements (first published on December 22, 2008) are quickly approaching. The requirements established that minimum sign retroreflectivity requirements be implemented incrementally for all traffic signs. **These requirements apply to all agencies, regardless of size, including cities with a population less than 5,000 and townships.** The following are the deadlines for compliance:

***By January 2012:*** *Agencies must establish and implement a sign assessment or management method to maintain minimum levels of sign retro reflectivity.*

***By January 2015:*** *Agencies must replace regulatory, warning, and ground-mounted guide signs (except street name) that are identified using the assessment or management methods as failing to meet the established minimum levels.*

***By January 2018:*** *Agencies must replace street name signs and overhead guide signs that are identified using the assessment or management methods as failing to meet the established minimum levels.*

**The deadlines for compliance are quickly approaching. It is important for agencies to develop a plan early in order to maximize time for budget planning to meet the compliance dates.** While not required, it is strongly recommended that all agencies create a sign inventory as part of this process to increase maintenance efficiency in the future. There currently is no dedicated funding or new funding source to assist in achieving this mandate. These mandates are expected to be funded through your local agencies.

A number of resources are available for your use in meeting the January 2012 deadline of establishing and implementing a sign assessment or management method to maintain minimum levels of sign retroreflectivity:

* Federal Resources:
  + FHWA’s *Know Your Retro 2007- New MUTCD Sign Retroreflectivity Requirements (FHWA-SA-07-020)* Information sheet – detailed information about sign retroreflectivity compliance:

<http://safety.fhwa.dot.gov/roadway_dept/night_visib/policy_guide/fhwasa07020/fhwasa07020.pdf>

* + FHWA’s *Methods for Maintaining Traffic Sign Retroreflectivity* (FHWA-HRT-08-026) – details information about sign management plans:

<http://safety.fhwa.dot.gov/roadway_dept/night_visib/policy_guide/fhwahrt08026/fhwahrt08026.pdf>

* + Latest FHWA news on Nighttime Visibility:

<http://safety.fhwa.dot.gov/roadway_dept/night_visib/>

* + FHWA’s *Sign Retroreflectivity Guidebook* (FHWA-CFL/TD-09-005)- Interactive online toolkit to determine the appropriate assessment or management method for your agency: <http://safety.fhwa.dot.gov/roadway_dept/night_visib/retrotoolkit/>

For Agencies that do not have access to the internet, a hard copy and CD of this toolkit are available from the Minnesota Local Technical Assistance Program (LTAP). Contact Mindy Carlson, LTAP Program Associate at [carlson@umn.edu](mailto:carlson@umn.edu) or 612-625-1813.

* Minnesota Resources:
  + *Sign Retroreflectivity: A Minnesota Toolkit* – Toolkit including summaries of assessment and management methods and example policies, inventories and sign maintenance agreements for local agencies within MN. Developed by the Minnesota Local Road Research Board (LRRB) and available online at: <http://www.lrrb.org/pdf/2010RIC02.pdf> or Mn/DOT State Aid Traffic Safety website (see below).
  + *Minimum Retroreflectivity Levels for Traffic Signs –* training on Retroreflectivity compliance is available to local agencies on a limited basis, organized by your county engineer and provided by Ken Schroepfer – Mn/DOT Traffic Standards Specialist. Contact your County engineer to discuss training options for your agency.
  + *Mn/DOT State Aid Traffic Safety Website –*

<http://www.dot.state.mn.us/stateaid/sa_traffic_safety.html>

Includes information on federal requirements, the MN township pilot program and *Sign Retroreflectivity: A Minnesota Toolkit*. This website will be updated periodically. For more information, contact Mark Vizecky, State Aid Program Support Engineer at [Mark.Vizecky@state.mn.us](mailto:Mark.Vizecky@state.mn.us) or 651-366-3839.

* + *Sign Removal Manual and Presentations* – A new manual titled *Minnesota’s Best Practices for Traffic Sign Maintenance and Management* addressing sign maintenance, management and removal will be available on the State Aid Traffic Safety website (see above) in Spring 2010. Sponsored by LTAP, three presentations on this manual will be offered in Fall 2010. For more information go to [www.mnltap.umn.edu](http://www.mnltap.umn.edu) or contact Mindy Carlson, LTAP Program Associate at [carlson@umn.edu](mailto:carlson@umn.edu) or 612-625-1813.

**County/City Engineers - This space is for you to add text, depending on your willingness to offer assistance to neighboring smaller agencies.**

Sincerely,

Name

Title