

Sign Retroreflectometer Loan Program

Measuring sign retroreflectivity is one method for determining compliance with the Federal Highway Administration's (FHWA) requirements for maintaining minimum retroreflectivity of roadway signs. Other methods may not directly require the use of a sign retroreflectometer, but checking of calibrated signs, control signs, comparison panels or verification of other methods is best performed using this instrument. To assist local agencies who cannot afford or justify purchasing their own sign retroreflectometer the Center for Technology & Training (CTT), through the Michigan Local Technical Assistance Program (LTAP), has purchased a sign retroreflectometer which is available for local agencies to use on a loan basis.

The instrument is a DELTA RetroSign® GR3 Retroreflectometer and comes with an extension pole and a remote trigger with digital display. The pole kit extends the operator's reach and the remote trigger with digital display allows the taking of multiple readings without retracting the pole each time a reading is taken.

CTT will consider loan requests from Michigan Local Agencies via telephone (906-487-2102), fax (906-487-3409), mail or email (ctt@mtu.edu) and loan the equipment on a first come, first served basis. Agencies will be allowed use of the equipment for two weeks maximum at which time it is to be returned to CTT. A list of agencies requesting use of the equipment will be maintained by CTT and upon return the equipment will be shipped to the next agency on the list. The borrowing agency will be responsible for shipping fees to and from the CTT office (estimated at \$60 each way based on current charges) unless the equipment is picked up by agency staff. It is required that the agency purchase shipping insurance on the equipment in the amount of \$13,000.00 (estimated cost \$130.00 each way, based on current estimates) to cover loss or damage during shipment. The Retroreflectometer, in the case, **must** be shipped inside of a sealed shipping box. The extension pole **must** be wrapped with a protective material within the cardboard tube. Shipping expenses may be paid through your agency's UPS or FedEx account, or by credit card or check payable to CTT (total estimated cost \$190 each way, based on current estimates). Upon receipt by CTT the equipment will be inspected, by CTT staff, for shipping damage. CTT will also expect the borrowing agency to cover expenses related to repair of any damage that has occurred during the Agency's use of the equipment. A copy of this agreement including a signature from the borrowing Agency, in the space provided below, will be required to be submitted to CTT prior to shipment.

Prior to shipment borrowing agency persons who will be using the equipment in the field must attend training provided by CTT on the care and use of the equipment. Users are required to view a training presentation regarding the use of retroreflectometer. The borrowing agency will be required to maintain the equipment in a secure and locked location during transport and storage due to the high value of the equipment.

We (the borrowing agency) agree to the conditions of the loan program as stated above.

Printed Name (person & agency)

Signature