# Submitting ODOT ADA Curb Ramp Inspection Forms for Acceptance

## Objective:

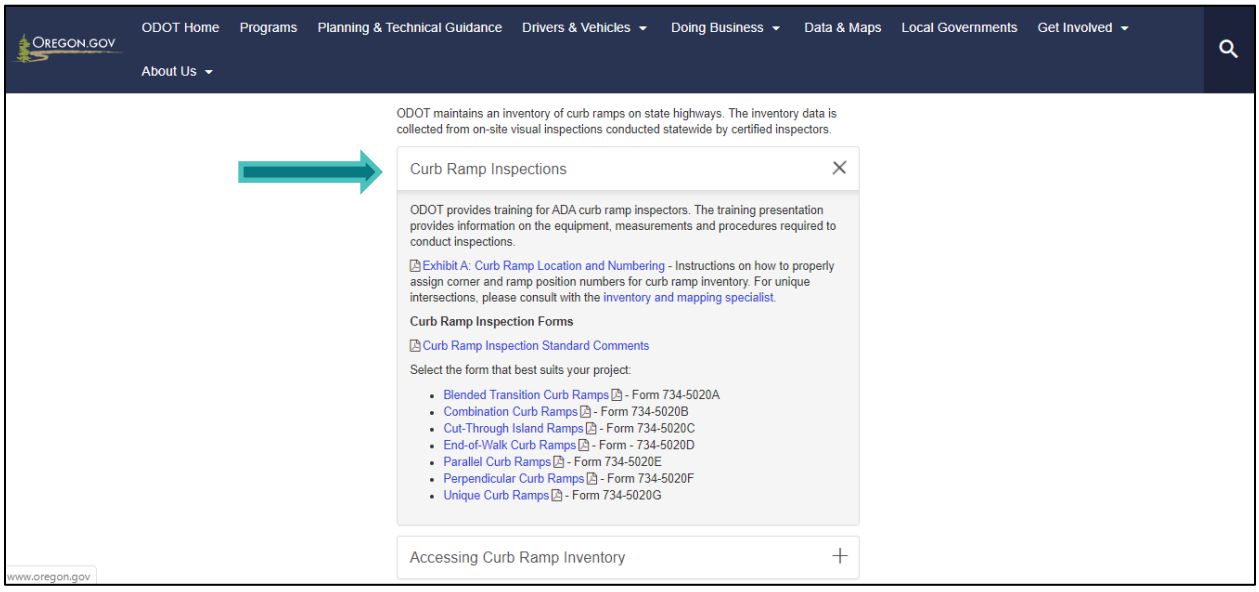
This guide is intended to assist Certified Inspectors with the submittal process for ODOT ADA Curb Ramp Inspection forms. After the final Curb Ramp inspection is complete, their respective form will need to be completed and submitted by a Certified ADA Inspector to the ODOT Standards Inbox (email). Once the form has been reviewed and accepted, the Curb Ramp will be considered remediated.

If you have any questions about ODOT ADA Curb Ramp Inspection forms, or the process, please contact the ADA Inventory Team (email).

## ADA Curb Ramp Inspection forms

### 1. Downloading Inspection forms:

ODOT ADA Curb Ramp Inspection forms are located at the bottom of the Engineering for Accessibility web page under 'Curb Ramp Inspections' tab.



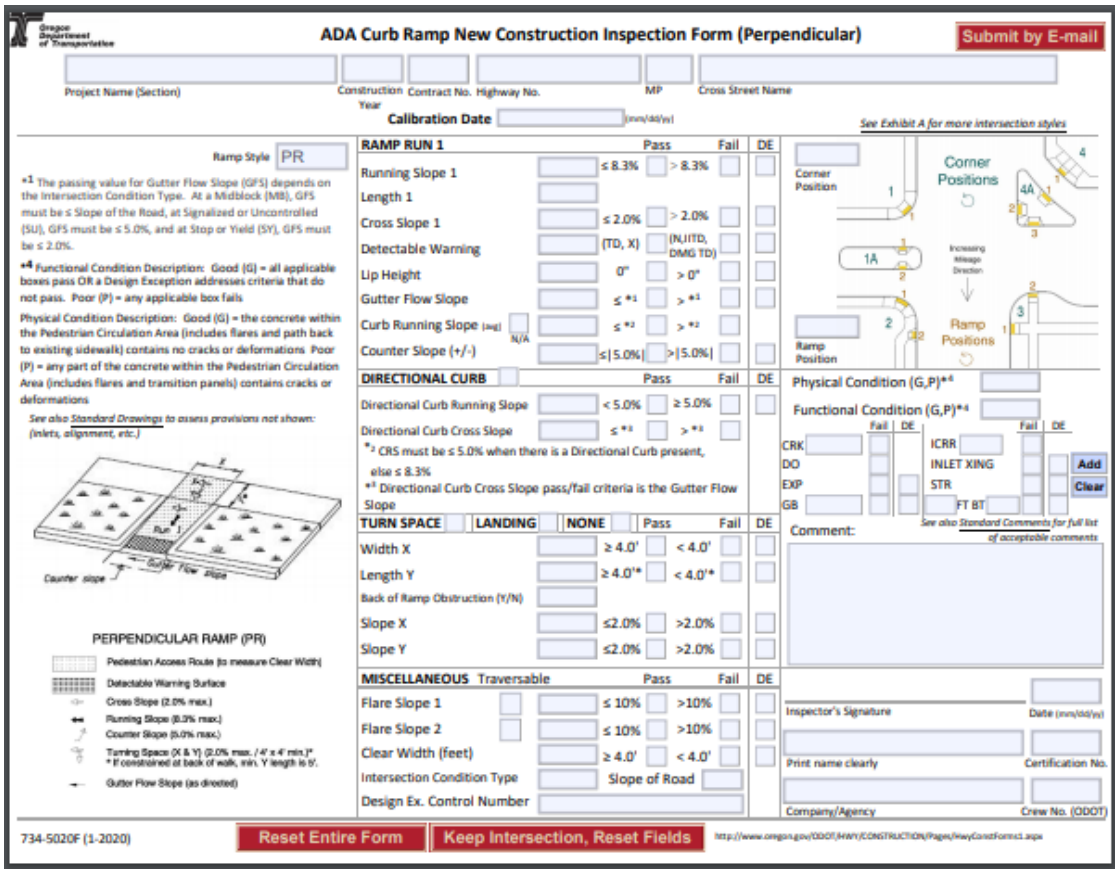
Once a Curb ramp passes the final inspection, the ODOT ADA Curb Ramp inspection form will need to be submitted to the ODOT Standards Inbox (email), by using the "submit by E-mail" button on the downloaded PDF form. If the ramp fails its inspection, the form may be retained for projects records.

The PDF will need to be downloaded and filled out with Adobe Acrobat. The form **cannot** be submitted through the PDF reader in a web browser.

**NOTE:**

- *Information that is filled in through the web PDF form **will be lost** **once it is downloaded.***
- *Always use the newest version of the ADA Curb Ramp Inspection form. These forms are subject to regular maintenance and updates. Although the form may appear unchanged, there may be changes to the underlying code.*
- *There are 7 different Curb Ramp styles and each ramp style has a unique ODOT ADA Curb Ramp Inspection form.*
- *Make sure your computer system has Adobe Acrobat reader installed.*

## 2. Location information for forms:

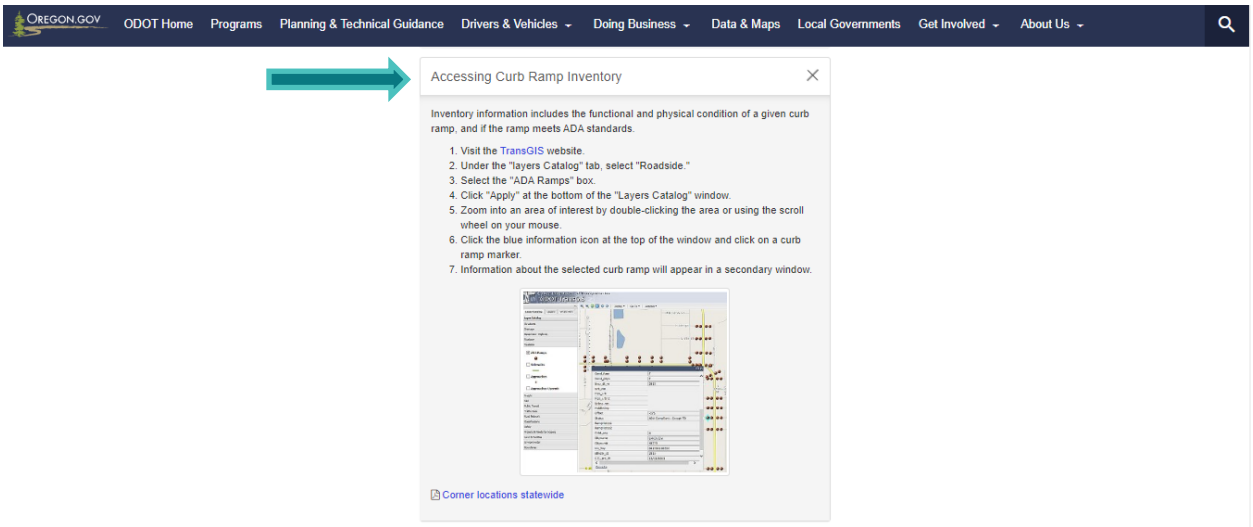


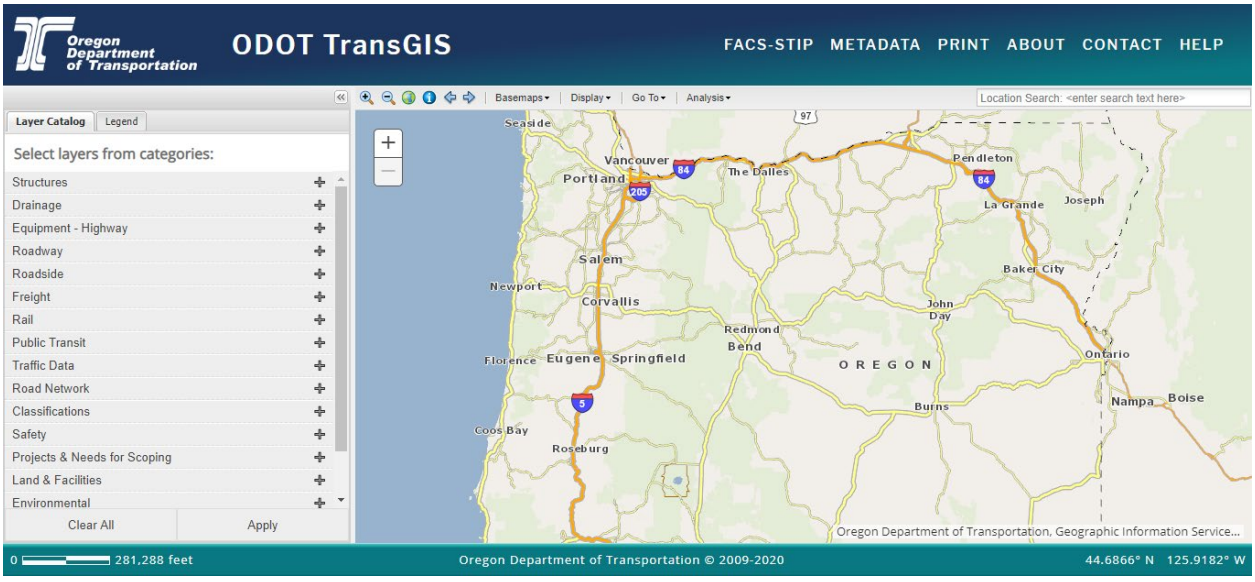

The Plan Set along with TransGIS[1] (internal) or TransGIS (external) will provide the information for the 'location' fields.

It is important to copy and paste the **EXACT** location information from TransGIS to be accepted.[3]

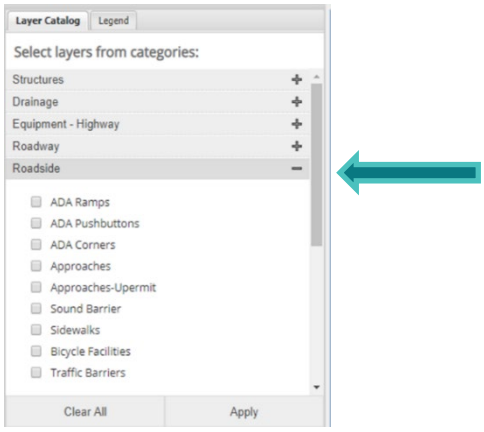
The TransGIS link is also located on the Engineering for Accessibility webpage under 'Accessing Curb Ramp Inventory'.

## 3. Using TransGIS for location information:

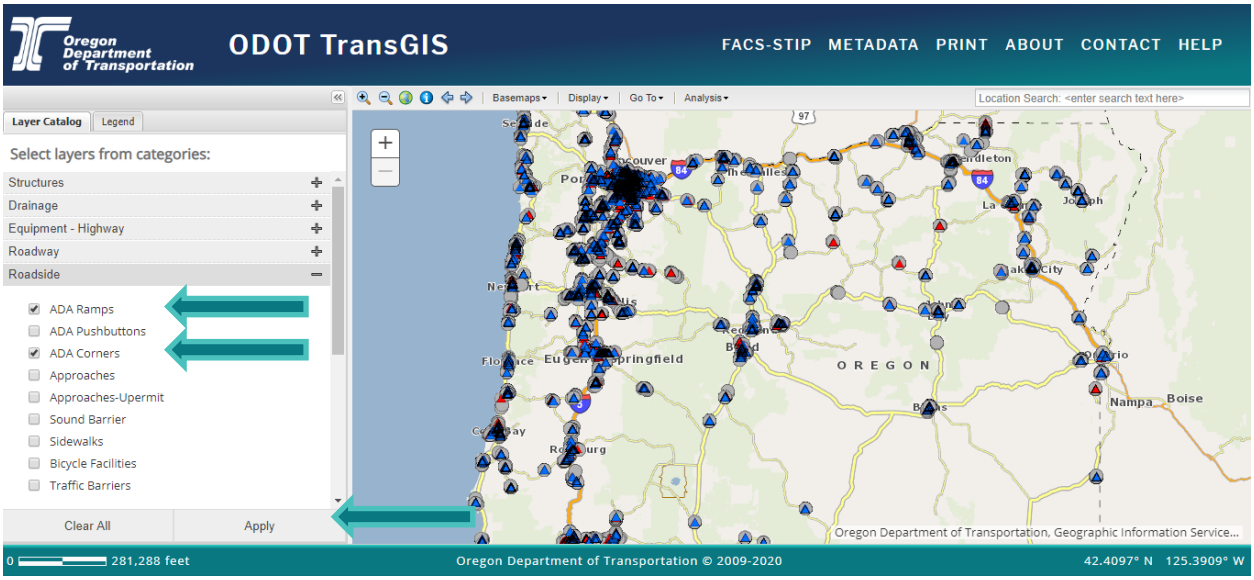


**3.1.** To access ADA Curb Ramp inventory, expand the '**Roadside**' category in the Layer Catalog.



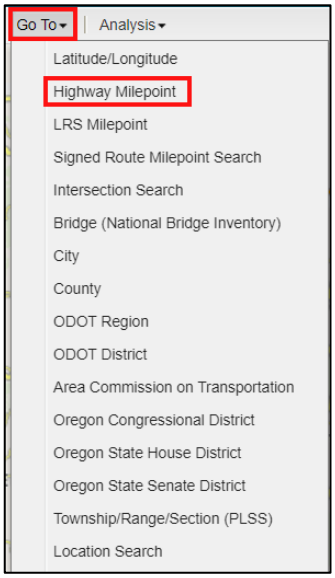

**3.2.** Select the '**ADA Ramps**' and '**ADA Corners'** layers. Click '**Apply**' to show the layers on the map. The map will populate with ADA Curb Ramp locations currently in the inventory.



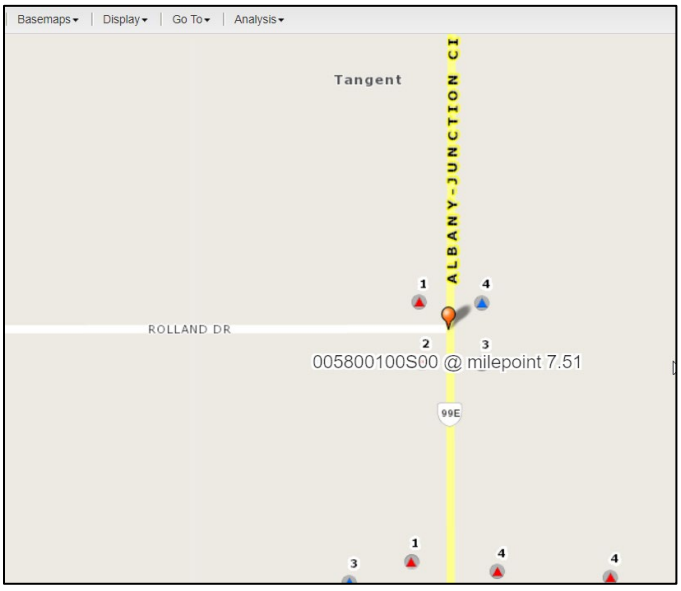
**3.3.** Locate the ADA Curb Ramp that was remediated from the project plan set.

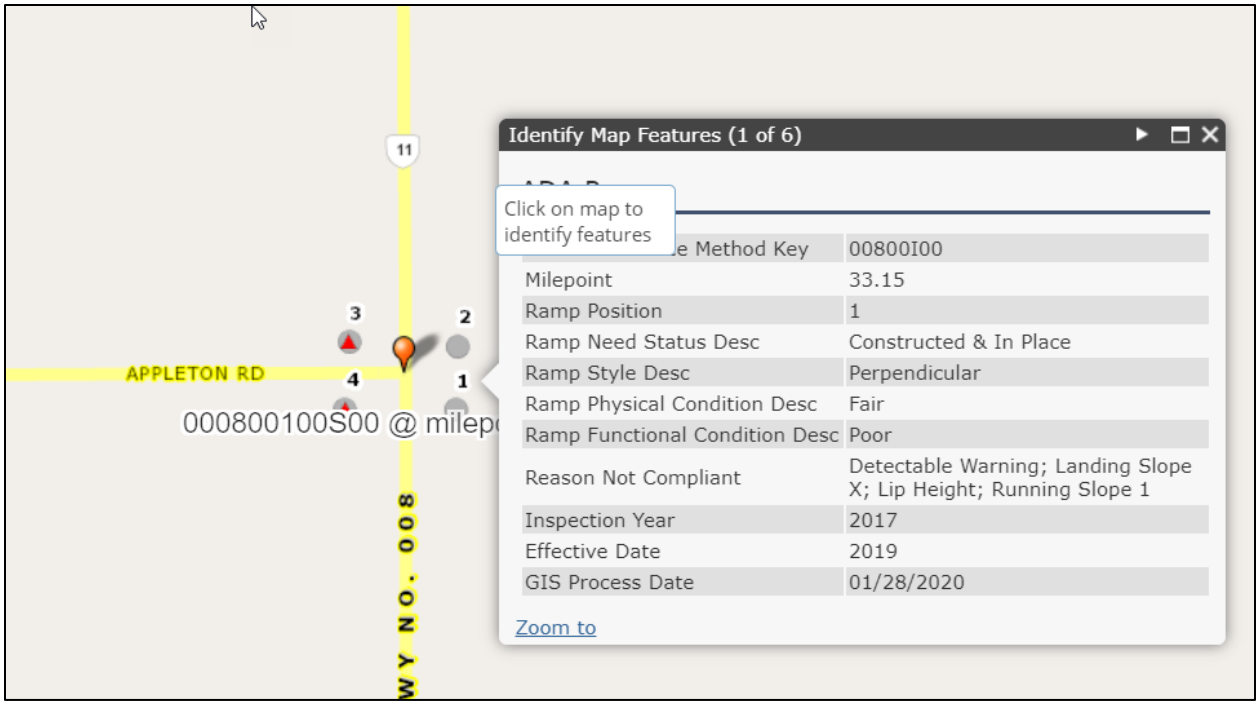
Use the '**Go To**' tool to quickly identify your location.

Follow the prompts to enter your location information, after you enter the milepoint the screen will automatically adjust to the location placing a pin indicating the parameters that you entered.

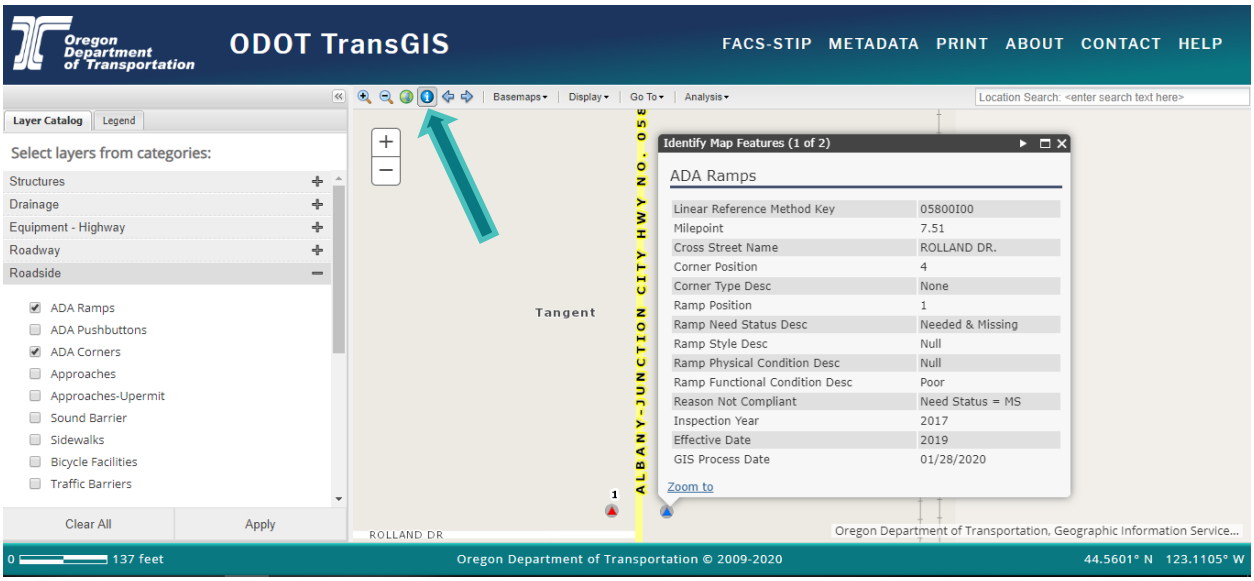








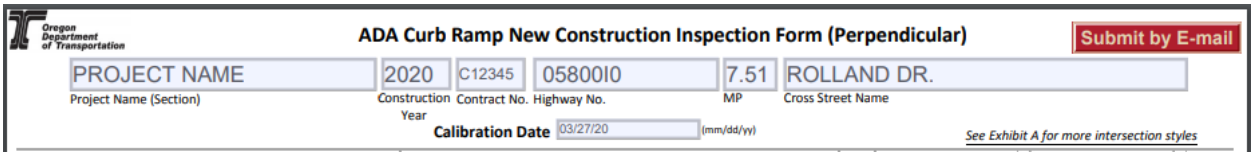

**3.4.** Select the button and click on the asset to display the attributes.



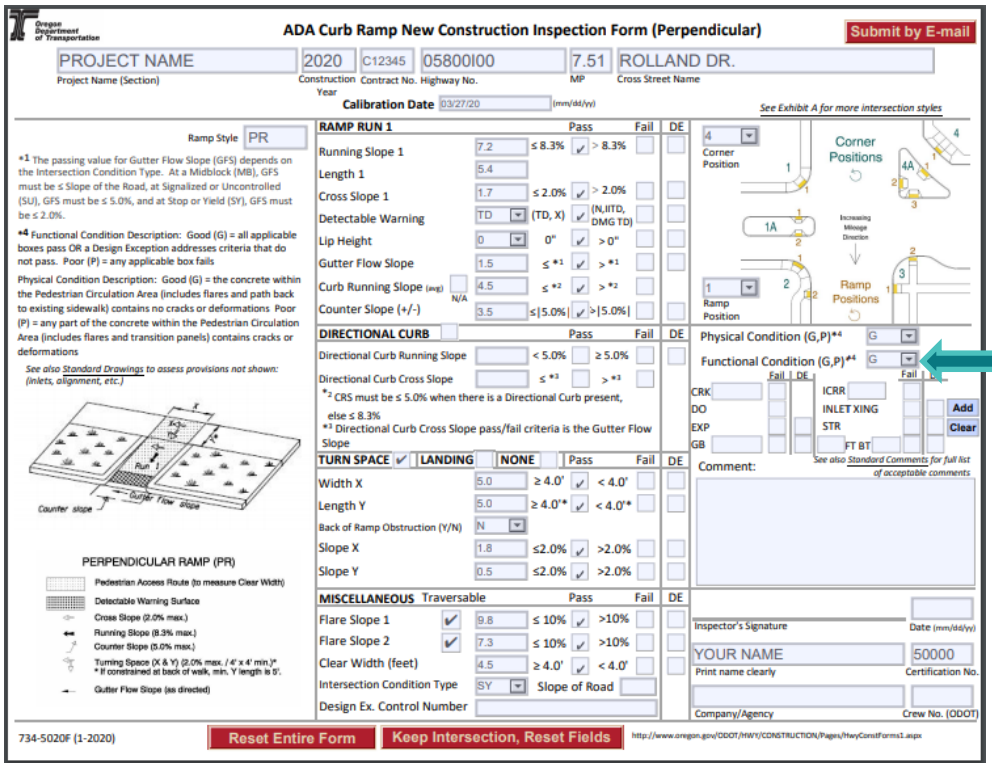
**3.5.** The information needed on the ODOT ADA Curb Ramp Inspection form is:

- Project Name*
- Construction Year*
- Contract Number*
- Linear Reference Method Key (LRM)/Highway No.
- Milepoint
- Cross Street Name: **Copy and Paste this <u>EXACTLY</u> as it reads in TransGIS**
- Corner Position
- Ramp Position

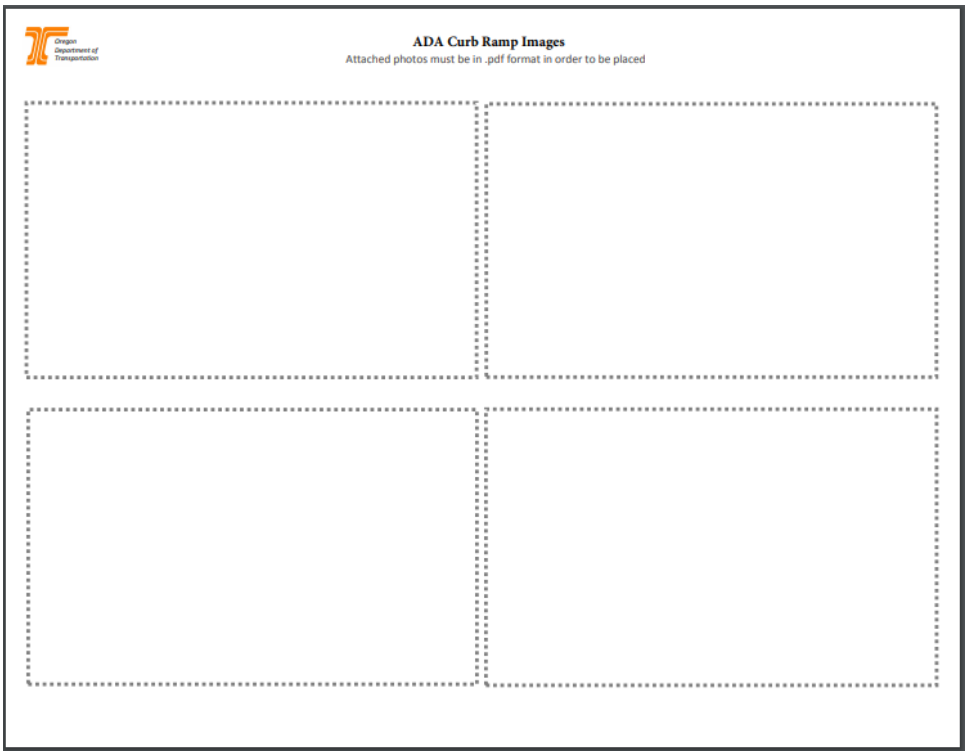
**Information not found in TransGIS*

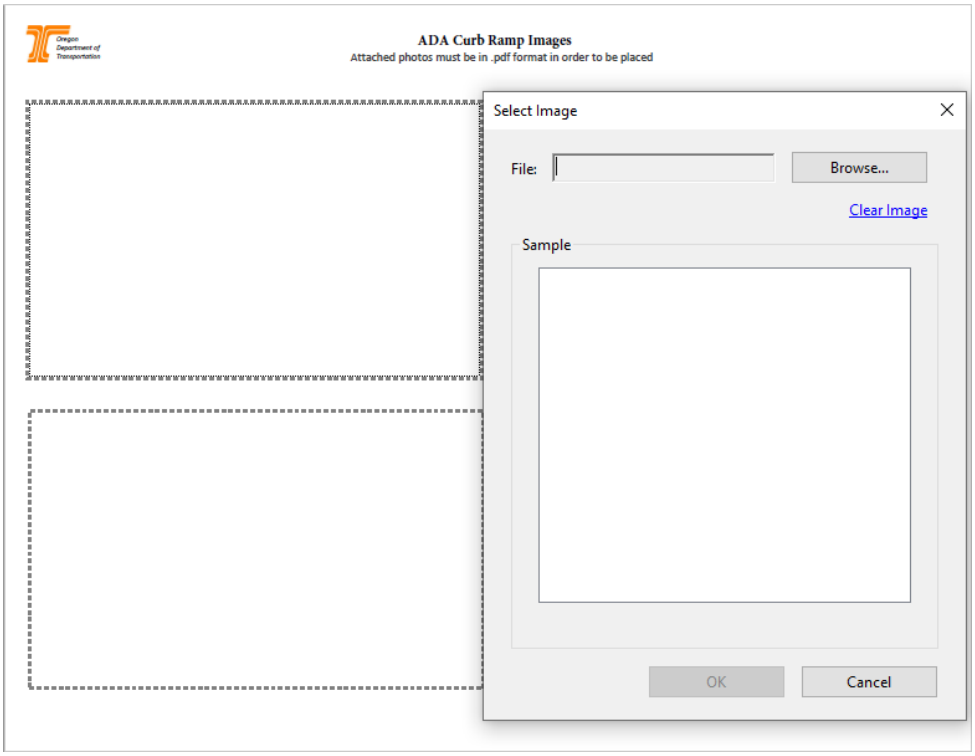



**3.6.** Complete the final inspection and populate the rest of the form until all information has been entered.[2] If all required fields have been entered, the 'Functional Condition' will auto populate, as seen below.



**3.7.** Attach pictures (at least 1) on the back of the form; click in a blank space and select the photo to be entered.



## 4. QA Checklist:

**Check the form for incorrect/missing information[3]**

- ☐ Project Name
- ☐ Contract Number
- ☐ Location Information
- ☐ Cross Street
- ☐ Corner Position
- ☐ Ramp Position
- ☐ All slopes are passing values
- ☐ All dimensions are passing values
- ☐ Functional Condition is GOOD
- ☐ Calibration and inspection date match
- ☐ Comments are entered using Standard Comments
- ☐ Inspector name and certification number is entered

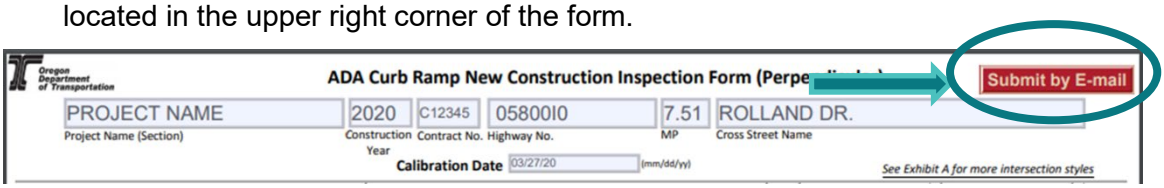
## 5. Save and Submit:

**5.1.** Save a copy of the completed form for project records in Doc Express and any other project document location for the project.

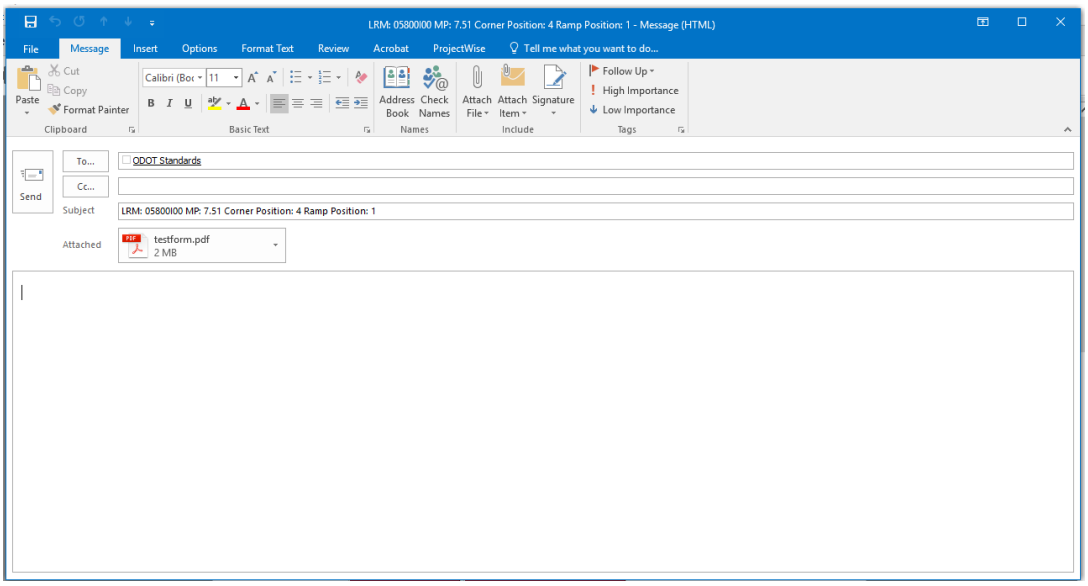
**NOTE**:

- Forms that are sent to the ODOT Standards Inbox **CANNOT** be a flattened version. In order for data to be extracted from the form, it **must remain in its 'smart' form**. **Flattened forms will not be accepted**.

**5.2.** After you have QA'd the form and are ready to submit, use the Submit by E-mail button located in the upper right corner of the form.




An email will be generated with the ODOT Standards Inbox (email) already populated. It will also automatically attached the Inspection form.




**5.3 In the populated email, please include the following:** [3]

1. If this is the first time an ADA Curb Ramp or ADA Push Button form is being submitted for the project, **attach the contract plans**.
2. Attach completed ADA Curb Ramp Inspection form with embedded pictures. (confirm it has attached to the form)
3. Design exception(s) associated with the ramp, if applicable.
4. Crosswalk closure approval documentation for that intersection, if applicable.
5. Pictures of the crossing closure treatment used on both sides of the highway, if applicable.

## 6. Confirming Submission:

Once your email has been received by the ODOT standards Inbox, you will receive a confirmation receipt. The confirmation receipt will only occur for the first daily submittal. Once forms have been reviewed, you will receive a notification if the form has been accepted or if there is additional information required.

**From:** ODOT Standards <ODOTStandards@odot.state.or.us>
**Sent:** Tuesday, October 6, 2020 5:39 AM
**To:** BORGES Melissa <Melissa.BORGES@odot.state.or.us>
**Subject:** Automatic reply: Hello

Thank you for your submittal, this acknowledges receipt of your inspection form(s).
The next step, you will receive notification that we either need additional information or that your forms have been accepted.
If you have any questions please feel free to contact us.

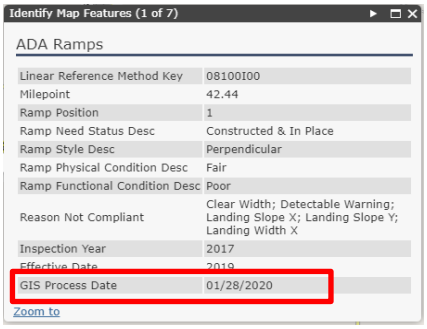
EXAMPLE

Brian Parker
ODOT ADA Inventory Team
Brian.A.Parker@odot.state.or.us
503-986-3334

***Submit all plans involving ADA work to Maps and Plans for a "V" number to retain an electronic copy for ODOT Records Retention.**

**General NOTES:**

[1] TransGIS is a snapshot in time, data is typically updated twice a year. Check the 'GIS Process Date' for when the last update was ran.




[2] Calibration date and inspection date are required to be the same for acceptance.

[3] ODOT ADA Curb Ramp forms with missing/incorrect information will be rejected and QA will not commence until all completed forms are submitted and accepted for the project.