



# ADA Curb Ramp Design Exception Request Form 734-5112 User Guide

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## Table of Contents

<b>About This Guide .....</b>	<b>4</b>
<i>Purpose.....</i>	4
<i>Audience.....</i>	4
<i>Text and Format Conventions.....</i>	5
Instructions .....	5
Blue Boxes.....	5
<b>The Form .....</b>	<b>6</b>
<i>General Information.....</i>	6
<i>Layout .....</i>	8
<b>Filling in the Design Information.....</b>	<b>10</b>
<i>Location Information.....</i>	10
Fields for Projects on State Highway System or with Finalized Transfers .....	10
Location Fields for Projects <i>Off</i> of the State Highway System.....	13
<i>Project Information.....</i>	14
Fields.....	14
Entering Design Exceptions.....	15
<b>Signatures and Approval – Design Section .....</b>	<b>22</b>
<i>Engineer of Record.....</i>	22
Fields.....	22
Stamp and Signature.....	23
Locking the Form: The Finalize Button.....	26
Saving and Renaming the Form .....	27
Submitting and Sending the Form .....	28
<i>Concurrenrs 1 and 2.....</i>	29
Finalize the Form and Save to Rename it.....	31
Approve/Reject and Send.....	31
<b>The Technical Services Section.....</b>	<b>33</b>
<i>Tracking and Reviewing.....</i>	33
Roadway Design Exception Administrator .....	33
Roadway Design Exception Administrator Actions.....	33
Roadway Unit Manager Actions.....	34
Reviewer Actions .....	34
Verify Location Information.....	34



Review the Overall Form Content..... 35

Complete the *Reviewed by:* Section..... 35

Form Processing: Finalize, Rename, Approve or Reject and Send ..... 36

*Review Concurrence* ..... 38

    ODOT Roadway Unit Manager ..... 38

    State Roadway Engineer ..... 39

**The Process**..... **42**

*Process for Approval* ..... 42

        Pre-Review ..... 42

        Form Review and Handling Process (All-Approval Scenario) ..... 42

*Processes for Rejections*..... 45

        First or Second Concurrer Rejection..... 45

        Second Concurrer Rejection ..... 45

        Reviewer Rejection ..... 45

        Roadway Unit Manager Rejection..... 46

        State Roadway Engineer Rejection..... 46

        FHWA Rejection (Projects of Division Interest Only) ..... 46

**Appendix –Stamps and Digital Signatures** ..... **47**

*Creating a Professional Engineer Stamp/Seal*..... 47

*Creating a DocuSign Digital Signature for Use in Adobe Acrobat Reader*..... 47

        Confirming Signature Appearance in Adobe Acrobat..... 49

        Troubleshooting ..... 52



## About This Guide

### *Purpose*

This document provides step-by-step instructions for all user roles, for filling in, signing, submitting, reviewing and processing ODOT form 734-5112; the **ADA CURB RAMP DESIGN EXCEPTION REQUEST** form.

### *Audience*

This guide is intended for use by the following:

- Designer Engineers
  - First Design Concurrence:
    - Program managers
    - Area managers
    - District managers
    - Bridge Delivery Unit (BDU)
    - Private-Public Partnership liaisons
    - Local Government liaisons
  - Second Design Concurrence:
    - Region Technical Center Manager
    - Region Roadway Manager
  - The ODOT Roadway Unit Manager
  - ODOT Roadway Unit Reviewers
  - Oregon State Roadway Engineer
-

## Text and Format Conventions

### Instructions

The term *click* indicates positioning a cursor in a field or over the element and pressing once on the left mouse button.

The term *right-click* indicates positioning a cursor in a field or over the element and pressing once on the right mouse button.

“Select” indicates make a choice, e.g., from a dropdown list, between radio buttons options, or from a menu.

### Blue Boxes

Additional information is provided in shaded boxes with icons indicating the type of information.



**Note:** Notes contain additional information about a topic to help explain how it works, why it is configured as it is, or how to use it.



**Tip!** Tips describe non-essential information about actions that may help you to use the form more efficiently.



**Reminder:** Reminders re-state information that is presented elsewhere in the guide that is also of relevance in the current section.



**Caution!** Cautions alert you to actions or non-actions that might result in a substantial loss of time, such as adding attachments that exceed the file size that cannot be sent through ODOT email.





# The Form

## General Information

This form is designed to replace the paper form previously used for ADA curb ramp design exception requests. The *process* for completing the form remains essentially the same, with the following exceptions:

- Design exceptions are selected from a drop-down list, rather than being written in. The selections match those in the ADA curb ramp design checklist.
- Handwritten signatures have been replaced by the use of third-party-verified digital signatures
- Sealing the form entails inserting an image of your professional stamp and then applying a digital signature over top of it. The digital signature must read “Digitally Signed”.
- The transmitted form including all attached supporting documents and images may not exceed the 25MB limit for ODOT email transmission, and every effort should be made to keep the file size from growing too large.
- Due to the fact that forms are sent via ODOT email, all people who expect to handle forms regularly should set up an email archive to avoid exceeding their ODOT email mailbox limit (see below).
- Supporting documents added by anyone other than the submitting Engineer of Record cannot be attached to the form; they are to be placed in a separate folder that will be associated with the form by the Project Control Office. A link to the folder must be included in all emails passing the form on to the next person in the review process.

## Use of the Form

- Use a new ADA Curb Ramp Design Exception Request form 734-5112 for each individual **intersection, entrance, midblock crossing**, etc.
- You may include multiple curb ramp position design exceptions at the mile point location in the Design Exception Request form. Each must be identified specifically.
- **The form has no internal integrity checks:** those filling in and reviewing the form are responsible for making sure all necessary fields have an entry and that entries are correct.
- The  icons at the right of a line open instructions and guidance for the fields in that line. Click the  a second time to close the information.



*Tip!* You can save the form at any time. It is recommended that you save a local, editable copy on your network or hard drive **before finalizing** the form, so that you can make changes to entries if necessary without having to re-enter all data.

## Form File Size and Outlook Mailbox Archive

The Form with all entries, signatures and appended images, stamps, and supporting documents is transmitted via ODOT email, so its maximum size cannot exceed 25 MB. To allow for appending of subsequent images or signatures to the form, and ease of transmission, the form submitted by the

Engineer of Record for review should be kept to as small a file size as possible without compromising the information needed for review.

**Outlook Email Archive**



**Caution!** Both receiving a large form and sending it to the next reviewer (Approving or Rejecting) can overload your Outlook email. Make sure you have set up an email archive.

If you expect to process or review many ADA Curb Ramp DE forms via your Outlook email box, contact the ODOT Computer Support Desk to request help in setting up an email archive. Having an Outlook email archive allows you to move large emails (such as those with the form attached) out of your active email folders so that you do not exceed your mailbox limit.

If you exceed your mailbox limit, you will be prevented from receiving or sending emails until you resolve the issue. You may get a warning like the one below, or you may simply find that emails you try to send are stuck in your Outbox.

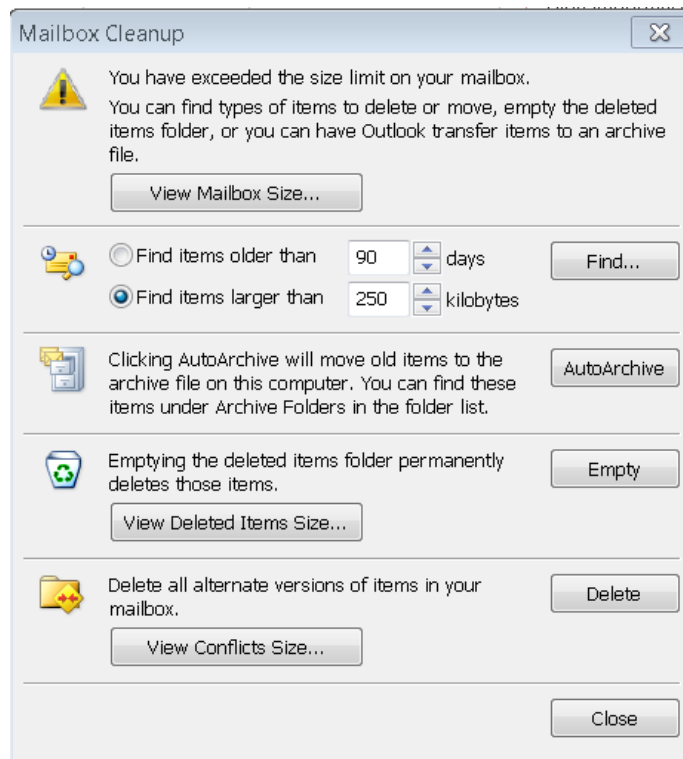


Figure 1. Outlook email mailbox size limit exceeded warning



**Note:** There is a maximum Outlook email archive size of 2 GB, however, after the archive reaches 1.7 GB, you may experience issues with archiving.

**Saving an Editable Copy of the Form**

Saving an editable copy of the form with your entries before finalizing it is highly recommended: (1) to preserve work that you have already done on the form if you cannot complete it in one sitting, and (2) to preserve an editable copy of the submitted form so that changes necessitated by review feedback can be made without having to start over with a blank form.



**Caution!** Clicking [Finalize] renders most fields un-editable. If you have not saved an editable copy of the form with your entries before you click [Finalize], and you need to make changes later, you will have to begin again with a blank form.

## Naming the Form

When you submit, approve, or reject the form, you must rename it following the file naming convention, updating the name to reflect life cycle status as appropriate (see [Finalize and Re-name the Form](#)).









**Tip!** When saving an **editable** copy of the form, save it following the guidelines for naming, but without the final lifecycle suffix. That will save you time when naming it to send to the next reviewer and avoid the possibility of overwriting an editable copy with a finalized copy.

## Layout

The top portion of the Form has sections for data entry by the Engineer of Record (EOR). It is followed by signature sections for the EOR, the Program Manager, and the Region Technical Center Manager who concur with the plan. Below that is the Technical Services area for the Reviewer’s comments and approval by the State Traffic Roadway Engineer.

## Field Behavior

- Some fields allow both text entry and selection; others only allow text entry or selection from a dropdown.
- Selection of **OFF State Highway** in the *Design Exception* area changes the available fields in the *Location Information* section.
- Some fields are linked, so that a selection in one determines possible selections in another (e.g., **Highway Name** and Number fields and the **Route** and **County** fields).
- The  icons at the right of a line open instructions and guidance for the fields in that line. Click the  a second time to close the information.
- Blue buttons act to add or remove rows for exception entries  or to remove an image  or a professional stamp  or a professional stamp  from the form.

## Engineer of Record Information

- Location Information – This section may also be edited by the reviewer.
- Project Information
- Description of Exception(s)
- Description of Project
- Reasons for Not Attaining Standard
- Effect on Other Standards
- Mitigation for Exception Included in Design
- Submitting Supporting Documents





***Signatures and Approvals***

- Engineer of Record signature
- First Concurrer signature
- Second Concurrer signature

***Technical Services (Review) Sections***

- Review Section with Reviewer Signature
  - Concurred by ODOT Roadway Unit Manager Signature Section
  - State Roadway Engineer Stamp and Signature Section
-



# Filling in the Design Information

## Location Information

The *Location Information* fields for projects **on** the State Highway System or *off* the State Highway System but transferred to local jurisdiction are different from those **off** the **State Highway System**. You can see the differences by changing the selection in the **Design Exception** field at the top of the form.



**Note:** For projects **OFF** the state highway system, and those on the State Highway System with pending (not yet completed) transfers to a local jurisdiction, see ([Location Fields for Projects Off of the State Highway System](#)).

## Fields for Projects on State Highway System or with Finalized Transfers

### Design Exception

- If the project is planned or constructed on the State Highway System, select **State Highway System**.
- If you are filling out the form for post-construction design exceptions at locations on State highways that have been transferred to local jurisdiction, select **Off State Highway System** and then select “Highway transferred to local jurisdiction?  Yes”.



**Note:** Location Information fields remain editable by reviewers even after you click the [Finalize] button. This allows a reviewer to update information in these fields without rejecting the form.

If you are uncertain about the current jurisdictional status of the intersection; make the selection to the best of your knowledge. A reviewer can update entries in the location fields without initiating a new round of review and sign-offs.

**Location Information**

DESIGN EXCEPTION

State Highway System     Off State Highway System

SECTION NAME

HIGHWAY NUMBER	HIGHWAY NAME	ROUTE NUMBER	SUFFIX CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

COUNTY	REGION	KEY NUMBER	EA NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ROADWAY ID	MILEAGE TYPE	MILEAGE OVERLAP CODE	INTERSECTION MP	CROSS STREET NAME
<input type="checkbox"/> I <input type="checkbox"/> D	<input type="checkbox"/> 0 <input type="checkbox"/> Z <input type="checkbox"/> A	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 2. Fields for design exceptions on the State Highway System



**Location Information**

DESIGN EXCEPTION				
<input type="checkbox"/> State Highway System		<input checked="" type="checkbox"/> Off State Highway System		Highway transferred to local jurisdiction? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SECTION NAME				
HIGHWAY NUMBER	HIGHWAY NAME		ROUTE NUMBER	SUFFIX CODE
COUNTY	REGION	KEY NUMBER	EA NUMBER	
ROADWAY ID	MILEAGE TYPE	MILEAGE OVERLAP CODE	INTERSECTION MP	CROSS STREET NAME
<input type="checkbox"/> I <input type="checkbox"/> D	<input type="checkbox"/> 0 <input type="checkbox"/> Z <input type="checkbox"/> A			

Figure 3. Fields for design exceptions with completed transfers to local jurisdiction

**Section Name**

- Enter the name of the section as it appears on the bid documents.

**Highway Number and Highway Name**

Enter either the highway name or highway number in the respective field.

- The **Highway Number** and **Highway Name** fields are linked. A selection in either automatically populates the other.
- Entries in the **Highway Number** and **Highway Name** fields constrain the available selections in the **Route Number** and **County** fields.
- If you know only the route number, use the link in the [i](#)-help to the *Cross Reference Table of Highway Route Number to State Highway Number* to find the highway number.

**Route Number**

From the drop-down list, select the route number that matches the signs along the project area.

- The selections available in the **Route Number** dropdown depend on the entries in the **Highway Number** and **Highway Name** fields.
- If there are no entries in the **Highway Number** and **Highway Name** fields, no selections are available in the in the **Route Number** field.

**Suffix Code**

Select each digit of the two-digit suffix code individually from the two drop-down lists.

In ODOT’s GIS, the suffix code is a two digit highway suffix that differentiates mainline roads from connections and frontage roads with the same highway number. The mainline suffix is the numerical value 00. Connections and frontage roads each have a unique combination of two letters (AA to ZZ).



**Tip!** If you know the LRM for the location, the suffix code follows the three digits of the highway code, and precedes the letter (I or D) indicating roadway ID.

Example:

**08100D00** is the LRM for Pacific highway 81 (081) mainline (00), decreasing direction. The suffix is “00”.

**081ACI00** is the LRM for a connector to Pacific highway 81 (081), the suffix is “AC”



### County

Select the **County** from the drop-down list. The list is alphabetical. If you have selected a **Highway Name** and **Highway Number**, the list of county names available for selection is constrained to only those counties where the highway or route is located.



**Tip!** Select the **Highway Number** or **Highway Name** before selecting **County**; then the drop-down list for the county field shows only counties in which the highway exists, making selection easier.

### Region

Select the ODOT region (1 - 5) from the drop-down list.

### Key Number

Enter the key number assigned to the project.

### EA Number

Enter the ODOT internal account number provided for this job, using the format: Expenditure account number-activity- subjob codes. (i.e., **XX12345-ACT-SJB**)

### Roadway ID

The roadway identifier code determines the alignment when there is a separated highway alignment such as a freeway. If you know the LRM, the Roadway ID is the letter that follows the first 5 digits.

- Select **Code I** (Increasing) for the primary alignment that increases with the mile point.
- Select **Code D** (Decreasing) for the alignment that decreases with the mile point.

### Mileage Type and Mileage Overlap Code

Select the Mileage Type (0, Z, A) and the Mileage Overlap code.

If you know the LRM of the intersection, the mileage type and overlap code are the last two digits. If you do not know the LRM, follow these guidelines:

- Select "0" (Zero) - for Mileage Type and for Mileage Code when there is regular mileage with no overlap due to highway realignment.
- Select "Z" if there is an overlap in mile points due to highway realignment since original mile point numbering. If you select "Z", use the Mileage Overlap Code field to indicate incidence of overlap. A code of "1" indicates the first occurrence, a code of "2" the second occurrence, etc., along the entire highway length.
- Select "A" for Mileage Type if the intersection is part of the highway transferred to local government jurisdiction. A mileage type of "A" may require a mileage overlap code other than zero.



**Note:** The Engineer of Record may not have access to information on transfers to local jurisdiction. Reviewers: if you change the mileage type to "A" check for mileage overlap.

### Intersection MP (mile point)

Enter the appropriate mile point of the intersection on the State Highway System.



**Cross Street Name**

Enter the name of the nearest cross street.



**Location Fields for Projects Off of the State Highway System**

**Design Exception**

Select **Off State Highway System** for:

- Projects planned or currently constructed that do not fall within the State Highway System jurisdiction.
- Highways that have been transferred to a local jurisdiction **in cases where the transfer has been completed.**

Selecting **OFF STATE HIGHWAY SYSTEM**, changes the form fields. Instructions for the fields are below.

**LOCATION INFORMATION**

DESIGN EXCEPTION			
<input type="checkbox"/> State Highway System	<input checked="" type="checkbox"/> Off State Highway System	Local Jurisdictional Transfer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SECTION NAME			
COUNTY	REGION	KEY NUMBER	EA NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CROSS STREET NAME		MAINLINE STREET NAME	
<input type="text"/>		<input type="text"/>	

Figure 4. Off State Highway System

**Highway Transferred to Local Jurisdiction?**

Select "Yes" if the highway has a pending transfer to the local jurisdiction and the transfer has been completed. If you select "Yes," see the previous section for information on how to fill out the fields.

Select "No" if the highway has not been transferred.



**Note:** If you are uncertain of the current or possible pending jurisdiction of the location of the project, enter your best guess. The form reviewer will have access to the most up-to-date information and can correct the selection if necessary.

**Section Name**

Enter the name of the section as it appears on the bid documents.

**County**

Type in the county name or select it from the drop-down list. The list is alphabetical.

**Region**

Select the ODOT region from the drop-down list.

**Key Number**

Enter the key number assigned to the project.



**EA Number**

Enter the ODOT internal account number provided for this job, using the format: Expenditure account number-activity- subjob codes. (i.e., **XX12345-ACT-SJB**)

**Cross Street Name**

Enter the name of the nearest cross street.

**Mainline Street Name**

Enter the name of the mainline street.

**Project Information**

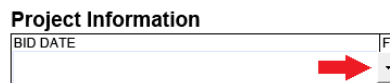
<b>Project Information</b>		FUNDING TYPE		FEDERAL APPROVAL REQUIRED?	CROSSWALK CLOSURES?
BID DATE		<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
CORNER POSITION	RAMP POSITION NO.	EXCEPTION TYPE	EXCEPTION DETAILS		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
ILLUSTRATION OF INTERSECTION (CLICK IN FIELD TO BROWSE FOR IMAGE)					DELETE IMAGE

Figure 5. Project Information Section

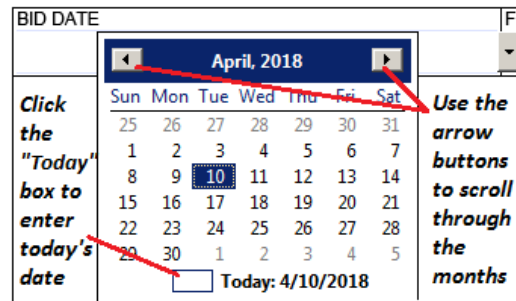
**Fields**

**Bid Date**

Click in the field and then click the drop-down arrow to open a calendar to select the bid date of the project. Note: The drop down arrow appears outside of the field frame:



Once the calendar opens, use the arrows at the top left and right if necessary to scroll through the months to find the bid date. **Note: You cannot enter the date as text or edit it.**



**Funding Type**

Select all funding types that apply to the project.



**Federal Approval Required?**

Select "Yes" if this is a Federal oversight project. Select "No" if it is not.

**Crosswalk Closures?**

Select "Yes" if the intersection has approved and documented crosswalk closures, or "No", if it does not. If you are unsure, contact the Region Traffic Engineer.

**Entering Design Exceptions**

**Corner and Ramp Position Exceptions**

CORNER POSITION	RAMP POSITION NO.	EXCEPTION TYPE	EXCEPTION DETAILS		
▼	▼			▼	+ -

Use the fields on this line to build the table of exceptions.

- Add a row for every exception. The form expands onto additional pages as necessary.
- If multiple exceptions apply to one corner and ramp position, enter a new row for each one, selecting that corner and ramp position for each (see image below for example).

CORNER POSITION	RAMP POSITION NO.	EXCEPTION TYPE	EXCEPTION DETAILS		
1 ▼	2 ▼	B3	7.5% maximum curb running slope	▼	+ -
1 ▼	2 ▼	F1	Min. clear width through the pedestrian access route is 4.5'.	▼	+ -
1 ▼	2 ▼	F3	If part of shared use path, min. width of curb ramp equal to approaching path width.	▼	+ -
4 ▼	1 ▼	D2	Max. gutter flow slope is 4.5% at bottom of curb ramps without stop/yield control.	▼	+ -

You do not need to enter corner or ramp positions for ramps at the intersection that meet ADA regulatory requirements.

- Click any **+** to add another row below that line.
- Click the **-** at the end of a row to delete the row.

**Corner Position**

Select the appropriate corner position from the drop-down list. Use these guidelines:

- The corner position is based on travel in the direction of **increasing mile points** (usually southbound or eastbound, regardless of the traffic direction, with the main exception of Interstate 5).
- Numbering begins with the first encountered corner on the right and proceeds counterclockwise.
- Append "A" to the corner number for an island associated with the corner.

A diagram of labeling guidelines is below. You can also open this diagram from the form by clicking **See Exhibit "A"** in the **i**-help for the line.

**Ramp Position No.**

Ramp positions are numbered counterclockwise at each corner beginning with the ramp encountered first when traveling around the intersection in a counterclockwise direction.

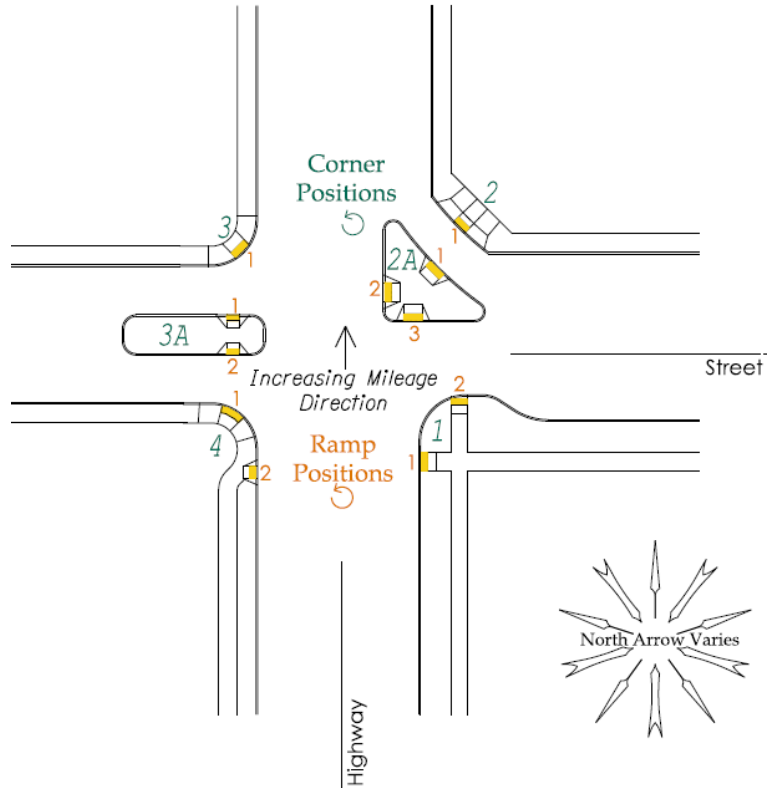


Figure 6. Curb Ramp Location and Numbering

**Exception Type – Exception Details**

Select from the drop-down list an exception type that applies, following the criteria in the table below. “As constructed” refers to ramps already built.

Code	Description
A	A separate curb ramp is provided for each pedestrian access route crossing (typically two per curb ramp corner) within the scope of the project unless such crossing is officially and properly closed.
B1	7.5% maximum ramp running slope on all ramp runs. As constructed, maximum slope is 8.3%.
B2	No longer in use.
B3	The curb running slope in the direction of the pedestrian crossing is 7.5% maximum. As constructed, the curb running slope maximum is 8.3%.
C1	1.5% maximum cross slope on all ramp runs. As constructed, the maximum cross slope is 2.0%.
C2	For islands at intersections that are not yield or stop controlled, the maximum cross slope is 4.5%. As constructed, the maximum cross slope is 5.0%.
C3	At midblock islands, the cross slope does not exceed the adjacent road profile grade.
D1	The maximum gutter flow slope is 1.5% at bottom of curb ramps serving intersection approaches controlled by a stop or a yield sign. As constructed, the maximum gutter flow slope is 2.0%.
D2	The maximum gutter flow slope is 4.5% at bottom of curb ramps serving intersection approaches not controlled by a stop or a yield sign. As constructed, the maximum gutter flow slope is 5.0%
D3	At midblock crossings, the maximum gutter flow slope is equal to the street grade.





E	Maximum counter slope is 4.0%.
F1	Minimum clear width through the pedestrian access route is 4.5 feet. As constructed, the minimum clear width is 4.0 feet.
F2	Minimum clear width through a cut-through island is 5.5 feet. As constructed, the minimum clear width is 5.0 feet
F3	Curb ramps as part of a shared use path have a minimum width equal to the approaching path width.
G1	Flares are provided with maximum slope of 10% relative to zero.
G2	If a return curb is provided, pedestrian cross-travel is discouraged with landscaping or other obstruction(s).
G3	Minimum 1 foot distance between curb ramp flares.
H	Drainage grates are outside pedestrian access route.
J1	Ramp turning space design maximum slope is 1.5% in both directions. As constructed, maximum slope is 2.0%.
J2	Ramp turning space is 4.5 feet x 4.5 feet at minimum if no constraint at back of walk. As constructed, the ramp turning space is 4.0' x 4.0' at minimum. (Note: A constraint includes a raised curb, signal or utility pole, or any object on or along the edge of the turning space.)
J3	Minimum Ramp turning space is 4.5 feet x 5.5 feet if constrained at back of walk (5.5 feet turning space is required in crosswalk direction). As constructed, the turning space is 4.0 feet x 5.0 feet if constrained at back of walk (5.0 feet is required in the crosswalk direction). (Note: A constraint includes a raised curb, signal or utility pole, or any object on or along the edge of the turning space.)
K1	At a signalized intersection, the pedestrian pushbutton is located within 10 inches of side-reach from clear space. If a forward approach is required to access the pushbutton, the forward reach distance is 0' (zero feet) so that a wheelchair user would have to reach no further horizontally than the contacting portion of a wheelchair such as a footrest.
K2	The pushbutton is located vertically 3.0 feet (36") to 4.0 feet (48") above the clear space.
L1	At a signalized intersection, 2.5 feet (30") x 4.0 feet (48") clear space is provided for pushbutton access.
L2	At a signalized crossing, maximum cross slope of 1.5% is provided in the clear space for pushbutton access. As constructed, maximum cross slope is 2.0%.
M	4 feet x 4 feet clear turn space in crosswalk provided outside of the vehicle path. If crosswalk is striped, clear turn space is inside the striped crosswalk area.
N	Between curb ramps, the minimum curb height exposure is 0.25 foot (3 inches).
P	Minimum 5-foot distance between parallel curb ramps.
Q	Parking is prohibited inside each legal crossing.
R1	Detectable Warning Surface extends a minimum of 2 feet along the full width of each ramp.




R2	At a crossing island, 2 feet of separation is provided between Detectable Warning Surfaces.
R3	Detectable Warning Surface placement meets the RD759 standard drawing.
T	No lip at grade breaks.
U	***Special Approval only*** ADA processes or procedures are followed for design and construction. Use for ROW process, accepting as-built, etc.



**Reminder:** Use a single Design Exception Request form for multiple corner positions and ramp position numbers at one milepost location.

**Illustration of Intersection**

Provide a sketch or graphic that illustrates the intersection; label corner positions and curb ramp numbers.

- Click in the field to browse for an image to insert.
- JPG and PNG formats are acceptable. Other formats have not been verified.
- You may only add one image to the document.
- The field size does not change. An added image aligns left in the field; there is no way to reposition, reduce, or enlarge it once added.
- Remember that total form file size before routing for approval should not exceed 24 MB, because room must be left for reviewers to make entries and add signatures to the form without exceeding the 25 MB Outlook email transmission size limit.
- To replace the image, click again in the field and select the new image.
- To remove the image, click .

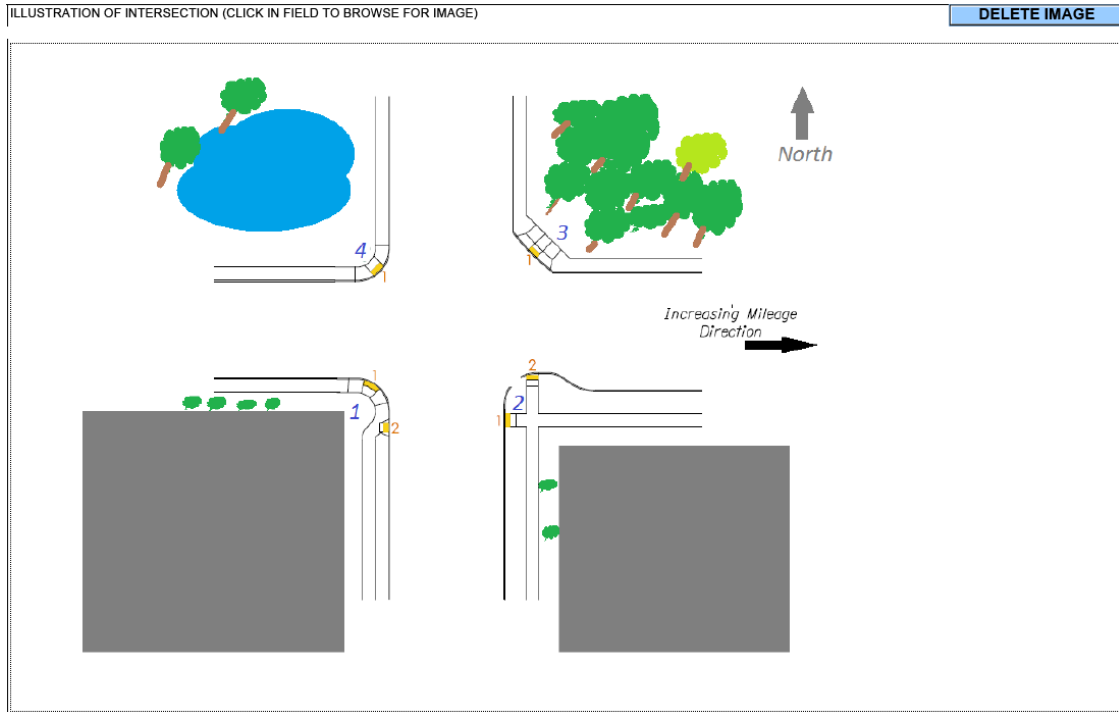


Figure 7. Example of an illustration of the intersection entered in field

**Description of Exception**

For each curb ramp location identified in the “Exception Type” table, describe the difference between the requirement and the level of accessibility achieved by the design.

Suggestions: (1) Follow the same top-to-bottom order as in the table. (2) Lead off each line with the corner-ramp position, followed by exception code.

**Example:** If the table looks like this:

CORNER POSITION	RAMP POSITION NO.	EXCEPTION TYPE	EXCEPTION DETAILS		
1	2	B1	7.5% maximum ramp running slope on all ramp runs.		+ -
1	2	C1	1.5% maximum cross slope on all ramp runs.		+ -
2	1	C1	1.5% maximum cross slope on all ramp runs.		+ -
4	1	D1	Max. gutter flow slope is 1.5% at bottom of curb ramps with stop/yield control.		+ -

...then enter descriptions in a format like this:

Description of Exception
DESCRIBE EACH REQUESTED DESIGN EXCEPTION FOR EACH CURB RAMP 1-2 B1 Greater than 7.5 % curb running slope due to etc. etc. 1-2 C1 Greater than 1.5% (2.5%) maximum cross slope necessary at this ramp due to etc. etc. 2-1 C1 Greater than 1.5% (2.5%) maximum cross slope necessary due to etc. etc. 4-1 D1 maximum gutter slope is 2.0% due to etc. etc.

Figure 8. Example of good description of exception format



**Description of Project**

Description of Project

DESCRIBE

The scope of work indicates which ADA requirements are triggered by the project. Describe the project's scope of work, providing detail for the following:

- Will pavement surfacing be included?
- What surface treatment is used?
- What is the length of pavement surfacing work?
- Will sidewalk be constructed? If so, where?
- Will traffic signals replace pushbuttons, walk signals or controllers?
- Is the project under construction contract?

If there is a crosswalk closure at an intersection within the project, include the crosswalk closure number in the description of the project.

**Reasons for Not Attaining Standard**

Reasons for Not Attaining Standard

EXPLAIN EACH REQUESTED DESIGN EXCEPTION FOR EACH NON-STANDARD CURB RAMP

Use this field to describe in detail the site-specific constraints why the requirement cannot be achieved. Do this for each curb ramp where an exception is sought.

ADA requirements allow deviation from a requirement only when meeting that requirement is (1) technically infeasible or (2) infeasible within the scope of work. Explain in detail why the requirement cannot be achieved.

- 1) Physical constraints that may make meeting the requirement technically infeasible include:
  - Underlying terrain
  - Underground structures
  - Adjacent developed facilities
  - Right-of-way availability
  - Drainage
  - The presence of a notable natural or historic feature
- 2) If achieving a compliant solution is possible, but outside the scope of work, describe why it would not be possible to add this to the scope of work.

**Effect on Other Standards**

Effect on Other Standards

DESCRIBE EACH REQUESTED DESIGN EXCEPTION FOR EACH CURB RAMP

Describe any considerations of how compliance with the ADA requirement might conflict with another federal, state, or local regulation or law. Are there tradeoffs with other engineering standards, best practices or other conflicting interests which are impacted due to achieving an ADA requirement?

Regulatory conflicts may include:

- Preserving threatened or endangered species

- Preserving the environment
- Preserving archaeological, cultural, or natural features
- Preserving something of historic value.

Describe any feature that would be affected because of compliance with the ADA requirement.

### **Mitigation for Exception Included in Design**

#### Mitigation for Exception Included in Design

DESCRIBE FOR EACH REQUESTED EXCEPTION FOR EACH CURB RAMP

Curb ramp design is required to be accessible and usable by people with disabilities to the maximum extent feasible or practicable. Since at least one requirement is infeasible, explain the decision process to work around that loss in accessibility.

Address specifically:

- What alternatives were explored?
- How does the current design achieve the maximum level of accessibility?
- What site-specific mitigations are employed to ensure that people with disabilities can access and use the curb ramp?

### **Supporting Documents**

Use this section to upload supporting documents. Include the Plan Section, Cross Section, Alignment Sheets and Plan Details. Include a detail sheet showing elevations and slopes for each curb ramp where an exception is sought.

- If at a signalized intersection, indicate the signal pole, pedestrian pole and pushbutton location.
- If the design exception pertains to the gutter flow slope, include a curb line alignment profile.



**Caution!** Errors of transmission tend to increase with file size, and you must also leave room for the addition of approval signatures and stamps which increase file size. 25 MB is the maximum file size that can be sent and received through ODOT outlook mail.

### **Adding a supporting document**

1. Click  to add a file: In the browser window, navigate to the file you want, select it, and open it. The file name is entered automatically under FILE NAME.
2. Enter the document name and description in the left-hand side under Document Name/Description.

### **Opening an attached document**

- To open an attached document, highlight its name under FILE NAME and click .



**Caution!** Only open files from sources that you trust. Contact ODOT Computer Support (503-986-3800) immediately if an attachment seems suspicious.

### **Removing a file**

To remove a file from the form:

1. Highlight its name under **FILE NAME**, and click **[Remove File]**. Unless you are going to replace the document, also remove any description you entered on the left-hand side.



# Signatures and Approval – Design Section

## Engineer of Record

The first signature section is for the Engineer of Record. Completing this section involves applying an image of your professional stamp (*seal*) and your digital signature.

Engineer of Record				ENGINEER OF RECORD PROFESSIONAL ENGINEER STAMP	
ENGINEER OF RECORD NAME					
TITLE					
COMPANY NAME					
COMPANY ADDRESS					
CITY		STATE	ZIP		
EMAIL ADDRESS	PHONE	DATE			
				Finalize	
				Save As	
				Submit	

## Fields

### Engineer of Record Name

Enter your full name.

### Title

Enter your title at your agency, firm or company.

### Company Name

Enter the name of your agency, firm, or company.

### Company Address and City, State, ZIP

Enter the business address of your agency, firm, or company, including the city, state and ZIP code.

### Email Address

Enter your email address.

### Phone

Enter the 10 digits of your contact phone number. The **PHONE** field does not accept dashes, dots, or spaces. When you click outside of the field, the form automatically formats the number.

### Date

Click in the **DATE** field and then use the drop-down arrow to open a calendar to select the date from the calendar.

- Note: The drop down arrow appears outside of the **DATE** field frame:
- You cannot enter the date as text, or edit it.



## Stamp and Signature

In this section you apply an image of your Professional Engineer stamp, and your third-party-certified digital signature that reads “Digitally Signed”.



**Caution!** You may have digital signatures available in Adobe Reader that are self-certified (issued by you) not third-party-certified. Make sure that the signature that you apply to this form is third-party-certified.

### Adding Your Professional Engineer Stamp

1. Click in the white space inside the **PROFESSIONAL ENGINEER STAMP** box. This opens a *Select Image File* browser window for you to browse for an image (JPG, PNG) of your engineer stamp.
2. Select your stamp image, and click [**Open**] to insert it into the box.
3. Click *outside* of the stamp box, elsewhere on the form (the cursor changes from a hand to a black arrow). Doing so “sets” the stamp in place so that you can apply a signature.

If you do not “set” the stamp, clicking anywhere inside the stamp box, including in the signature field will prompt you to replace the stamp image. You **MUST** first click outside the stamp box in order to be able to apply your signature.

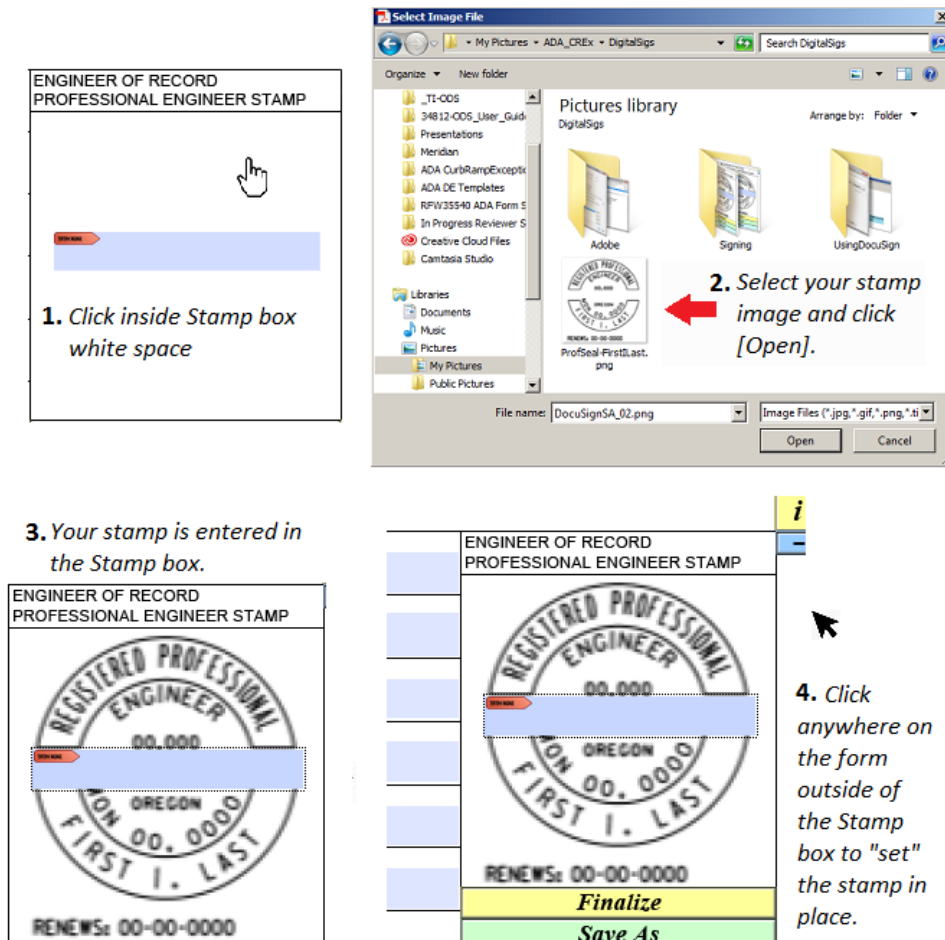


Figure 9. Steps to apply your professional stamp

## Removing an Engineer Stamp Image



**Note:** To remove the image of your Professional Engineer Stamp, click the blue button with a minus sign (above and to the right of the Professional Engineer Stamp box).



## Adding your Signature

1. Click inside the signature field within the **ENGINEER STAMP** box. If you cannot see where it is, click on the small red tab/arrow.

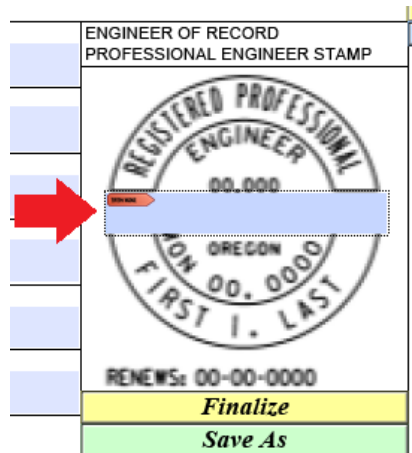


Figure 10. Clicking in the signature field in the Professional Engineer Stamp box.

2. If you have a signature created and uploaded for use in Adobe Acrobat Reader, the **Sign with a Digital ID** dialog opens.



**Note:** If you do not have a 3<sup>rd</sup>-party digital signature created and uploaded, and you work for ODOT, see the instructions in the Appendix for how to use DocuSign to create a digital signature that says “Digitally Signed.”

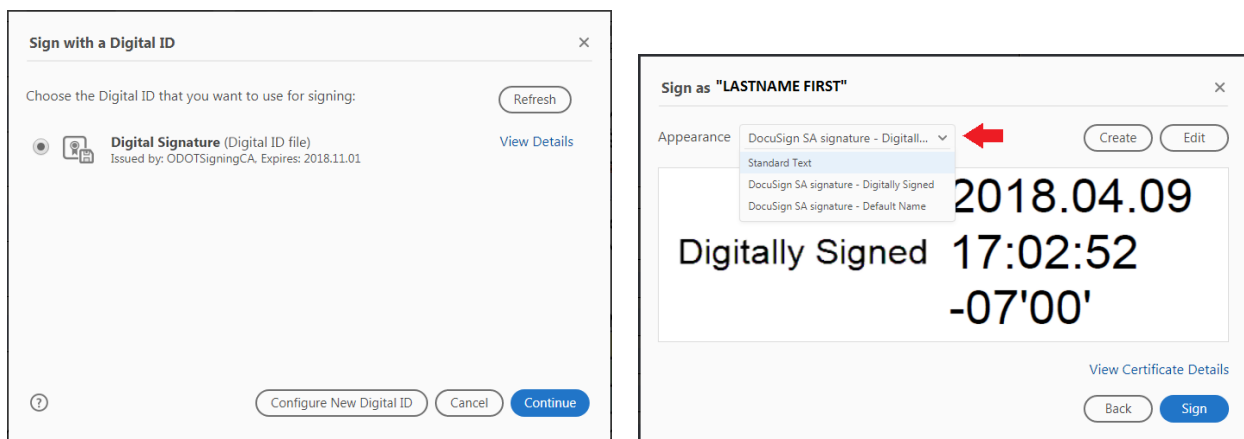


Figure 11. Adding a Digital Signature – Selecting Signature and Appearance



3. Choose the digital signature with which you want to sign the form, and click **Continue**. The signature must be one issued by a third party.
4. In the next dialog, use the **Appearance** dropdown to select the appearance of your signature that says “Digitally Signed.”
5. Click **Sign**. When you do, a **Save As** dialog opens, prompting you to save the signed form. You must save the form to add your signature.



**Caution!** To keep an editable copy of the form, and not overwrite it, save it with a name other than the one you are going to use to rename the form to send on after finalizing.

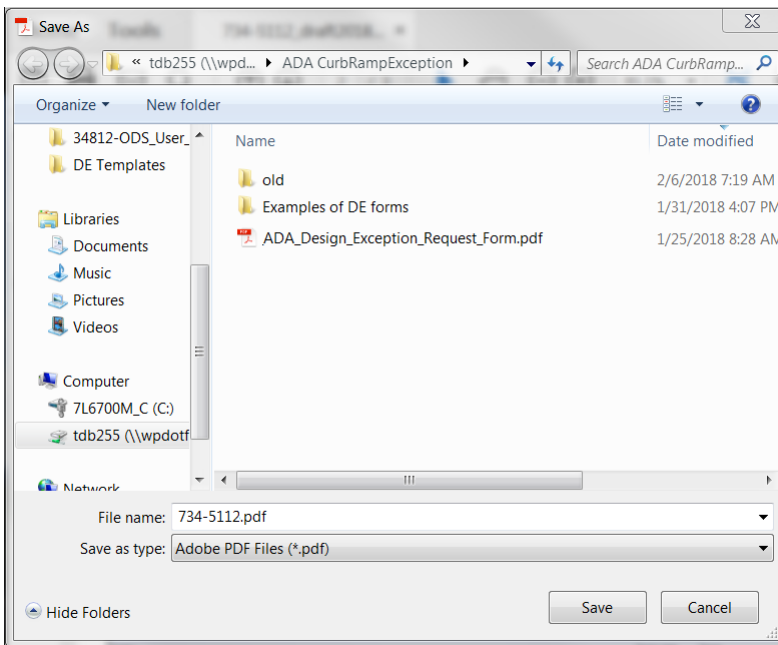


Figure 12. Left: Saving the signed form; Right: Signature on form.

6. Navigate to where you want to save the form.
7. Enter a name for the signed form, and click **[Save]**. The file is saved with the signature added on the form.



**Tip!** When saving the signed form, name it following the guidelines for naming the form (see below), but without the final lifecycle suffix (i.e., omit “\_submitted”), to differentiate the editable copy from the final copy. Doing so will identify it as the same request, and save time when naming the finalized form.

## Removing a Signature

If you have added the wrong appearance of your signature (e.g., your name, instead of the words “Digitally Signed”), you can remove it to replace it with the correct one.

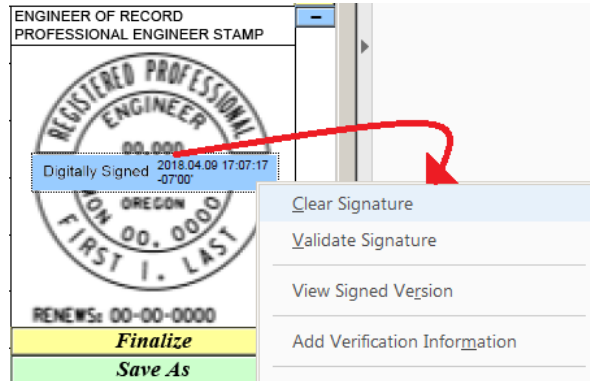


Figure 13. Right: right-click options

- To remove a signature, right-click on it and select **Clear Signature**.


## Locking the Form: The Finalize Button

Click **Finalize** to lock the fields to prevent changes to the data you have entered. This does not lock fields in the Location Information section or fields still needed for Roadway Design Exception Administrator processing.



**Note:** When you click **Finalize**, a dialog opens asking for confirmation that you want to finalize. If you still want to make changes, click “No” in the dialog to return to editing the form.

## Saving and Renaming the Form

After finalizing the form, use the  button, and rename the form file, based on the naming conventions below.



**Caution!** Be careful not to overwrite your editable copy of the form.

### Naming Guidelines

#### On State Highway System, Permits and Completed Local Jurisdictional Transfers

DE\_ADA\_LocationType\_ConstructionStage\_Region\_County\_HighwayNo.\_IntersectionMilePoint\_LifeCycleStatus

Example: DE\_ADA\_ON\_PC\_2\_Marion\_HHH\_IMP\_SUBMITTED

Example: DE\_ADA\_PE\_PC\_2\_Marion\_HHH\_IMP\_SUBMITTED

Example: DE\_ADA\_TR\_PC\_2\_Marion\_HHH\_IMP\_SUBMITTED

#### Off State Highway System

DE\_ADA\_OFF\_ConstStage\_Region\_County\_MainlineStreetName\_CrossStreetName\_LifeCycleStatus

Example: DE\_ADA\_OFF\_PC\_2\_Marion\_SilverFallsHwy\_DunmoreDriveSE\_SUBMITTED

➤ Use the following abbreviations:

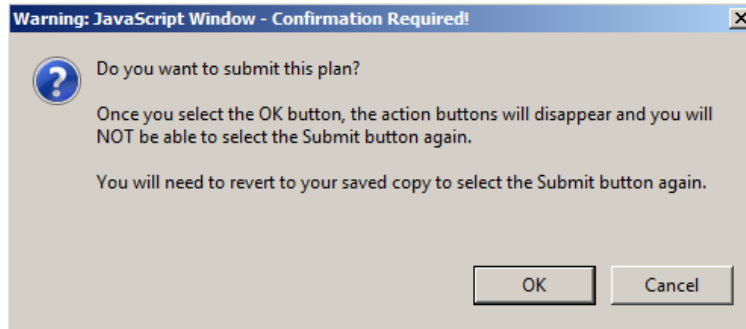
- [LocationType]
  - **ON** for On State Highway System
  - **PE** for Permit Projects
  - **TR** for Off State Highway with Jurisdictional Transfer
  - **OFF** for Off State Highway System
- [ConstructionStage]
  - **PC** for Pre-Construction/Design
  - **AB** for As Built (Already constructed)
- [Intersection Mile Point], use the mile point as a digit with two decimal places: e.g., 123.45
- [LifeCycleStatus]
  - **Engineer of Record** use \_SUBMITTED
  - **First Concurrer** use \_Concurred1\_Approved or \_Concurred1\_Rejected
  - **Second Concurrer** use \_Concurred2\_Approved or \_Concurred2\_Rejected
  - **Reviewer** use \_Reviewed\_Approved or \_Reviewed\_Rejected
  - **ODOT Roadway Unit Manager** use \_Concurred3\_Approved or \_Concurred3\_Rejected
  - **State Roadway Engineer** use \_Final\_Approved or \_Final\_Rejected

➤ Leave no space between multi-word names (e.g., HOODRIVER)

## Submitting and Sending the Form

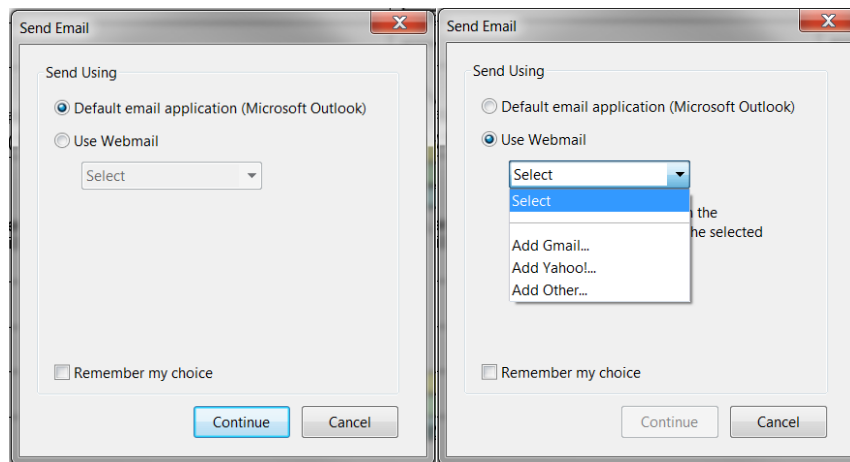
### To Submit the form:

1. Click **Submit**. A confirmation dialog opens.



2. Click **[OK]** to confirm that you want to submit the plan, or **[Cancel]** if you are not ready to submit.

**Note:** If a *Send Email* query opens, select your choice for the email application you want to use to send the form, and click **[Continue]**.



An email template opens.

3. Enter the email address for the next authority (Concurrer 1) in the **"To..."** field, and add any additional message you wish to include to the body of the email.
4. Send the email.



## Concurrenrs 1 and 2

The sections “**Concurred by...**” of the form are for relevant authorities to complete to indicate concurrence with the design exception request (also for rejection). If you are sent a form to approve, follow the instructions below.

- First concurrenrs: ODOT Program managers, Area Managers, District Managers, or an authority from the Bridge Delivery Unit, a Private-Public Partnership, or Local Government
- Second concurrenrs: ODOT Region Technical Center manager or Region Roadway Manager



**Note:** To sign this form you must have a **third-party-certified** digital signature saved and uploaded for use with Adobe Acrobat Reader. See the Appendix for instructions on how to create and configure a DocuSign third-party-issued digital signature for use in Adobe Acrobat Reader.

Concurred by ODOT Program Manager, Area Manager, District Manager, BDU, Private-Public Partnership, or Local Government

CONCURRENTER NAME		TITLE AND UNIT OR AGENCY NAME		
EMAIL ADDRESS			PHONE	
COMMENTS				
SIGNATURE			DATE	
				Finalize
				Save As
			Approve	Reject

Concurred by ODOT Region Technical Center Manager or Region Roadway Manager

CONCURRENTER NAME		TITLE AND UNIT OR AGENCY NAME		
EMAIL ADDRESS			PHONE	
COMMENTS				
SIGNATURE			DATE	
				Finalize
				Save As
			Approve	Reject

Figure 14. Top: First Concurrer Section; Bottom: Second Concurrer Section

1. Review the form.
2. Fill in the fields in the appropriate *Concurred by...* section.
  - a. **Concurrer Name** - Enter your full name as it appears on the digital signature you will use to sign the form.
  - b. **Title and Unit or Agency Name** - Enter your title and your organization unit or agency name.  
*Example:* ODOT District 2 Manager, Crew 1234
  - c. **Email Address** - Enter your email address.
  - d. **Phone** - Enter the 10 digits of your contact phone number. The field does not accept dashes, dots, or spaces. When you click outside of the field, the form automatically applies formatting to the number.
  - e. **Comments** - Add any comments necessary for someone else to understand your role, or your decision regarding the form contents.
3. **Signature** - Add your signature.
  - a. Click in the **SIGNATURE** field.
  - b. If you have a digital signature configured, the *Sign with a Digital ID* dialog opens.



**Note:** If you DO NOT have a digital signature configured, see the Appendix for instructions on how to configure a DocuSign third-party-issued digital signature for use in Adobe Acrobat Reader.

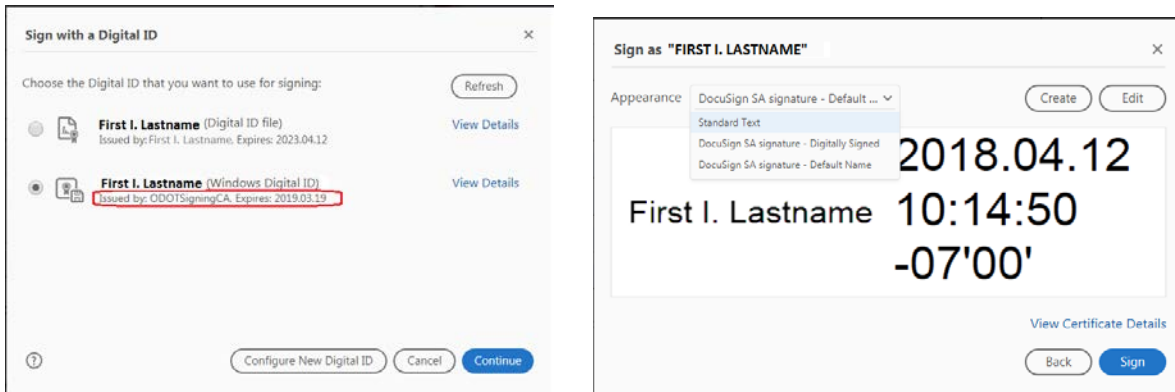


Figure 15. Left: Choosing the Digital ID; Right: Choosing the Appearance

- c. Choose a 3<sup>rd</sup>-party certified digital signature, and click **Continue**.
- d. Select the appearance of the signature, and click **Sign**.

A **Save As** dialog opens, prompting you to save the signed form.

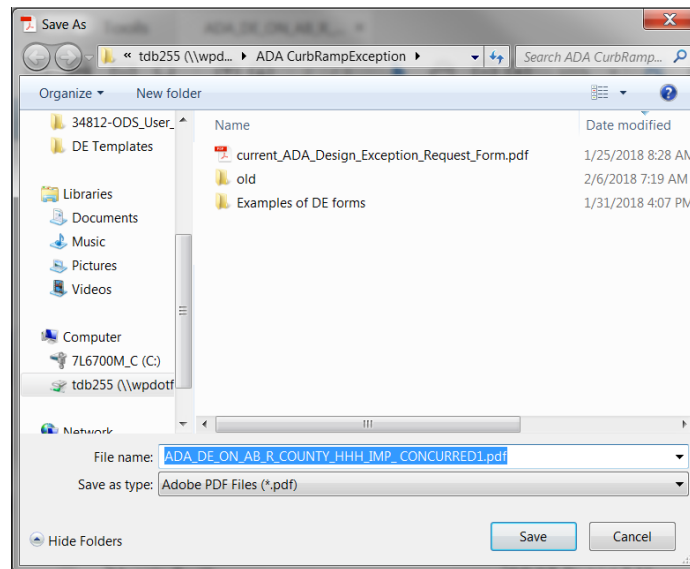


Figure 16. Adding a Digital Signature- saving the signed form

- e. In the **File name** field, enter a name for the filled-in/signed form that indicates that you have signed it, and click **[Save]**.

The file is saved with the signature added on the form.



CONCURRER NAME		TITLE AND UNIT OR AGENCY NAME	
First I. Lastname		ODOT Program Manager, Crew 1234	
EMAIL ADDRESS		PHONE	
first.lastname@odot.state.or.us		(503) 986-0000	
COMMENTS			
Example of form signed by Concurrer			
SIGNATURE		DATE	
First I. Lastname		2018.04.12 10:25:38 -07'00'	
		12-Apr-2018	

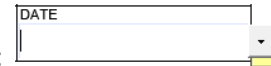
Figure 17. Digital signature entered in form



**Note:** To remove a signature, right-click on it and select **Clear Signature**.

- Click in the **DATE** field and then use the drop-down arrow to open a calendar to select the date that you applied your signature to the form.

- Note: The drop down arrow appears outside of the **DATE** field frame:
- You cannot enter the date as text, or edit it.



## Finalize the Form and Save to Rename it

- Click **Finalize** to lock the fields.



**Caution!** You **MUST** Finalize the form, or the State Roadway Engineer will not be able to seal and sign the form.



**Note:** When you click **[Finalize]**, a dialog asks for confirmation that you want to finalize, before the form is locked. If you change your mind, you can click “No” to return to editing the form.

**Note:** Entries in the Location Information section remain editable until the Reviewer clicks **[Finalize]**.

- Click **Save As** to rename the form appropriately for its new life cycle status. Change the end of the file name (as appropriate for your role & decision):
  - \_Concurred1\_approved / \_Concurred1\_rejected
  - \_Concurred2\_approved / \_Concurred2\_rejected

## Approve/Reject and Send

### Approve


Clicking **Approve** generates an email draft to document the approval and send the form to the next authority. You may have to provide the email address for the next authority. It is recommended that the Engineer of Record is cc'd or notified in a separate email to reduce email inbox size and duplicate copies. Ensure the the Engineer of Record is included in the recipient list (i.e. **To:** field) of the approval email.



**Note:** When you click **[Approve]**, a dialog asks you to confirm that you concur with the plan. Click **[Yes]** to proceed, or **[No]** if you are not ready to approve the form.



## Reject

Clicking  generates an email draft to document the rejection and provide any additional information you consider necessary to explain the rejection.

Make sure that the email addresses of all those who have already appended their signatures to the form are included in the recipient list (i.e. **To:** field) of a rejection email.



**Note:** When you click [**Reject**], before the rejection email is generated, a dialog asks you to confirm the rejection. Click [**Yes**] to continue, or [**No**] if you are not ready to reject the form.







# The Technical Services Section

## Tracking and Reviewing

### Roadway Design Exception Administrator

When the Second Concurrer clicks **[Approve]**, an email is generated to the Roadway Design Exception Administrator with the form attached. This begins the process of tracking and review of the form.

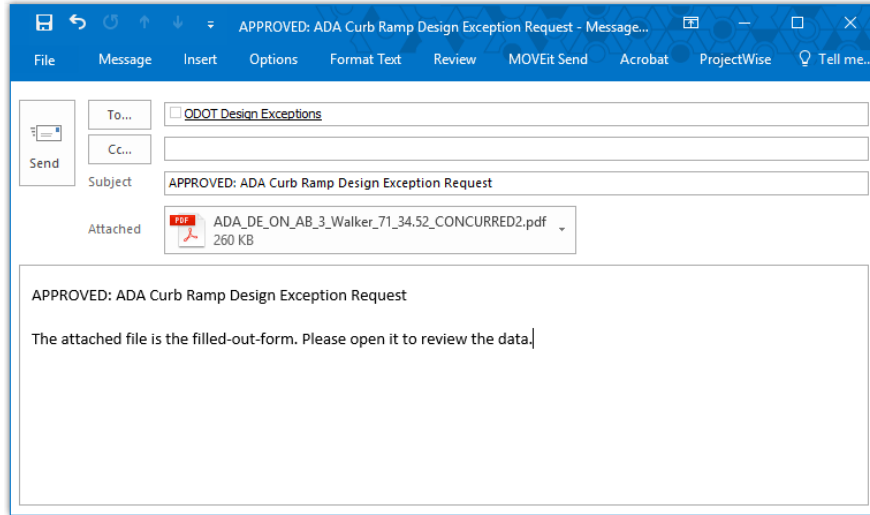


Figure 18. Example of Approved ADA Curb Ramp DE Request email to Roadway Design Administrator

### Roadway Design Exception Administrator Actions

#### Assign a Control Number

The Roadway Design Exception Administrator creates a tracking record and enters the control number in the box at the top of the form “ROADWAY UNIT ONLY” **Control Number** field.



Figure 19. Roadway Unit Control Number box at top of form

#### Check FHWA Approval Requirement

If the selection in the *Project Information* section, **Federal Approval Required** field is YES, the Roadway Design Exception Administrator sends the form in an email to the Federal Highway Administration for approval.

#### Project Information

BID DATE	FUNDING TYPE	FEDERAL APPROVAL REQUIRED? C
09-Feb-2018	<input checked="" type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Figure 20. Federal Approval Required field = Yes

## Forward to Roadway Unit Manager

The Roadway Design Exception Administrator next clicks the button **Forward to Roadway Unit Manager**.

This generates an email with the form attached, that the Roadway Design Exception Administrator sends to the Roadway Unit Manager. At this point, the design exception administrator does nothing more regarding the form until they receive indication of its approval or rejection (see [The Process](#)).

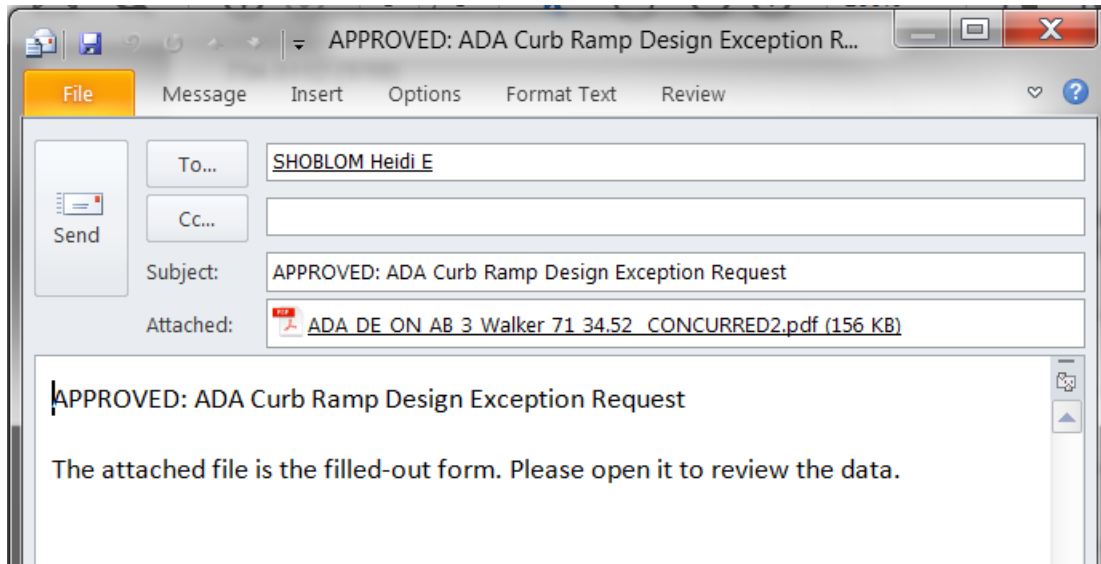


Figure 21. Auto-generated email when you click [Forward to Roadway Unit Manager]

---

## Roadway Unit Manager Actions

When the Roadway Unit Manager receives the form, they send it to a reviewer by:

- a. Clicking **Forward to Reviewer**
- b. Entering the reviewer’s email address in the “To...” field of the email
- c. Entering any additional information, if needed, into the body of the email
- d. Clicking **Send**

---

## Reviewer Actions

### Verify Location Information

Verify the information in the *Location Information* section fields. Pay particular attention to selections regarding jurisdictional transfers or mileage overlap. The Engineer of Record does not necessarily have access to the most recent information on these.

You may make edits to these fields as needed. There is no need to reject the request to correct errors in them.



## Review the Overall Form Content

Check that fields are correctly and completely filled in with appropriate information, and that stamps and signatures are correctly applied.

## Complete the Reviewed by: Section

Reviewed by:					i
REVIEWER NAME		TITLE		DATE	
CORNER POSITION	RAMP POSITION NO.	EXCEPTION TYPE	EXCEPTION DETAILS	APPROVE?	
▼	▼			▼	+ -
REVIEWER COMMENTS (THIS FIELD EXPANDS AS YOU TYPE. PRESS THE <Tab> KEY ON YOUR KEYBOARD TO SEE THE FULL TEXT.)					
				Finalize	
				Save As	
			Approve	Reject	

### Fill in the Fields

1. In the **Reviewer Name** field, enter your full name as it appears on the digital signature you will use to sign the form.
2. In the **Title** field, enter your title.
3. Click in the **DATE** field and then use the drop-down arrow to open a calendar to select the date.

➤ Note: The drop down arrow appears outside of the **DATE** field frame:

DATE	▼
------	---

➤ Note: You cannot enter the date as text, or edit it.

4. For **Corner Position, Ramp Position No., Exception Type, Exception Details**  
Add rows and make selections as necessary to match the Corner Position, Ramp Position No. and Exception Type and Detail selections that the Engineer of Record entered in the *Project Information* section.
  - Click any + to add another row.
  - Click the - at the end of a row to delete the row.



**Tip!** Click Copy Submitted DE Types to copy the Design Exception Types from the Project Information section at the top of the form to this Reviewed By section

5. Use the **Approve?** dropdown at the end of the line, to select either **Approve** or **NOT Approve** according to your review.
6. In the **Reviewer Comments** field, add comments as necessary to explain your recommendation(s) for approval or rejection for each of the requested design exceptions. Clarify the limiting characteristics leading to the design exception request.



**Example**

If the table that the Engineer of Record created in the *Project Information* section looks like this...

CORNER POSITION	RAMP POSITION NO.	EXCEPTION TYPE	EXCEPTION DETAILS		
1	2	B1	7.5% maximum ramp running slope on all ramp runs.		+ -
1	2	C1	1.5% maximum cross slope on all ramp runs.		+ -
2	1	C1	1.5% maximum cross slope on all ramp runs.		+ -
4	1	D1	Max. gutter flow slope is 1.5% at bottom of curb ramps with stop/yield control.		+ -

...your entries will look something like this:

CORNER POSITION	RAMP POSITION NO.	EXCEPTION TYPE	EXCEPTION DETAILS	APPROVE?	
1	2	B1	7.5% maximum ramp running slope on all ramp runs.	Approve	+ -
1	2	C1	1.5% maximum cross slope on all ramp runs.	Approve	+ -
2	1	C1	1.5% maximum cross slope on all ramp runs.	Approve	+ -
4	1	D1	Max. gutter flow slope is 1.5% at bottom of curb ramps with stop/yield control.	NOT Approve	+ -

REVIEWER COMMENTS (THIS FIELD EXPANDS AS YOU TYPE. PRESS THE <Tab> KEY ON YOUR KEYBOARD TO SEE THE FULL TEXT.)

1-2 and 2-1 Exception C1 slope at 2.5% acceptable due to .....  
 4-1 Exception D1 Max gutter slope exception not approved due to....

7. Save an editable copy of the form. Either use the top menu (File>Save As) or the [Save As] button to save a copy of the form with your entries before clicking [Finalize]. This is so that you do not have to re-enter all of the information you have added, if you need to make a correction.
8. If there are any supporting documents, create a folder named with the form Control number, in the location below

< \\Scdata\rdwyshar\Design\_Exception\_Documents\In Progress Reviewer Supporting Documents>

**Form Processing: Finalize, Rename, Approve or Reject and Send**

Once you have made all entries necessary for your review, use the action buttons to complete the actions for your role and send the form on to the next person in the process.

**Finalize and Re-name the Form**

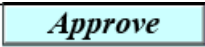

After you have performed all review actions, finalize, save and send the form by email to the ODOT Roadway Unit Manager, as follows.

1. Click **Finalize** to lock the form content to prevent changes. A dialog opens asking you to confirm that you want to lock the form.
2. Click [Yes], or, if you are not finished making entries in the form, click [No] to return to editing it.
3. Click **Save As** to rename the file by replacing the life cycle status at the end of the name with **\_Reviewed\_Approved** or **\_Reviewed\_Rejected**, as appropriate. Example:

DE\_ADA\_LocationType\_ConstructionStage\_Region\_County\_HighwayNo\_IntersectionMilePoint\_Reviewed\_Approved



## Approve or Reject and Send the form

4. Either:
  - Click  to indicate approval of the information provided in the form by the Engineer of Record.
  - Click  to reject the form.
5. A dialog asks you to confirm that that you concur with the plan (Approve button) or reject it (Reject button). Click [Yes] to proceed, or [No] if you are not ready to take the action.

The form generates a standard email draft to document the approval or rejection, with the form attached.
6. If the **To:** field of the email is not populated, provide the email address:
  - For the ODOT Roadway Unit Manager (if approving), or
  - For the ODOT Roadway Unit Manager and all those who have already signed the form including the Engineer of Record (if rejecting)
7. If you have supporting documents, add a link to the folder for supporting documents into the body of the email, along with any additional information to assist the Roadway Unit Manager in understanding the review.
8. Send the email.



**Caution!** Both receiving a large form and sending it (Approving or Rejecting) can overload your Outlook email. Make sure to archive forms from both your Inbox and Sent folder.

After sending the form, check that it has left your Outlook Outbox. If your mailbox size limit is exceeded, the form may be stuck there, and you may not get any warning to alert you.

-----



## Review Concurrence

### ODOT Roadway Unit Manager

Concurred by ODOT Roadway Unit Manager i

CONCURRER NAME	TITLE	DATE
COMMENTS		

Finalize	
Save As	
Approve	Reject

1. Review the form.
2. Fill in the fields as follows:
  - Concurrer Name** - Enter your full name.
  - Title** - Enter your title.
  - Date** – Click in the **DATE** field and then use the drop-down arrow to open a calendar to select the date.
    - **Note:** The drop down arrow appears outside of the **DATE** field frame:
 

DATE ▼
    - You cannot type in the date, or edit it.
  - Comments** - Add any comments necessary for someone else to understand your role, rejection, or approval of the form.
3. Click [**Finalize**] to lock your entries.
4. Click [**Save As**] and save the form with the file name appended “\_Concurred3\_Approved” or “\_Concurred3\_Rejected” as appropriate.
5. If the email you received from the reviewer included a link to any supporting documents, open the email and copy the link. **DO THIS BEFORE YOU CLICK [APPROVE] or [REJECT].**
6. Either:
  - Click Approve and send the form to the State Roadway Engineer. Include in the automatically-generated email any link to supporting documents.

or

  - Click Reject and send the form to the Engineer of Record and all previous reviewers/concurrers. Include in the automatically-generated email any link to supporting documents.

## State Roadway Engineer

1. Use Adobe Acrobat Reader to open the form attached to the email.
2. Review the information entered in the form.



**Note:** If you receive a form approved by the ODOT Roadway Unit Manager that does not have a Professional Engineer Stamp field (as shown in the image below), it means that the ODOT Roadway Unit Manager did not finalize the form before approving it. The SRE needs to request the ODOT Roadway Unit Manager resubmit a finalized version of the design exception form.

State Roadway Engineer				<b>i</b>
STATE ROADWAY ENGINEER NAME	DATE			-
		Finalize		
		Save As		
COMMENTS		Approve	Reject	

1. Fill in the fields for your professional information.
  - **State Roadway Engineer Name** - Enter your full name as it appears on the digital signature you will use to sign the form.
  - **Date** – Click in the **DATE** field and then use the drop-down arrow to open a calendar to select the date.



**Note:** The drop down arrow appears outside of the **DATE** field frame:

You cannot type in the date, or edit it.

- **Comments** - Add any comments that are necessary for someone else to understand your role, rejection, or approval of the form contents.

2. Add your Professional Engineer Stamp.
  - a. Click in the white space inside the **STATE ROADWAY ENGINEER PROFESSIONAL ENGINEER STAMP** box. This opens a *Select Image File* browser window for you to browse for an image (JPG, PNG) of your engineer stamp.
  - b. Select your stamp image, and click [**Open**] to insert it into the box.
  - c. Click *outside* of the stamp box, elsewhere on the form (the cursor changes from a hand to a black arrow). Doing so “sets” the stamp in place so that you can apply a signature.

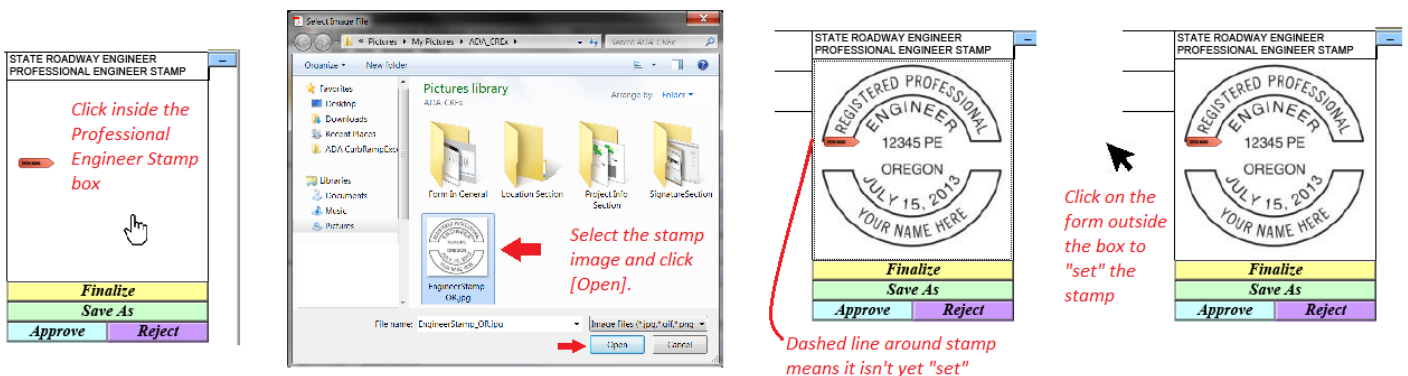
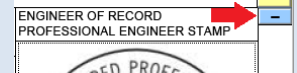


Figure 22. Applying a professional stamp



**Note:** To remove the image of your Professional Engineer Stamp, click the minus sign above and to the right of the Engineer Stamp box.



3. Add your 3<sup>rd</sup>-party-certified digital signature as follows.
  - a. Click next to the red tab icon inside the **STATE ROADWAY ENGINEER PROFESSIONAL ENGINEER STAMP** box.

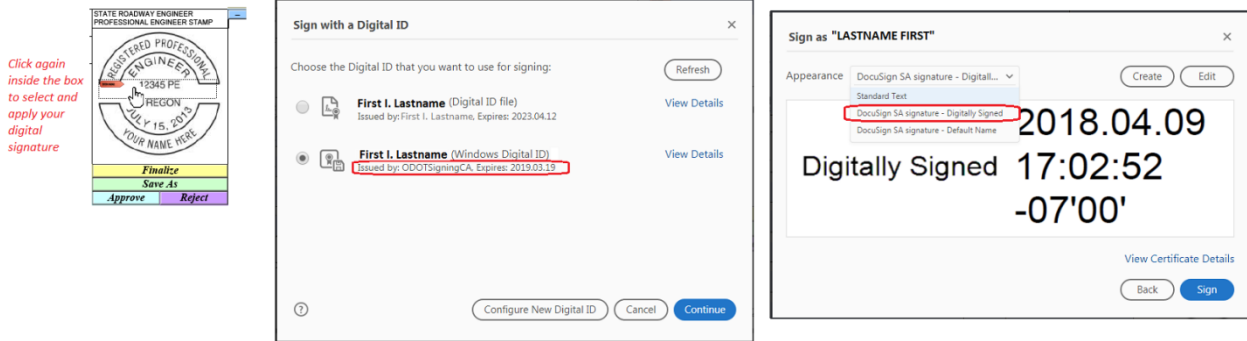


Figure 23. Adding a digital signature

- b. If you have a signature configured, the **Sign with a Digital ID** dialog opens.
- c. Choose a third-party certified version of your digital signature and click **Continue**.
- d. From the **Appearance** dropdown select the appearance that reads “Digitally Signed”
- e. Click **[Sign]**.

When you do, a **Save As** dialog opens, prompting you to save the signed form. You must save the form to add your signature.

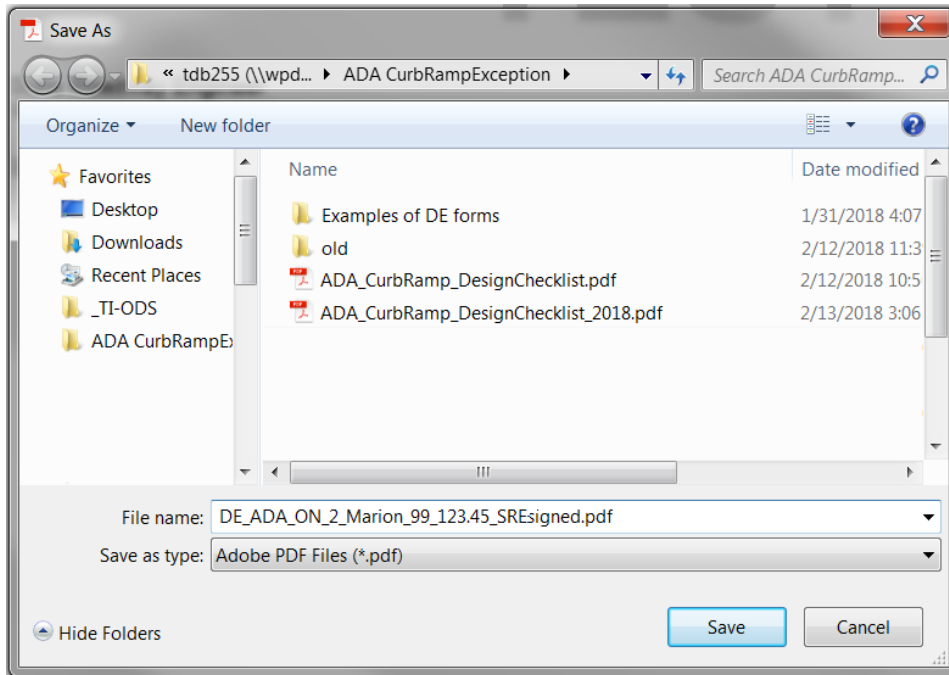


Figure 24. Saving the form to add the digital signature

- f. Navigate to where you want to save the file.



- g. In the **File name** field, enter a name for the signed form. The file is saved and you return to the form with the signature added.

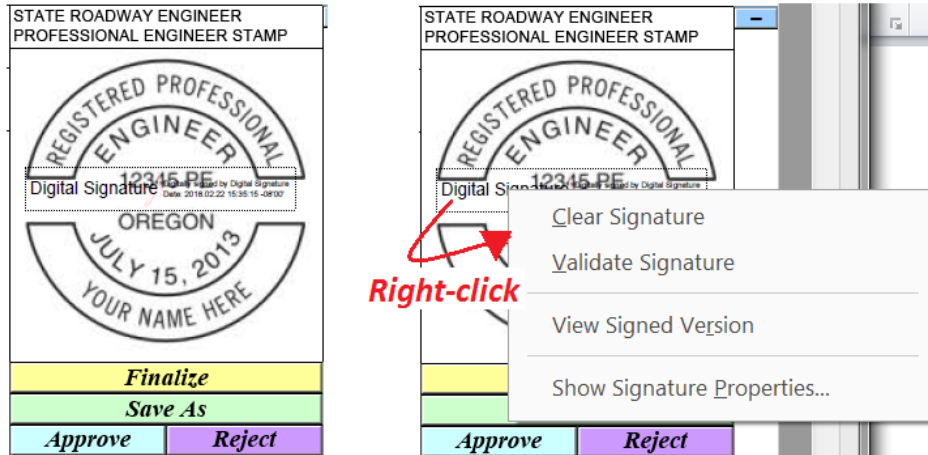


Figure 25. Left: signed; Right: right-click options



**Note:** If you need to remove a signature, right-click on it and select **Clear Signature**.

4. Click **Finalize** to lock the form content to prevent changes to your added content. A dialog opens asking you to confirm that you want to lock the form.
5. Click **[Yes]** (or, if you are not finished making entries, click **[No]** to return to editing the form).
6. Click **Save As**, and rename the file by replacing the life cycle status at the end of the name with **\_Final\_Approved** or **\_Final\_Rejected**, as appropriate.

The final form name will have the format:

*DE\_ADA\_LocationType\_ConstructionStage\_Region\_County\_HighwayNo\_IntersectionMilePoint\_Final\_Approved*

7. If the email you received from the reviewer included a link to any supporting documents, open the email and copy the link. **DO THIS BEFORE YOU CLICK [APPROVE] or [REJECT].**
8. Either:
  - Click **Approve** and send the form to the Roadway Design Exception Administrator. Include in the email any link to supporting documents.

or

  - Click **Reject** and send the form to the Engineer of Record and all previous reviewers/concurrenrs. Include in the email any link to supporting documents.

## The Process

This section outlines at a high level the process for handling this form. First is the process workflow for when the form is *approved* at each step; following that is how the process works when the form is *rejected* at any step.

### *Process for Approval*

This section describes the handling process for the form when it is approved at all steps. The next section describes the processes for when the form is rejected at any step.

#### Pre-Review

During pre-review, the engineer sends an initial draft of the form to the reviewer for feedback and guidance. The pre-review is intended to avoid multiple iterations through the full review and tracking process, and to track reviewers' time spent assisting design engineers with ADA Curb Ramp Design Exception Requests. The pre-review process

- 1) The Engineer of Record fills in the ADA Curb Ramp Design Exception request form, and sends it, **without finalizing it** and without sending it for concurrence, to an ODOT Reviewer.
- 2) The Reviewer reviews the form, provides a detailed review in the "Reviewed by:" section of the form, sends the form, without finalizing it, back to the Engineer of Record.

### Form Review and Handling Process (All-Approval Scenario)

#### *Engineer of Record Actions*

- 1) Makes corrections to any fields of the form following the reviewer's comments from the pre-review.
- 2) Clears the "Reviewed By: section of the form that was filled in during pre-review.
- 3) Adds his/her professional stamp and certified signature, saving a copy of the signed form that can still be edited.
- 4) Clicks [**Finalize**] to lock entries in the form.
- 5) Clicks [**Save As**] and saves the finalized form with the file name following naming guidelines, appended "\_Submitted"
9. Clicks the [**Submit**] button, enters first concurrer's email address in the automatically-generated email "To..." field, and sends the email.

#### *1<sup>st</sup> Concurrer Actions (Approval Scenario)*

- 1) Reviews the form.
- 2) Enters all professional information in the appropriate "Concurred By" section.
- 3) Appends his/her signature (in doing so, saves editable local copy)
- 4) Clicks [**Finalize**].
- 5) Clicks [**Save As**] and saves the form with the file name appended "\_Concurred1\_Approved."



- 6) Clicks [**Approve**].
- 7) Enters second concurrer's email address in the automatically-generated email "To..." field, enters the Engineer of Record's email address in the "Cc: field", and sends the email.

### 2nd Concurrer Actions (Approval Scenario)

- 1) Reviews the form.
- 2) Enters all professional information in the appropriate "Concurred By" section
- 3) Appends signature (in doing so, saves editable local copy)
- 4) Clicks [**Finalize**].
- 5) Clicks [**Save As**] and saves the form with the file name appended "\_Concurred2\_Approved."
- 6) Clicks [**Approve**].
- 7) In the automatically-generated email "To..." field, makes sure the form is going to the ODOT Design Exceptions mailbox . Enter the Engineer of Record's email address in the "Cc:" field.

### Roadway Design Exception Administrator (First Action)

- 1) Creates a Design Exception Request Tracking Record
- 2) Enters Tracking record control number in control number field at top of form.  

ROADWAY UNIT ONLY
CONTROL NUMBER
- 3) Checks whether the form request shows **Federal Approval Required**, and if so, sends the form in an email to the Federal Highway Administration for review.
- 4) Clicks **Forward to Roadway Unit Manager**.

### Roadway Unit Manager

- Assigns the request to a reviewer by clicking **Forward to Reviewer**, and entering the reviewers email address in the "To..." field of the email.

### Reviewer

- 1) Reviews the form and performs the actions as outlined in the section of this guide [Reviewer Actions](#).
- 2) Clicks [**Finalize**] to lock entries.
- 3) Clicks [**Save As**] and saves the form with the file name appended "\_Reviewed\_Approved"
- 4) Clicks [**Approve**].
- 5) If there are any supporting documents, creates a folder named with the form Control number, in the location below:

< \\Sdata\rdwyshar\Design\_Exception\_Documents\In Progress Reviewer Supporting Documents>

- 6) In the automatically-generated email "To..." field, makes sure form is going to the Roadway Engineering Unit Manager.



- 7) Adds link to the folder for supporting documents into the body of the email, along with any additional information to assist the Roadway Unit Manager in understanding the review.

### ***ODOT Roadway Unit Manager***

- 1) Reviews the form and completes the fields in the *Concurred by ODOT Roadway Unit Manager* section.
- 2) Clicks [**Finalize**] to lock entries.
- 3) Clicks [**Save As**] and saves the form with the file name appended “**\_Concurred3\_Approved**”
- 4) If there is a link in the email from the reviewer to a folder with supporting documents, copies the link.
- 5) Clicks [**Approve**].
- 6) In the automatically-generated email “**To...**” field, makes sure form is going to the State Roadway Engineer.
- 7) Pastes into the email the link to any folder for supporting documents.

### ***State Roadway Engineer***

- 1) Reviews the form, completes fields in *State Roadway Engineer* section.
- 2) Affixes Professional Stamp and digital signature
- 3) Clicks [**Finalize**] to lock entries.
- 4) Clicks [**Save As**] and saves the form replacing the “**\_Concurred3\_Approved**” at the end of the file name with “**\_Final\_Approved.**”
- 5) If there is a link in the email from the Roadway Unit Manager to a folder with supporting documents, copies the link.
- 6) Clicks [**Approve**].
- 7) In the automatically-generated email “**To...**” field, makes sure the form is going to the ODOT Design Exceptions mailbox. Paste the link to any folder for supporting documents, into the email.

### ***Roadway Design Exception Administrator (Second Action)***

- 1) Updates the DE Request Tracking Record to reflect approval.
- 2) Confirms FHWA approval, if needed.
- 3) Sends communication to stakeholders.
- 4) Stores the PDF and XML files in N/W share drive folder.

————— **END** —————

## Processes for Rejections

The process following a rejection of the ADA Curb Ramp Design Exception form depends on the stage of the workflow where the rejection occurs.

### First or Second Concurrer Rejection

If the first concurrer rejects the form, he/she:

- 1) Enters his/her professional information in the field 1st Concurrer signature section.
- 2) Appends signature (in doing so, saves editable local copy).
- 3) Clicks [**Finalize**] and then clicks [**Save As**] and saves the form with the file name appended “\_Concurred1\_Rejected.”
- 4) Clicks [**Reject**].
- 5) Sends an email explaining the rejection and sends it to the Engineer of Record, who must complete a new request form if a design exception is still desired, beginning the process anew.

### Second Concurrer Rejection

If the second concurrer rejects the form, he/she:

- 1) Enters his/her professional information in the Second Concurrer signature section.
- 2) Appends signature (in doing so, saves editable local copy)
- 3) Clicks [**Finalize**] and then clicks [**Save As**] and saves the form with the file name appended “\_Concurred2\_Rejected”
- 4) Clicks [**Reject**].
- 5) Sends an email explaining the rejection and sends it to the first concurrer and to the Engineer of Record, who must complete a new request form if a design exception is still desired, beginning the process anew.

### Reviewer Rejection

- 1) Reviewer completes all necessary entries in the form, entering “NOT APPROVE” for any design exception he/she does not approve.
- 2) Enters his/her professional information in the *Reviewed by:* section.
- 3) Clicks [**Finalize**] and then clicks [**Save As**] and saves the form with the file name appended “\_Reviewed\_Rejected”
- 4) Clicks [**Reject**].
- 5) Sends an email explaining the rejection (with link to any supporting documents) to:
  - Roadway Unit Manager
  - The first and second concurrers
  - The EOR, who must complete a new request form if a design exception is still desired.
  - Roadway Design Exception Administrator



## Roadway Unit Manager Rejection

If the Roadway Unit Manager rejects the form, he/she:

- Completes the necessary entries in the fields of the *Roadway Unit Manager* section
- Clicks [**Finalize**] and then clicks [**Save As**] and saves the form with the file name appended “\_Concurred3\_Rejected”
- Clicks [**Reject**].
- Includes in the rejection email an explanation of the rejection and link to supporting documents.
- Sends the email to:
  - All previous concurrers
  - The reviewer
  - The Engineer of Record, who must complete a new request form if a design exception is still desired
  - The Roadway Design Exception Administrator:
    - Updates the Tracking Record to indicate that the form was rejected
    - Sends communication to all stakeholders regarding the disposition of the form
    - Stores the form PDF and XML in a N/W share drive folder

## State Roadway Engineer Rejection

If the State Roadway Engineer rejects the form, he/she:

- Completes the necessary entries in the fields of the *State Roadway Engineer* section
- Clicks [**Finalize**] and then clicks [**Save As**] and saves the form with the file name appended “\_Final\_Rejected”
- Clicks [**Reject**].
- Includes in the rejection email an explanation of the rejection and link to supporting documents.
- Sends the email to:
  - All previous concurrers
  - The reviewer
  - The Engineer of Record
  - The ODOT Design Exceptions mailbox, the Roadway Design Exception Administrator will:
    - Updates the Tracking Record to indicate that the form was rejected
    - Sends communication to all stakeholders regarding the disposition of the form
    - Stores the form PDF and XML

## FHWA Rejection (Projects of Division Interest Only)

If a reviewer at the Federal Highway Administration rejects the form:

- He/she writes an email explaining the rejection and sends it to the Roadway Design Exception Administrator, who updates the Tracking Record to indicate that the form was rejected by FHWA.

————— **END** —————



## Appendix –Stamps and Digital Signatures

### Creating a Professional Engineer Stamp/Seal

If you are an engineer employed by ODOT, you can use the MicroStation application to create an image of your professional stamp (aka *seal*). To do so, see the instructions here:

[http://www.oregon.gov/ODOT/ETA/Documents\\_ETADigital-Sign\\_Professional-Seal-MicroStation.pdf](http://www.oregon.gov/ODOT/ETA/Documents_ETADigital-Sign_Professional-Seal-MicroStation.pdf)

If you are not employed by ODOT, make sure that you create an image of your professional seal following the guidelines by the Oregon State Board of Examiners for Engineers and Land Surveying:

<http://www.oregon.gov/osbeels/maintaining/Pages/Seals-and-Signatures.aspx>

### Creating a DocuSign Digital Signature for Use in Adobe Acrobat Reader

If you are an employee of ODOT, you can use DocuSign Signature Appliance to create a third-party-certified digital signature.

The Signature appearance must be 28 point Arial font text that reads “Digitally Signed.”



**Note:** Other 3<sup>rd</sup>-party certified digital signatures are acceptable; “self-signed” signatures are not.

The ODOT instructions for using DocuSign and the DocuSign Client User Guide are located here:

[http://transnet.odot.state.or.us/hwy/eta/Documents/DocuSign\\_Client\\_User\\_Guide\\_v8.2.pdf](http://transnet.odot.state.or.us/hwy/eta/Documents/DocuSign_Client_User_Guide_v8.2.pdf)

[http://transnet.odot.state.or.us/hwy/eta/Documents/ODOT\\_DocuSign\\_User\\_Guide.pdf](http://transnet.odot.state.or.us/hwy/eta/Documents/ODOT_DocuSign_User_Guide.pdf)

1. Open DocuSign Signature Appliance Control Panel. 

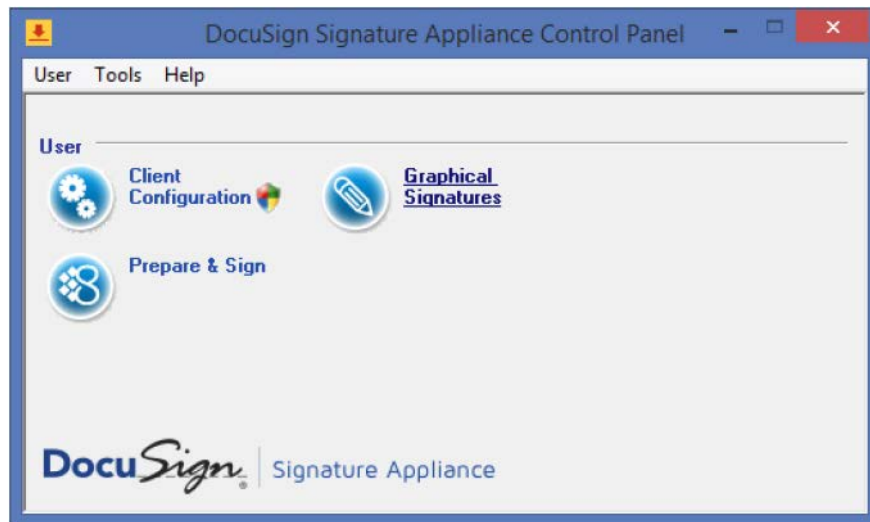


Figure 26. Figure 5 DocuSign Signature Appliance Control Panel

2. Click on **Graphical Signatures** to open the Graphical Signatures Viewer window.

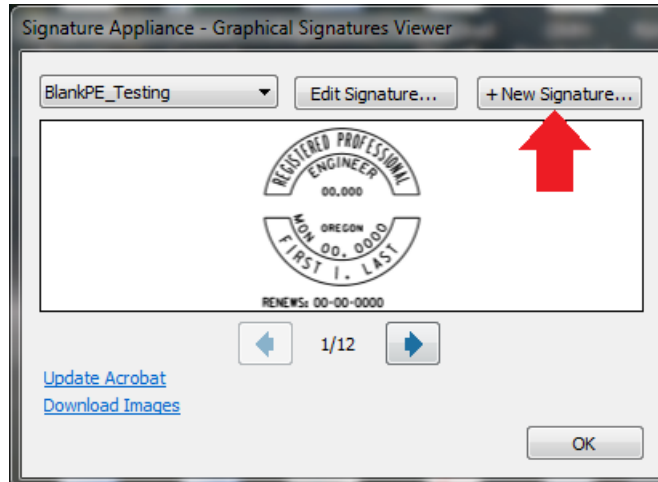


Figure 27. Graphical Signatures Viewer window - New Signature button

3. Click [+ New Signature].
4. In the **New Signature** dialog, enter a name for the signature, and select **Text Only**.

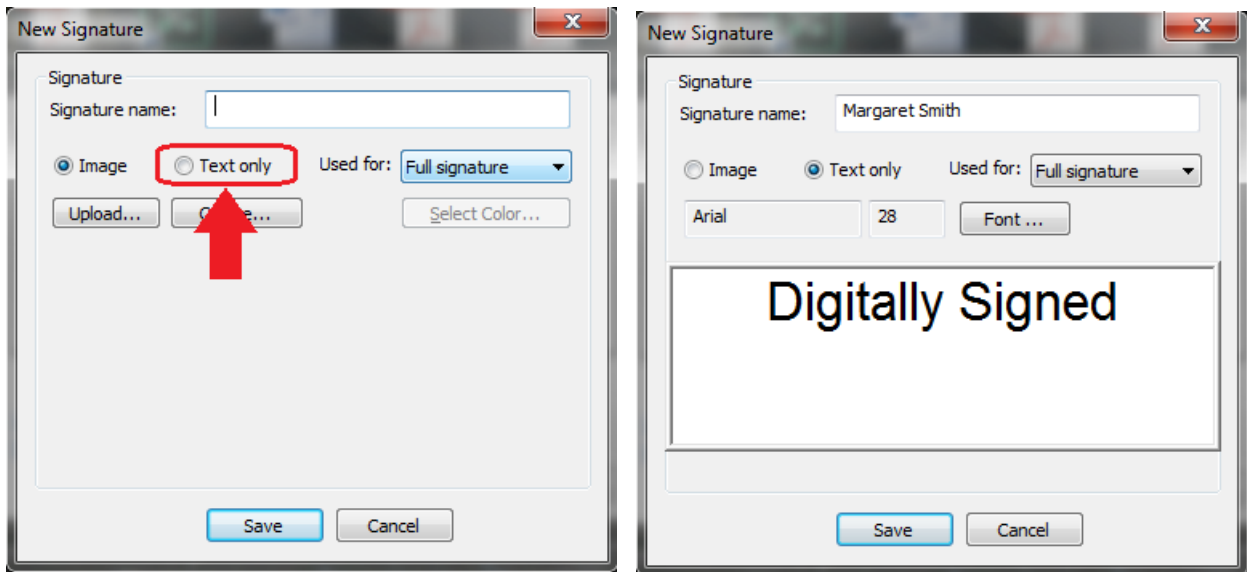


Figure 28. New Signature dialog - creating a text signature

5. Make sure that you are using Arial 28 point font, and type the words “Digitally Signed” into the text field.
6. Click [**Save**].  
Now upload the signature to Acrobat (see below).

### Uploading a DocuSign Digital Signature into Adobe Acrobat Reader

To use a digital signature in the ADA CRDE request form (or any .pdf form opened with Adobe Acrobat Reader), you must **upload** it into Adobe Acrobat Reader. You do this from the *DocuSign Signature Appliance Graphical Signatures Viewer* window. If you have just saved a new signature in DocuSign, this window will be open.



1. On the Graphical Signatures Viewer window, make sure the signature is showing (you can click the arrows to find it, or select it in the upper left dropdown).



Figure 29. Graphical Signatures Viewer window

2. Click the link to [Update Acrobat](#).
3. Click **[OK]**. The signature is now available for use in Adobe Acrobat Reader.

## Confirming Signature Appearance in Adobe Acrobat

1. In Adobe Acrobat Reader, open the **Edit** menu and select **Preferences**. This opens the **Preferences** window.
2. If the **Preferences** window does not open on the Digital Signatures page, select **Signatures**.

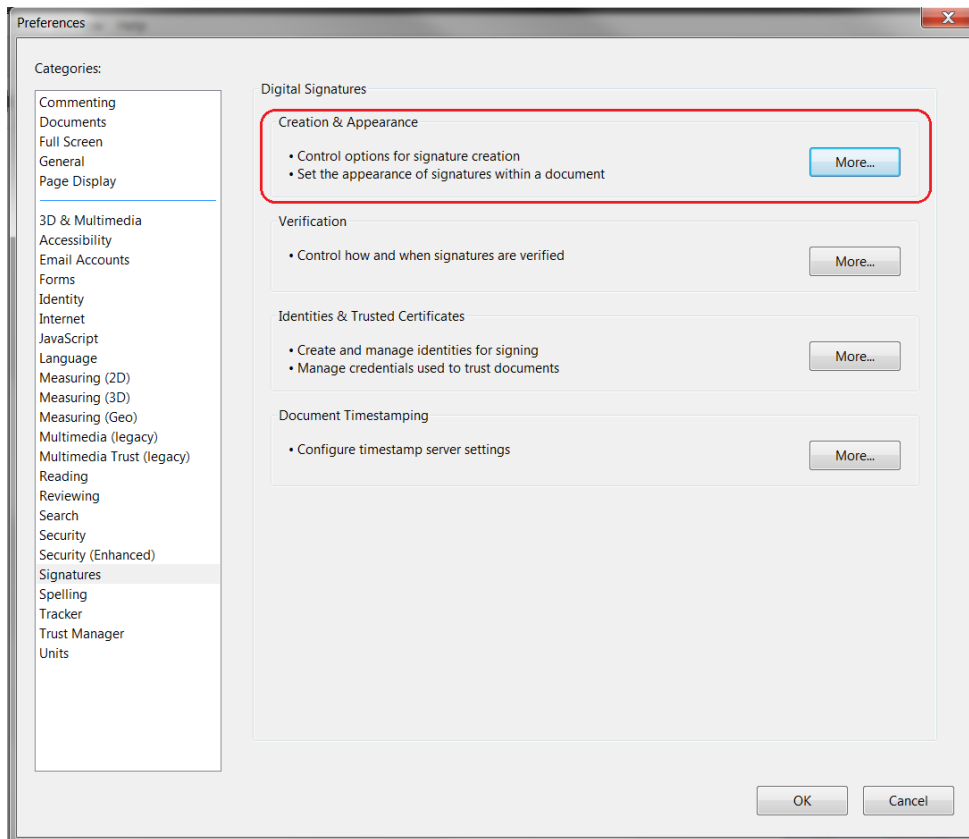
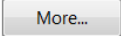


Figure 30. Preferences Signatures Category page

3. Click  in the *Creation and Appearances* section.

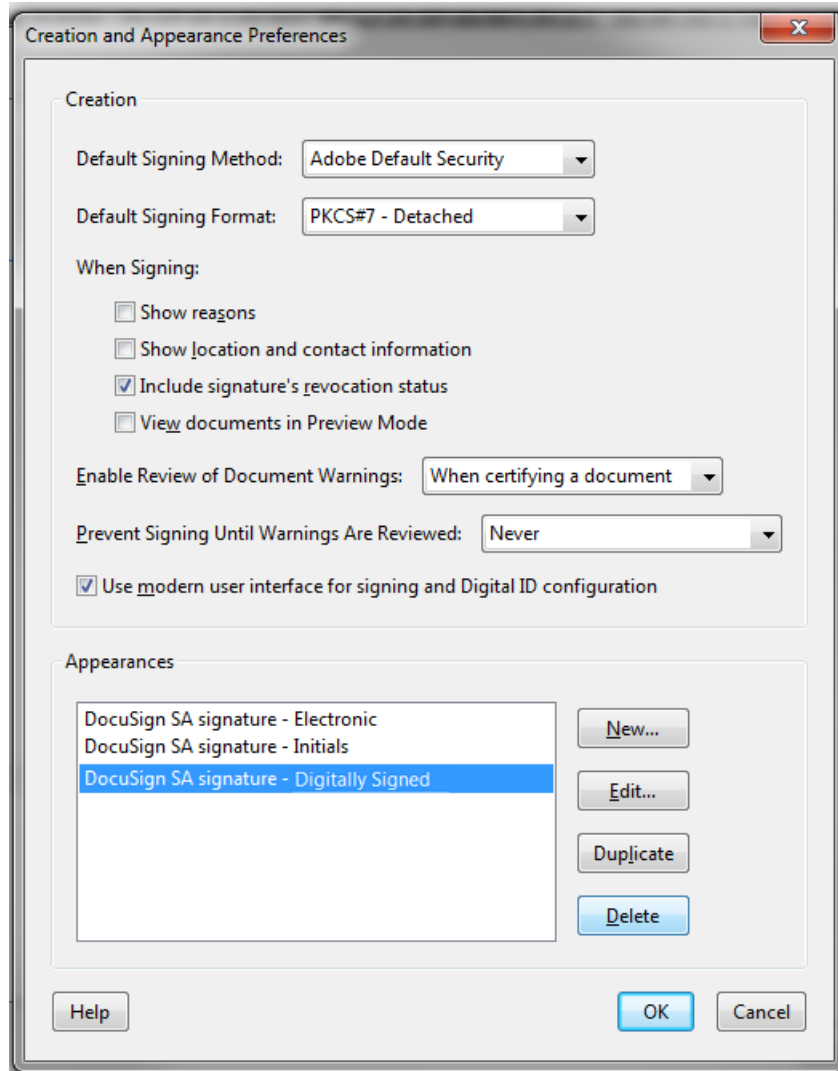


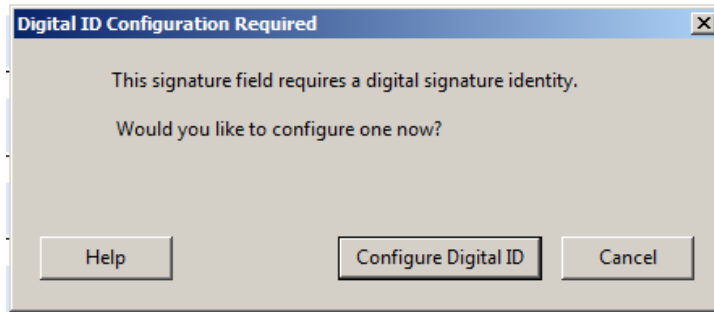
Figure 31. Adobe signature preferences – Appearances

4. Check that there is a DocuSign SA signature “Digitally Signed.”

## Troubleshooting

### Issue 1

When I click in the signature field in the ADA Curb Ramp Design Exception form I get an error message saying that the field requires a digital signature identity.



### Solution:

You do not have any signatures loaded for use in Adobe Acrobat. Click [**Cancel**] to close the dialog, and then use the DocuSign Signature Appliance (or another 3<sup>rd</sup>-party signature verification tool) to create a signature and upload it to Adobe Acrobat.



**Caution!** Do not click [Configure Digital ID]. This only creates a self-certified signature. For this form you must use a third party certified digital signature.