

ADA Inventory Process for Compliance

Objective: Inventory all curb ramps and sidewalks in the Public Right of Way to be in compliance with ADA guidelines for the use of Federal Funds.

1. Navigate to INDOT website to obtain instructions on how to conduct an ADA inventory
2. Sign up for WMS ID and Password by going to: ITAP.indot.in.gov
3. Login to WMS
4. Left click setup/inventory
 - a. Pull down Inventory and PM, and to ADA.
5. Navigate to the curb ramp, detectable warning or sidewalks inventory
 - a. Right click and select insert to enter data.
 - b. All required data is marked with an asterisk.
6. To insert data for all sidewalks and curb ramps in an intersection, right click on the last entry and select "insert like". This will duplicate the information previously entered.
 - a. Tab over and make the necessary changes to the data.
7. Go to the LPA aerial maps or other aerial mapping system and locate the intersections.
 - a. (Other options include driving the streets and making a video log (for inventory use only, not to upload), reviewing the video and entering the data; Walking the streets with inventory questions or with computer to input data at site visit)
8. Using the intersection diagram provided, Identify all curb ramps, or lack thereof, in the Public Right of Way (PROW)
 - a. Answer all required LPA questions for all curb ramps and sidewalks.
9. Using the intersection diagram provided, Identify all sidewalks, or lack thereof, in the PROW
- 10. REMEMBER ALL INVENTORY ON STATE ROUTES WILL BE CONDUCTED BY INDOT**
- 11. In WMS complete:**
 - a. Location not including Lat/Long unless readily available.
(**ONLY INSERT ONE LAT/LONG PER INTERSECTION**)
 - b. Curb Ramps-Y/N
 - i. Landing? Y/N
 - c. Detectable Warnings? Y/N
 - d. Sidewalks Y/N
 - i. Sidewalk Obstructions? Y/N
 - ii. Passing Space? Y/N
 - iii. Surface – Continuous? Y/N
 - e. Enter date to for site visit to verify those thought to be in compliance.
12. Prioritize what public right of way has greater pedestrian traffic and need.
(These priorities should guide the priority list for correction or replacement in the LPA Transition Plan)
13. Run a report in WMS for transition priorities and to make a list of site visits to confirm areas believed to be in compliance.

