



**RETAILER
ACCESSIBILITY
GUIDELINES
2013**

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INTRODUCTION



AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) prohibits the exclusion of people with disabilities from everyday activities, such as buying an item at the store or enjoying a meal at a restaurant -- activities taken for granted by most people without disabilities.

This is mandated by federal law and is noted in your Retail Sales License Application and/or License Renewal Forms.

As an Ohio Lottery Retailer, you have an obligation to provide a pathway from the parking area to your facility and to the counter location where Ohio Lottery products are sold.

PLEASE NOTE:

When issuing a Retailer License, the Ohio Lottery Director considers the accessibility of your place of business (ORC §3770.05(B)(2) and OAC §3770-2-02(C)(2)).

Moreover, the Ohio Lottery Director can suspend or revoke a Retailer's License if that Retailer fails to comply with the terms and conditions of the ADA (OAC §3770-3-01(C)(7)).

For further information or questions relating to the ADA requirements of Ohio Lottery Retailers, please contact the Ohio Lottery's ADA Coordinator at (855) 818-4480.

TAX BENEFITS

Two tax incentives exist to help Retailers cover the cost of making access improvements.

- The first is a Disabled Access tax credit, established under Internal Revenue Service (IRS) Code Section 44, for businesses with 30 or fewer full-time employees or with total revenues of \$1 million or less in the previous tax year. This credit may be used for architectural adaptations, equipment acquisitions, or barrier removal.
- The second is a tax deduction, established under IRS Code Section 190, and may be used by businesses of all sizes. This deduction may cover costs incurred in removing architectural barriers or making alterations.

These two incentives can be used in combination if the expenditure qualifies. Both the tax credit and tax deduction can be used annually. For more information about the tax benefits associated with ADA compliance, contact the IRS, at 1-800-829-1040, or your tax professional.

PARKING

LOCATION

- If self-parking is provided, each parking area is required to provide accessible parking spaces.
- Accessible parking spaces must be provided with proper signage and accessible aisles according to these guidelines.
- Accessible spaces must be located closest to the accessible entrance.

NUMBER OF SPACES

If the parking lot does not have marked parking, this requirement may not apply.

- For every six accessible parking spaces required, one must be van accessible.
- If the spaces were constructed or altered prior to March 12, 2012, you must have one van accessible space for every eight.
- If only one accessible space is provided, then this space must be a van accessible space.

DIMENSIONS

To determine the width of a parking space, measure from the center of each parking line.

CAR-ACCESSIBLE SPACE DIMENSIONS:

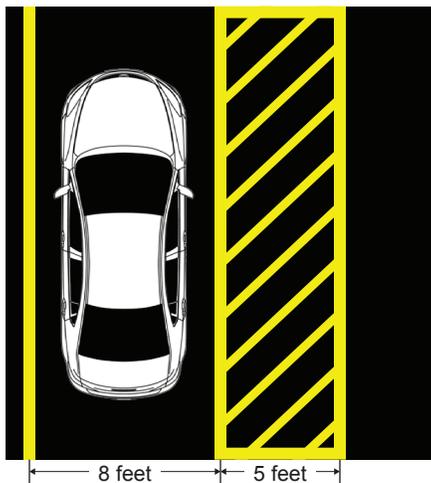
- Accessible parking for cars must be at least 8 feet wide with an aisle of at least 5 feet.

VAN-ACCESSIBLE SPACE DIMENSIONS:

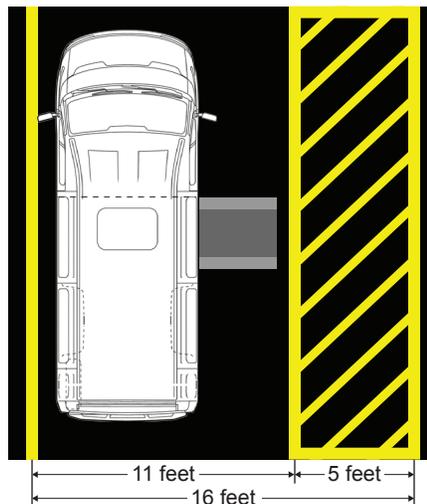
- Accessible parking for vans must be at least 16 feet wide, with an access aisle that is at least 5 feet wide.
- An accessible parking space for a van is also permitted to be a minimum 8 feet wide, where the accompanying access aisle is at least 8 feet wide.
- All van-accessible parking spaces must also provide 98 inches of vertical clearance.

Total Parking in Lot	Required Minimum Number of Accessible Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20 plus 1 for each 100 over 1000

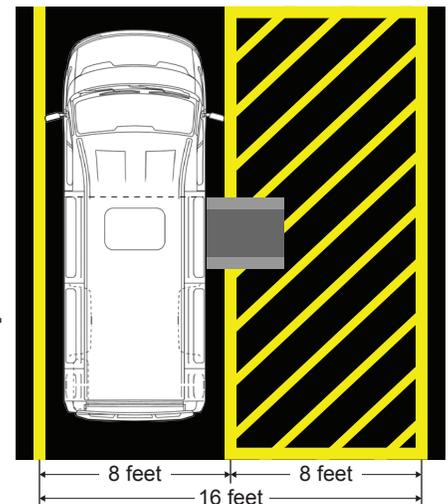
CAR-ACCESSIBLE SPACE DIMENSIONS



VAN-ACCESSIBLE SPACE DIMENSIONS



OR



EXTERIOR PATH OF TRAVEL

ACCESS AISLE

A parking access aisle is a space adjacent to an accessible parking space to allow room for the use of a wheelchair beside a parked vehicle.

Parking access aisles must be marked off with horizontal striping to alert other drivers not to park in the area. Accessible parking spaces may share an access aisle.



SIGNAGE

A vertical sign displaying the International Symbol of Accessibility must be posted to mark an accessible parking space.

- If you provide four or fewer total spaces, including accessible spaces, vertical signs are not required.
- If posted **before** March 12, 2012, the sign must be 5 feet tall from the ground to the bottom edge of the sign, OR from the ground to the top edge of the sign.
- If posted **after** March 12, 2012, the sign must be 5 feet tall from the ground to the bottom edge of the sign.

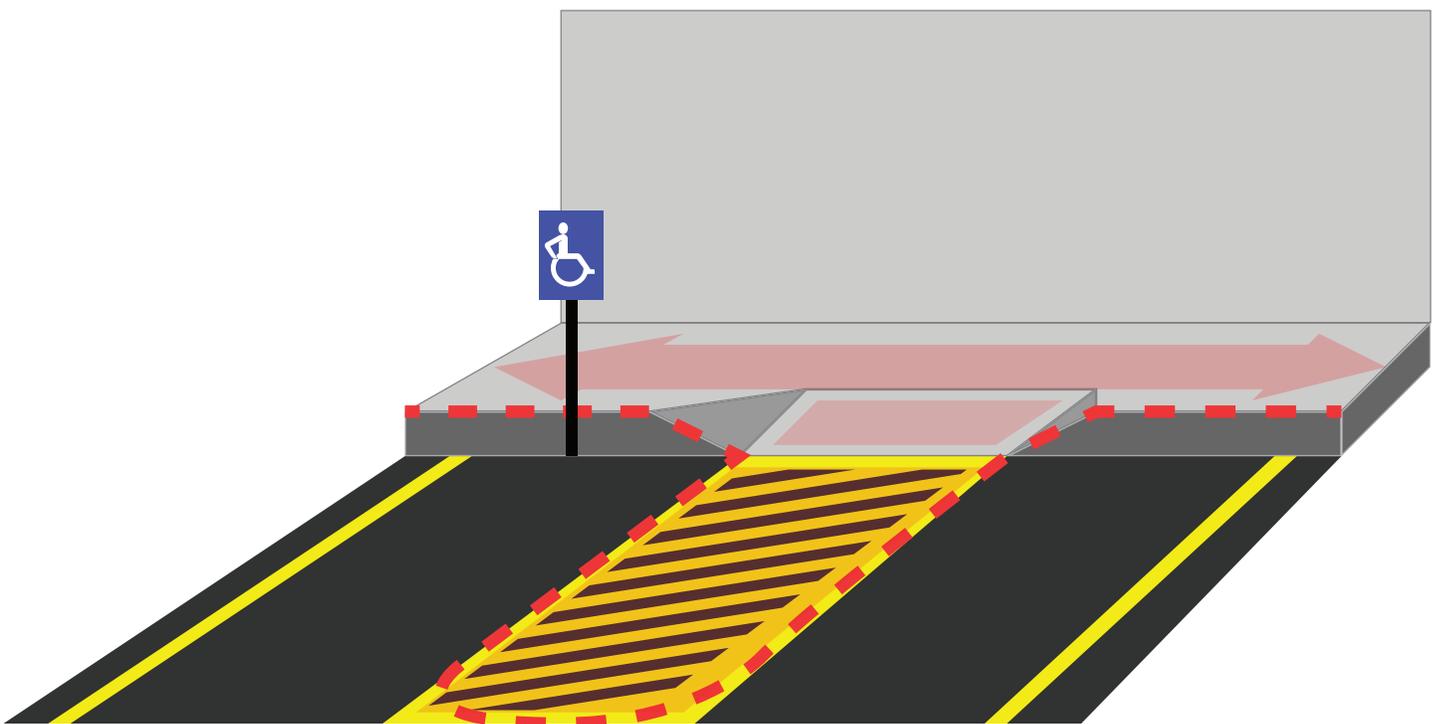
An additional van accessible sign must be posted below the above mentioned accessible sign to mark a van-accessible parking space.

If posted after October 14, 1999, the applicable fine amount for illegal parking must also be posted.

Signs painted on the ground do not sufficiently mark the space as accessible.

ACCESSIBLE ROUTE

- An accessible route must be available from accessible parking, and from public streets or sidewalks, to the accessible entrance of the building.
- The accessible route must follow to the maximum extent possible the route for the general public.
- The width of an accessible route must be at least 3 feet, except at doors.



CURB RAMPS

LOCATION

- A curb ramp is a short ramp cutting through or built up to a curb. A curb ramp usually leads from the parking area to the sidewalk where a ramp is used to connect the sidewalk to the entrance.
- Curb ramps must be provided wherever an accessible route crosses a curb.

DIMENSIONS

- A curb ramp should be 3 feet wide.
- The width of a curb ramp is measured excluding the width of flared sides (if applicable).
- Ramp slope is expressed as a ratio of inches of rise to inches of horizontal run.
- Curb ramps with a vertical rise over 6 inches must have a slope of 1:12 inches (for every inch of rise there must be 1 foot of horizontal run).

SURFACES

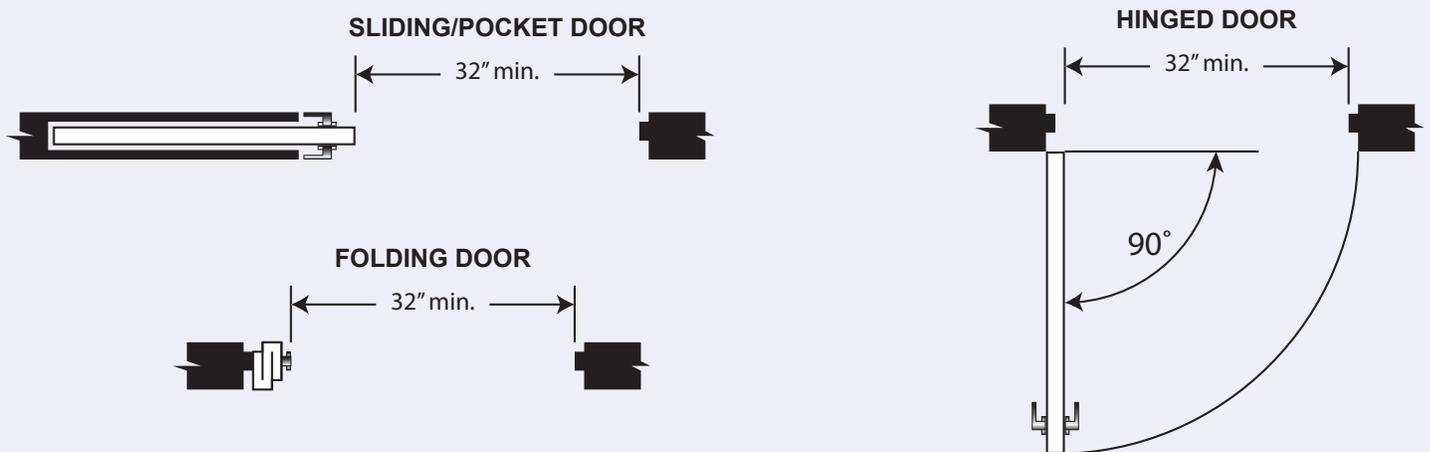
- A curb ramp must be free of abrupt changes, such as:
 - Cement breakage at the base of the curb.
 - Separation of cement or asphalt.
 - A raised edge greater than 1/4 inch high.
- The surface of a curb ramp must be as even as possible to the main surface level.
- A curb ramp should have a slip-resistant surface.

HANDRAILS

- If a ramp has a rise greater than 6 inches, or is longer than 6 feet, it must have a handrail on each side.

DOOR

- All entrance doors must have a clear opening width of 32 inches.
- Door threshold must be 1/2 inch high or less.



DOOR HARDWARE

- Door hardware refers to devices used to open the door.
- The door is not accessible if a person has to twist their wrist or tightly grab the hardware to operate.

INTERIOR PATH OF TRAVEL

AISLE ACCESSIBILITY

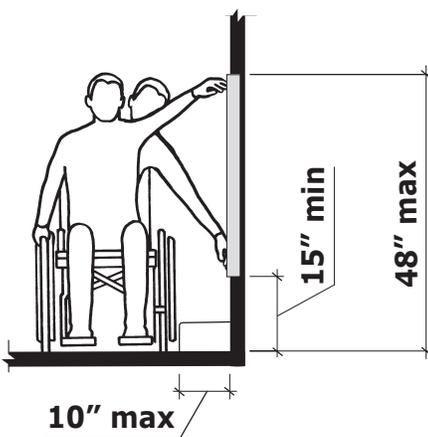
- Aisles must have a minimum clear width of 3 feet.
- This clearance is measured from wall-to-wall, or from element-to-wall.
- All displays, goods and items must not restrict the clear path of travel to less than 3 feet wide.
- There should not be any changes in level higher than 1/2 inch on the path of travel to the sales location.
- If a person using a wheelchair must make a turn around a corner or obstacle, the minimum clear width of the accessible route must be 3 feet at turns and 42 inches - 4 feet around an obstacle.

CARPET

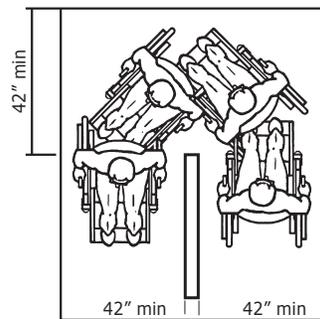
- If a carpet, carpet tile, or floor mat is used on a ground or floor surface, it must be securely attached and have a maximum pile thickness of 1/2 inch.

SALES COUNTER

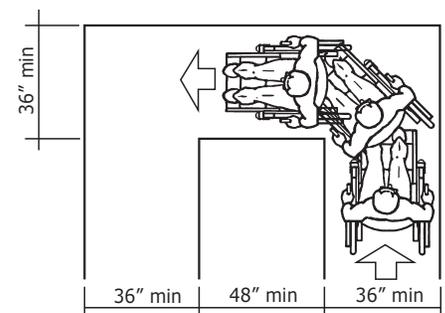
- Any button, switch, coin slot, bill changer or other device needed to operate a machine must be no higher than 4 feet above the floor.
- The sales counter where instant and online games are sold must be at least 3 feet long and no more than 3 feet above the floor.
- There must be a 30 inches x 4 feet area of clear floor space in front of the sales counter.
- If the sales counter does not meet the specified requirements, the sales location may still pass the accessibility survey if the vendor is willing to go around the counter to complete a Lottery transaction if necessary.
- There must be a turning diameter of at least 5 feet or a T-shaped floor space with 3-foot aisles to allow a wheel chair to reverse direction.
- If compliance is not “readily achievable,” alternative means of service must be provided. “Readily achievable” means “easily accomplished and able to be carried out without much difficulty or expense.” Alternative means may include personal service, a clipboard to aid during transactions, a folding shelf, or alternate surface for transactions.



Turn Around an Obstruction



90 Degree Turn



LOTTERY MP AND WINSTATION LOCATIONS

Lottery MPs and Winstations must have clear floor space in front of the machine at least 30 inches wide and 4 feet deep as shown.



30 inches wide
4 feet deep



30 inches wide
4 feet deep