

STATE OF NEBRASKA
Board of Public Roads Classifications and Standards (NBCS)

February 18, 2022

Authority to Conduct Business for the Board as it Relates to Communications, Questions and Information Requests of the Board and Staff.

Intent: To establish, for the sake of managing communications and for transparency, a more formal process to receive and respond to questions and inquires of the NBCS.

1. Routine, common, typical, previously answered communications, questions and requests can be discussed and resolved quickly electronically or telephonically by the Secretary of the Board (Secretary) and need not involve the Board. Examples are relaxation of standards submittal requirements, or where to find design standards information.
2. Non-routine communications, questions and requests for information should be sent in writing (hard-copy) or electronically (e-mail to ndot.blshelp@nebraska.gov or file-sharing) to the Secretary of the Board. Examples are relaxation of standards requests, interpretations of design standards, and complaints. Those requiring a response are handled as follows:
 - a. Responses shall be in writing (hard-copy) or electronic (e-mail or file-sharing) to the requesting individual or entity.
 - b. The Secretary of the Board (Secretary) shall answer if within his/her experience and knowledge to resolve.
 - c. The Nebraska Department of Transportation (NDOT) or State shall provide supplemental/additional support as needed for professional engineering (Professional Support), legal advice, or other issues. The Secretary is authorized to confer with, and request reviews/evaluations and recommendations from said support personnel. The Secretary, if in agreement, will respond and communicate directly to the individual or entity in writing, as above in 2.a.
 - d. Before being brought to the Board, complaints shall be reviewed by Counsel for direction on how to proceed. Such review and direction are outside the purview of this document.
 - e. For those issues, questions and requests where the Secretary and supplemental/additional support personnel do not agree, or are not sure of an appropriate response, both shall confer with the Chair of the Board for a proper response, and either the Chair or Secretary shall respond back to the individual or entity, as above in 2.a.
 - f. Any issues, questions and requests not resolved to the satisfaction of the individual or entity in any of the above steps, may be taken to the full Board for resolution.
 - g. All non-routine communications, questions and requests for information will be reported to the Board at any subsequent meetings, for the purpose of transparency in the conduction of the business of the Board. These may not have all details; they may be summaries, relevant portions of communications, and /or listings.