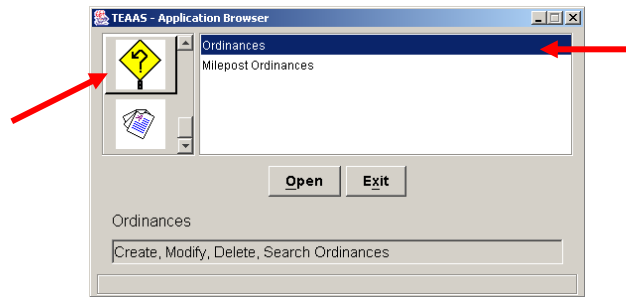


APPENDIX B
TEAAS Information

NOTE – All ordinance work in TEAAS is done in the ordinance module...-



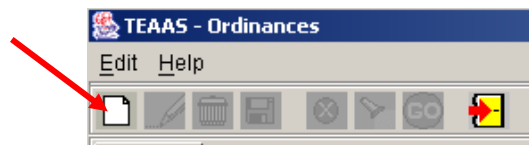
I. New Ordinances

The following instructions explain how to set up and approve new ordinances at the Division and Region level.

A. Entering New Ordinances

The following steps must be completed prior to approval at the Division level...

1. Click on the “New” button



2. Enter the following items (required for all ordinances)

- A. Ordinance Type (note that types 6, 7, 16, and 17 are no longer allowed)
- B. County
- C. On Road (name only, not the 8-digit code)
- D. City (if the ordinance is in, or partially in, a municipality – applies to all ordinance types)
- E. Ramp Flag (only if on a ramp)
- F. Begin Reference Road (taken from the TEAAS features report)
- G. Begin Distance
- H. Begin Feet/Miles
- I. Begin Direction (based on the TEAAS features report)

The screenshot shows the 'Basic Information' section of the TEAAS form. Red boxes labeled A through I highlight the following fields:

- A:** Ordinance Type dropdown menu.
- B:** County dropdown menu.
- C:** On Road text input field.
- D:** City dropdown menu.
- E:** Repealed Date text input field.
- F:** Reference Road text input field.
- G:** Distance text input field.
- H:** Milepost text input field.
- I:** Direction dropdown menu.

NOTE – If the TEAAS features report is absent or incorrect, contact the Ordinance Program Administrator for assistance.

- Click on the begin point milepost button ().
- Enter the following information required for all ordinances except type 4 (No Right Turn on Red) and type 23 (Truck Information Station): “End Reference Road”, “End Distance”, “End Feet/Miles”, and “End Direction”, and click on the end point milepost button (). As in step 2, this information must be based on the TEAAS features report.

The screenshot shows the 'End Point' section of the TEAAS form. Red arrows point to the following fields:

- Reference Road text input field.
- Distance text input field.
- Direction dropdown menu.

- For speed limit ordinances (types 2, 3, 5, 9, 29, 30, 31, 32, 33, 34, 35, 36, 37, and 38), enter the “Car Speed Limit” and the “Truck Speed Limit”.

The screenshot shows the 'Other Information' section of the TEAAS form. Red arrows point to the following fields:

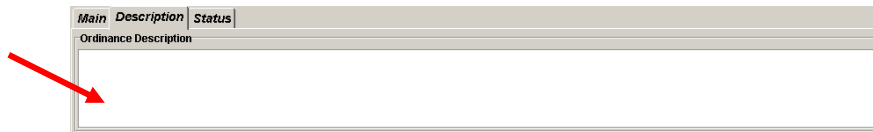
- Car Speed Limit text input field.
- Truck Speed Limit text input field.

- For work zone ordinances (types 9, 10, and 36), enter the project number in the “Construction Project Number” field.

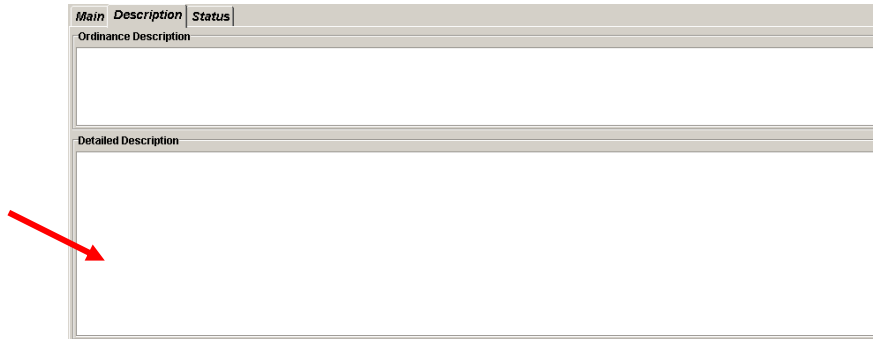
The screenshot shows the 'Other Information' section of the TEAAS form. A red arrow points to the following field:


- Construction Project Number text input field.


6. Go to the “Description” tab and enter the “Ordinance Description”.

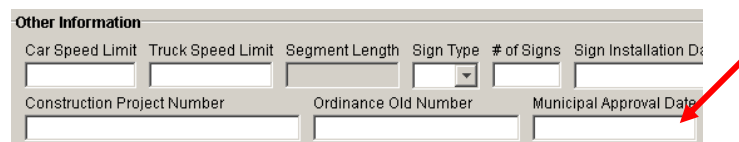


7. A “Detailed Description” will also need to be entered for ordinance types 12, 22, 23, 40, 41, 42, 43, 44, 45, 46, and 50.



8. Click the “Save” button ().

9. If the ordinance is a municipal ordinance (types 2, 29, 31, 34, and 37), then print out the municipal approval certificate () and have it signed by the municipality. Once signed by the municipality, sign the municipal certificate on the “Division” line and enter the municipal approval date in the “Municipal Approval Date” field. Forward the certificate to the appropriate Region.



NOTE – If the ordinance is a municipal ordinance, any changes to the ordinance after this step will negate the municipal approval date and a new municipal approval certificate will need to be generated and signed by the municipality and Division.

B. Approving New Ordinances – Divisions

New ordinances must milepost and not overlap, and must have signed municipal certificates (if a municipal ordinance), before Division approval is allowed.

1. Search as follows for ordinances to be approved at the Division level...

The screenshot shows three filter panels. The 'Approval Status' panel has checkboxes for 'Approved', 'State Appr. Pending', 'Region Appr. Pending', and 'Div. Appr. Pending' (which is checked). The 'Repeal Status' panel has checkboxes for 'Repealed', 'State Recomm. Pending', 'Region Recomm. Pending', and 'Div. Recomm. Pending'. The 'Status' panel has checkboxes for 'Active' (checked) and 'Repealed'. A 'Search' button is located below the 'Status' panel.

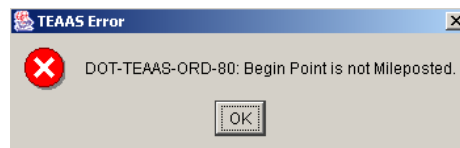
2. To approve an ordinance at the Division level, go to the “Status” tab and click on the “Approval” button to the right of the “Division Approval” line.

The screenshot shows the 'Status' tab of the TEAAS system. It has three sub-sections: 'Approval Status', 'Region Approval', and 'State Approval'. Each sub-section has a 'Date' field and an 'Approve' button. A red arrow points to the 'Approve' button in the 'Approval Status' section.

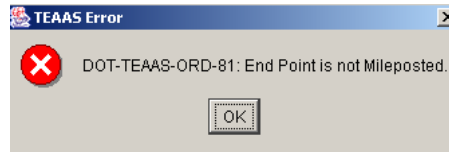
3. If the ordinance is a municipal ordinance and the certificate has not been approved by the municipality, the following error message will appear. Print the municipal certificate, have it approved by the municipality, and enter the municipal approval date (see step 9 in section I.A., above).



4. If the begin point of the ordinance does not milepost, the following error message will appear. Check the “Begin Reference Road”, “Begin Distance”, “Begin Feet/Miles”, and “Begin Direction” fields to make sure the end point mileposts (see steps 2 and 3 in section I.A., above).



5. If the end point of the ordinance does not milepost, the following error message will appear. Check the “End Reference Road”, “End Distance”, “End Feet/Miles”, and “End Direction” fields to make sure the end point mileposts (see step 4 in section I.A., above).



6. If the ordinance overlaps with other ordinances, the following error message will appear. Note the overlapping ordinance numbers so that the existing ordinances can be repealed, or the begin/end points of the new ordinance can be adjusted.



NOTE – Any changes to the ordinance after this step will negate the Division approval. Also, if the ordinance is a municipal ordinance, any changes to the ordinance after this step will negate the municipal approval date and a new municipal approval certificate will need to be generated and signed by the municipality and Division (see step 9 in section I.A., above).

C. Approving New Ordinances – Regions

Once Division approval has been accepted by the system, new ordinances must milepost and not overlap, and must have signed municipal certificates (if a municipal ordinance), before Region approval is allowed.

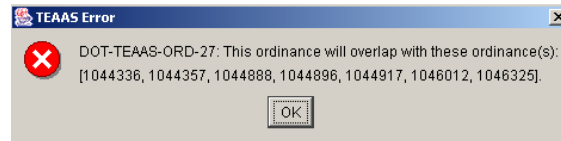
1. Search as follows for ordinances to be approved at the Region level...

Approval Status <input type="checkbox"/> Approved <input type="checkbox"/> State Appr. Pending <input checked="" type="checkbox"/> Region Appr. Pending <input type="checkbox"/> Div. Appr. Pending	Repeal Status <input type="checkbox"/> Repealed <input type="checkbox"/> State Recomm. Pending <input type="checkbox"/> Region Recomm. Pending <input type="checkbox"/> Div. Recomm. Pending	Status <input checked="" type="checkbox"/> Active <input type="checkbox"/> Repealed <input type="button" value="Search"/>
--	---	---

2. To approve an ordinance at the Region level, go to the “Status” tab and click on the “Approval” button to the right of the “Region Approval” line.

The screenshot shows the 'Status' tab in the TEAAS system. It has three sub-sections: 'Status', 'Approval Status', and 'Repeal Status'. The 'Status' section shows 'Active' and 'Region Approval Pending'. The 'Approval Status' section has three rows: 'Division Approval' with 'Robert J. Jaeger' and a date of '28 October 2009 04:28 PM', 'Region Approval', and 'State Approval'. Each row has an 'Approve' button. A red arrow points to the 'Approve' button for the 'Region Approval' row.

3. If the ordinance overlaps with other ordinances, the following error message will appear. Note the overlapping ordinance numbers so that the existing ordinances can be repealed, or the begin/end points of the new ordinance can be adjusted.



4. If the ordinance is a municipal ordinance, sign the municipal approval certificate on the “Region” line and forward it to the Ordinance Program Administrator.

The form is titled 'Department of Transportation Approval'. It has two rows of fields. The first row is for 'Division' and the second row is for 'Region'. Each row has fields for 'Division: _____', 'Title: _____', and 'Date: _____'. A red arrow points to the 'Region' label.

NOTE – Any changes to the ordinance after this step will negate the Division and Region approvals. Also, if the ordinance is a municipal ordinance, any changes to the ordinance after this step will negate the municipal approval date and a new municipal approval certificate will need to be generated and signed by the municipality, the Division, and the Region (see step 9 in section I.A., and step 4, above).

II. Repealing Ordinances

The repeal process for ordinances is now electronic and no paperwork is required except for municipal repeal certifications and truck prohibition justifications (for repeal).

A. Repealing Ordinances – Divisions

1. If the ordinance is a municipal ordinance (types 2, 29, 31, 34, and 37), then print out the municipal repeal certificate (**Municipal Repeal Cert.**) and have it approved by the municipality. Once approved by the municipality sign the municipal repeal certificate and enter the municipal repeal date in the “Municipal Repeal Date” field. Forward the certificate to the appropriate Region.

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

Other Information					
Car Speed Limit	Truck Speed Limit	Segment Length	Sign Type	# of Signs	Sign Installation Date
45	45	15.0			
Construction Project Number		Ordinance Old Number		Municipal Approval Date	Municipal Repeal Date
				10/27/2009	

2. To recommend an ordinance for repeal at the Division level, go to the “Status” tab and click on the “Recommend for Repeal” button to the right of the Division repeal recommendation line.

Main	Description	Status
Status		
Status	Approval Status	Repeal Status
Active	Approved	Division Repeal Pending
Approval Status		
Division Approval	Robert J. Jaeger	Date: 28 October 2009 04:28 PM Approve
Region Approval	Robert J. Jaeger	Date: 28 October 2009 04:51 PM Approve
State Approval	Robert J. Jaeger	Date: 28 October 2009 04:52 PM Remove Approval
Repeal Recommendations		
Division		Date: _____ Recommend for Repeal
Region		Date: _____ Recommend for Repeal
State		Date: _____ Recommend for Repeal

NOTE – The recommendation for repeal at the Division level can be revoked by re-clicking the same button.

Main	Description	Status
Status		
Status	Approval Status	Repeal Status
Active	Approved	Region Repeal Pending
Approval Status		
Division Approval	Robert J. Jaeger	Date: 28 October 2009 04:28 PM Approve
Region Approval	Robert J. Jaeger	Date: 28 October 2009 04:51 PM Approve
State Approval	Robert J. Jaeger	Date: 28 October 2009 04:52 PM Remove Approval
Repeal Recommendations		
Division	Robert J. Jaeger	Date: 28 October 2009 05:04 PM Revoke Recommendation
Region		Date: _____ Recommend for Repeal
State		Date: _____ Recommend for Repeal

B. Repealing Ordinances – Regions

1. Search as follows for ordinances to be repealed at the Region level...

Approval Status <input type="checkbox"/> Approved <input type="checkbox"/> State Appr. Pending <input type="checkbox"/> Region Appr. Pending <input type="checkbox"/> Div. Appr. Pending	Repeal Status <input type="checkbox"/> Repealed <input type="checkbox"/> State Recomm. Pending <input checked="" type="checkbox"/> Region Recomm. Pending <input type="checkbox"/> Div. Recomm. Pending	Status <input checked="" type="checkbox"/> Active <input type="checkbox"/> Repealed Search
---	--	---

2. To repeal an ordinance at the Region level, go to the “Status” tab and click on the “Recommend for Repeal” button to the right of the Region repeal recommendation line.

Main	Description	Status
Status		
Status	Approval Status	Repeal Status
Active	Approved	Region Repeal Pending
Approval Status		
Division Approval	Robert J. Jaeger	Date 28 October 2009 04:28 PM Approve
Region Approval	Robert J. Jaeger	Date 28 October 2009 04:51 PM Approve
State Approval	Robert J. Jaeger	Date 28 October 2009 04:52 PM Remove Approval
Repeal Recommendations		
Division	Robert J. Jaeger	Date 28 October 2009 05:04 PM Revoke Recommendation
Region		Date <input type="text"/> Recommend for Repeal
State		Date <input type="text"/> Recommend for Repeal

3. If the ordinance is a municipal ordinance, sign the municipal repeal certificate on the “Region” line and forward it to the Ordinance Program Administrator.

Department of Transportation Approval

Division: _____	Title: _____	Date: _____
Region: _____	Title: _____	Date: _____

NOTE – The recommendation for repeal at the Region level can be revoked by re-clicking the same button.

III. Searching Ordinances

Ordinances can be searched a number of different ways, any of which can be selected or left blank. However, only a maximum of 2,000 ordinances may be identified in any given search.

The screenshot shows a web-based search interface for ordinances. It features a 'Search' tab and a 'Details' tab. Under the 'Criteria' section, there are several search options: 'Search By' with radio buttons for County, City, Region, and Division; 'Ordinance Type' with a dropdown menu; 'On Road ID' and 'Ordinance Number' with text input fields; and 'Report Date' and 'Ordinance Old Number' with text input fields. There are also three columns of checkboxes for 'Approval Status' (Approved, State Appr. Pending, Region Appr. Pending, Div. Appr. Pending), 'Repeal Status' (Repealed, State Recomm. Pending, Region Recomm. Pending, Div. Recomm. Pending), and 'Status' (Active, Repealed). A 'Search' button is located at the bottom right of the criteria section.

Definitions are as follows:

- Approval Status: Approved – All approved ordinances (may be active or repealed)
- Approval Status: State Appr. Pending – All active ordinances with Region approval (not approved, not repealed)
- Approval Status: Region Appr. Pending – All active ordinances with Division approval (not approved, not repealed)
- Approval Status: Div. Appr. Pending – All active ordinances without any approvals (default value, not approved, not repealed)
- Repeal Status: Repealed – All repealed ordinances (non-active, previously approved)
- Repeal Status: State Recomm. Pending – Active and approved ordinances with a Region repeal recommendation
- Repeal Status: Region Recomm. Pending – Active and approved ordinances with a Division repeal recommendation
- Repeal Status: Div. Recomm. Pending – Active ordinances (default value, may/may not be approved)
- Status: Active – All non-repealed ordinances (active, may/may not be approved)
- Status: Repealed – All repealed ordinances (non-active, previously approved)

1. Ordinances in all counties, cities, regions, and divisions will be selected unless one of those items is specifically selected.

2. Ordinances of all types, roads, dates, etc., will be selected unless one (or more) of those items is specifically selected or entered.

3. The “Approval Status” window, the “Repeal Status” window, and the “Status” window are all independent of each other.

4. Selecting all items in a given window is the same as not selecting any items in a given window.

IV. Certificate of Rulemaking

Certificates of Rulemaking (CORs) are “packages” of ordinances enacted and/or repealed on a given date. These packages are also called “ordinance packages”, CRMs, and HTOs (Highway Traffic Ordinances). Most dates have a variety of ordinances included in them, but the following ordinances must be separated into their own packages...

- Route Changes (and associated/affected ordinances, FHWA approvals, AASHTO approvals, secondary road number requests, initial request approval, maps, municipal resolutions, etc.)
- Speed limits greater than 55 MPH
- Truck restrictions (truck prohibitions, no through trucks, and temporary truck restrictions) – must include justification
- Farm Equipment Authorizations
- STAA Reasonable Access
- STAA Designations
- No-Parking Tow-Away (must include justification and maps)

A. State Repeal Pending

1. Sort hard copies of municipal repeal certificates by ordinance type and ordinance number.

**Certification of Municipal Declaration
To Repeal Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1002000					
Division:	1	County:	BERTIE	Municipality:	ASKEWVILLE
Type:	Municipal Speed Zones				
Road:	SR 1349	Car:	45	MPH	Truck: 45 MPH
Description: From SR 1304 to the southwestern corporate limit, approximately 0.32 mile southwest of SR 1304.					

2. Search for municipal speed zone ordinances (type 2) with State repeal pending.

The screenshot shows a search form with the following sections:


- Ordinance Type:** A dropdown menu set to "Municipal Speed Zones-2".
- On Road ID:** A text input field.
- Ordinance Number:** A text input field.
- Report Date:** A text input field.
- Ordinance Old Number:** A text input field.
- Approval Status:** A group of checkboxes including "Approved", "State Appr. Pending", "Region Appr. Pending", and "Div. Appr. Pending".
- Repeal Status:** A group of checkboxes including "Repealed", "State Recomm. Pending" (checked), "Region Recomm. Pending", and "Div. Recomm. Pending".
- Status:** A group of checkboxes including "Active" (checked) and "Repealed".
- Search:** A button highlighted with a red arrow.

3. Double-click on the “Ord. #” column to sort by ordinance number.


Ord. #	Ordinance Type
1052991	Municipal Speed Zones
1053107	Municipal Speed Zones
1053111	Municipal Speed Zones

4. Verify municipal speed zone ordinances with signed concurring municipal repeal certificates. Highlight the municipal ordinances without repeal certificates (using the “Ctrl” key) and press the “Delete” button.

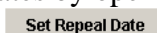
Div	County	Ord. #	Ordinance Type	Road On	Status	Effective Dt	Repealed Dt	Ord. Old #
5	WAKE	1052991	Municipal Speed Zones	SR 3060	Active	2/24/2006		1044390
5	WAKE	1053107	Municipal Speed Zones	NC 50	Active	2/24/2006		1044201
5	WAKE	1053111	Municipal Speed Zones	SR 1107	Active	2/24/2006		1044279
5	WAKE	1053123	Municipal Speed Zones	SR 1820	Active	2/24/2006		1044197
5	WAKE	1053126	Municipal Speed Zones	SR 1820	Active	2/24/2006		1044220
5	WAKE	1053129	Municipal Speed Zones	SR 1827	Active	2/24/2006		1044199
5	WAKE	1053131	Municipal Speed Zones	SR 1829	Active	2/24/2006		1044217
5	WAKE	1053135	Municipal Speed Zones	SR 2015	Active	2/24/2006		1044259
5	WAKE	1053139	Municipal Speed Zones	SR 2041	Active	2/24/2006		1044208
5	WAKE	1056175	Municipal Speed Zones	SR 1348	Active	6/15/2007		
5	WAKE	1057181	Municipal Speed Zones	NC 54	Active	9/19/2008		
5	WAKE	1057182	Municipal Speed Zones	NC 54	Active	9/19/2008		
5	WAKE	1059785	Municipal Speed Zones	11	Active	10/26/2009		


5. Enter the repeal dates by opening/saving each individual ordinance or by using the “Set Repeal Date” button (), entering the repeal date, and clicking “Set Repeal Date”.

The dialog box is titled "TEAAS - Ordinance - Set Repeal Date". It contains a text input field labeled "Repeal Date (mm/dd/ccyy)", a "Set Repeal Date" button, and a "Cancel" button. Red arrows point to the input field and the "Set Repeal Date" button.

6. Perform state repeal by clicking on the “State Repeal” button ().

7. Repeat steps 2 through 7 for the remaining municipal speed limit ordinances (types 31, 34, 37 and 72).

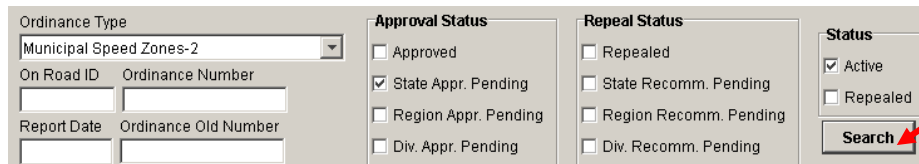
8. Search for all ordinances with State repeal pending. Sort by ordinance type and highlight/delete all municipal ordinances (types 2, 29, 31, 34, and 37) and truck restriction ordinances (types 28, 48, and 49). Enter the repeal dates by opening/saving each individual ordinance or by using the “Set Repeal Date” button (), entering the repeal date, and clicking “Set Repeal Date”.

9. Perform state repeal by clicking on the “State Repeal” button ().

B. State Approval Pending

1. Sort hard copies of municipal approval certificates by ordinance type and ordinance number (see step 1 in section IV.A., above).

2. Search for municipal speed zone ordinances (type 2) with state approval pending.

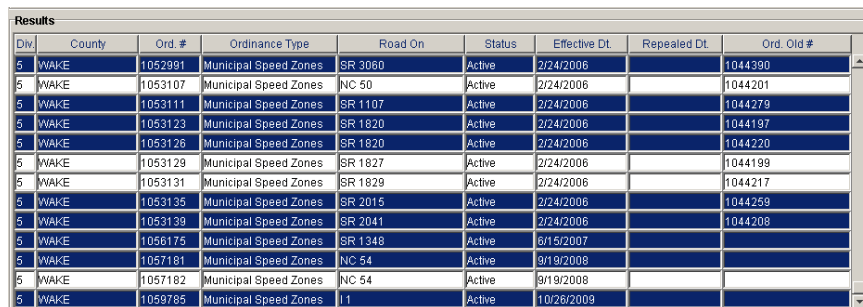


3. Double-click on the “Ord. #” column to sort by ordinance number.




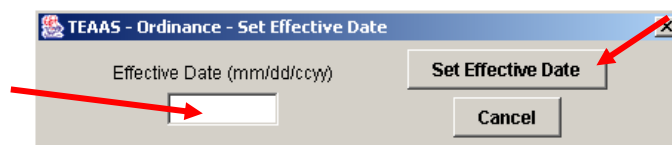
Ord. #	Ordinance Type
1052991	Municipal Speed Zones
1053107	Municipal Speed Zones
1053111	Municipal Speed Zones




4. Verify municipal speed zone ordinances with signed concurring municipal approval certificates. Highlight the municipal ordinances without approval certificates (using the “Ctrl” key) and press the “Delete” button.




Div.	County	Ord. #	Ordinance Type	Road On	Status	Effective Dt.	Repealed Dt.	Ord. Old #
5	WAKE	1052991	Municipal Speed Zones	SR 3060	Active	2/24/2006		1044390
5	WAKE	1053107	Municipal Speed Zones	NC 50	Active	2/24/2006		1044201
5	WAKE	1053111	Municipal Speed Zones	SR 1107	Active	2/24/2006		1044279
5	WAKE	1053123	Municipal Speed Zones	SR 1820	Active	2/24/2006		1044197
5	WAKE	1053126	Municipal Speed Zones	SR 1820	Active	2/24/2006		1044220
5	WAKE	1053129	Municipal Speed Zones	SR 1827	Active	2/24/2006		1044199
5	WAKE	1053131	Municipal Speed Zones	SR 1829	Active	2/24/2006		1044217
5	WAKE	1053135	Municipal Speed Zones	SR 2015	Active	2/24/2006		1044259
5	WAKE	1053139	Municipal Speed Zones	SR 2041	Active	2/24/2006		1044208
5	WAKE	1056175	Municipal Speed Zones	SR 1348	Active	6/15/2007		
5	WAKE	1057181	Municipal Speed Zones	NC 54	Active	9/19/2008		
5	WAKE	1057182	Municipal Speed Zones	NC 54	Active	9/19/2008		
5	WAKE	1059785	Municipal Speed Zones	11	Active	10/26/2009		

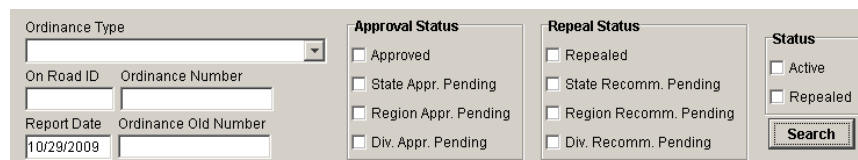
5. Enter the effective dates by opening/saving each individual ordinance or by using the “Set Effective Date” button (), entering the effective date, and clicking “Set Effective Date”.



6. Repeat steps 2 through 5 for the remaining municipal ordinances (types 29, 31, 34, and 37).
7. Search for work zone speed limit ordinances (type 9) with State approval pending and sort by ordinance number. Verify those ordinances with justification paperwork (and highlight/delete the rest). Enter the effective dates by opening/saving each individual ordinance or by using the “Set Effective Date” button (), entering the effective date, and clicking “Set Effective Date”.
8. Repeat step 4 for work zone speed penalty ordinances (type 10) and work zone variable speed limit ordinances (type 36).
9. Search for truck restriction ordinances (types 28, 48, and 49), sort by ordinance number, and verify justification forms (and highlight/delete the rest). Enter the effective dates by opening/saving each individual ordinance or by using the “Set Effective Date” button (), entering the effective date, and clicking “Set Effective Date”.
10. Search for all ordinances with State approval pending. Sort by ordinance type and delete all municipal ordinances (types 2, 29, 31, 34, and 37), work zone ordinances (types 9, 10, and 36), and truck restriction ordinances (types 28, 48, and 49). Make sure that no discontinued ordinance types (6, 7, 16, 17, and 26) are being used. Enter the effective dates by opening/saving each individual ordinance or by using the “Set Effective Date” button (), entering the effective date, and clicking “Set Effective Date”.

C. *Package Review and Certification*

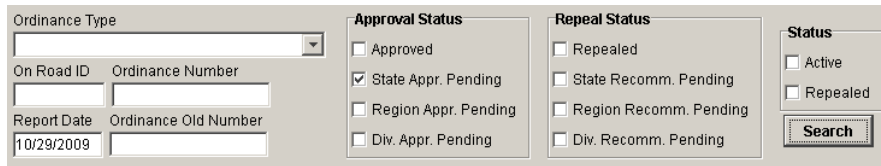
1. Sort the municipal certificates (repeal and approval) by type, division, approval, and repeal.
2. Search for all ordinances to be included in the Certificate of Rulemaking using the “Report Date” field. Generate a report using the “Generate Report” button (), attach any municipal certificates, work zone ordinance request forms and justification paperwork, and truck prohibition request forms, and give the draft “package” to the Ordinance Program Administrator for review.




Ordinance Type	Approval Status		Repeal Status	Status
<input type="text"/>	<input type="checkbox"/> Approved	<input type="checkbox"/> Repealed	<input type="checkbox"/> Repealed	<input type="checkbox"/> Active
On Road ID	<input type="checkbox"/> State Appr. Pending	<input type="checkbox"/> State Recomm. Pending	<input type="checkbox"/> State Recomm. Pending	<input type="checkbox"/> Repealed
Ordinance Number	<input type="checkbox"/> Region Appr. Pending	<input type="checkbox"/> Region Recomm. Pending	<input type="checkbox"/> Region Recomm. Pending	<input type="button" value="Search"/>
Report Date	<input type="checkbox"/> Div. Appr. Pending	<input type="checkbox"/> Div. Recomm. Pending	<input type="checkbox"/> Div. Recomm. Pending	
10/29/2009				
Ordinance Old Number				

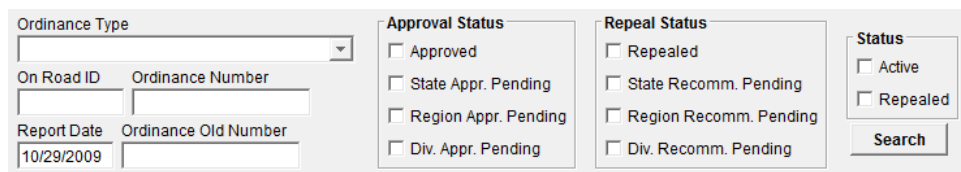
3. Give the draft “package” to the State Traffic Engineer for review.
4. Make any adjustments to the draft “package” by removing effective dates as needed. Do not remove any repeal dates.

5. Search for all new ordinances to be included in the Certificate of Rulemaking using the “Report Date” of the “package” and the approval status of “State Appr. Pending”.

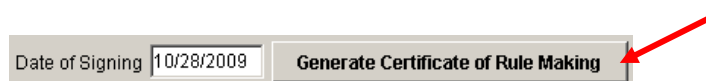


6. Perform state approval by clicking on the “State Approval” button ().

7. Search for all ordinances to be included in the Certificate of Rulemaking.



8. Print the final Certificate of Rulemaking and give it to the State Traffic Engineer for signing.



9. Create an electronic copy of the package (scan, save as PDF, etc.) to include the final Certificate of Rulemaking, any municipal certificates, any truck restriction change letters to the Legislative Transportation Oversight Committee, and any no-parking, tow-away justifications and aerial photographs (and memos to the Colonel of the State Highway Patrol, if in a work zone). If the package is for a route change, be sure to attach all the support material (original request, resolutions, AASHTO application/approval, municipal certificates, maps, initial approved request, secondary road number designations, plan title sheet, etc.).

10. Send the electronic ordinance package to the web content manager for upload to the internet. All packages are loaded on the [Ordinance Packages](#) web site. Route changes and STAA route designations are also loaded on the [Route Changes](#) web site and the [Truck Information](#) web site, respectively. Note that the following ordinances usually have their own, separate, ordinance packages:

- No Parking Tow-Away
- Truck Restrictions
- Speed Limits above 55 MPH
- Route Changes
- STAA Reasonable Access
- STAA Designations
- Farm Equipment Authorization
- Potentially controversial items

11. Send out notification of the ordinance package and send the original hard copies to the file room. The email distribution is as follows...

A. Route change ordinance packages:

Traffic.Route.Change.Package@ncdot.gov
tammy.langdon@ncshp.org (Tammy Langdon, SHP)
Charles.ward@ncdps.gov (Major Charles Ward, SHP)
Appropriate Regional Traffic Engineer(s)
Appropriate Division Traffic Engineer(s)
Copies – Ordinance Program Manager, Web Content Manager

B. STAA route designation and reasonable access packages:

See [STAA Guidelines and Procedures](#)

C. All regular ordinance packages (payroll Friday):

Traffic.Ordinance.Package@ncdot.gov
tammy.langdon@ncshp.org (Tammy Langdon, SHP)
Charles.ward@ncdps.gov (Major Charles Ward, SHP)
tjnichols@ncdot.gov – only if truck route/restriction or work zone ordinances
Appropriate Division Construction Engineer(s) – only if work zone ordinances
sbourne@ncdot.gov – only if work zone ordinances
skite@ncdot.gov – only if work zone ordinances
Copies – Ordinance Program Manager, Web Content Manager, MSIS Engineer

D. Non-Regular (expedite) ordinance packages (non-route change and non-STAA):

The following individuals get **everything**...

tammy.langdon@ncshp.org (Tammy Langdon, SHP)
Charles.ward@ncdps.gov (Major Charles Ward, SHP)
jhcouncil@ncdot.gov (Julian Council, DMV)
jonarnold@ncdot.gov (Jon Arnold, Asset Management)
rjkoschatzky@ncdot.gov (Ryan Koschatzky, GIS)
Ordinance Program Manager

The following individuals get **work zone ordinances** (work zone speed limits, work zone variable speed limits, work zone penalties, and no parking/tow-away)...

sbourne@ncdot.gov (Stuart Bourne, Traffic Management)
skite@ncdot.gov (Steve Kite, Work Zone Traffic Control)
tjnichols@ncdot.gov (Tim Nichols, Oversize Overweight Permits)
Division Construction Engineers (only if their Division is affected)

The following individual gets **truck routes** and **truck restrictions/prohibitions**...

mmwashington@ncdot.gov (Maria Washington, Oversize Overweight Permits)

The following individuals get everything in **DIVISION 1**...

hdaughtry@ncdot.gov (Haywood Daughtry, Regional Traffic Engineer)
jdavidson@ncdot.gov (Jason Davidson, Division Traffic Engineer)
dehoggard@ncdot.gov (Earl Hoggard, Transportation Technician)

The following individuals get everything in **DIVISION 2**...

hdaughtry@ncdot.gov (Haywood Daughtry, Regional Traffic Engineer)
shamilton@ncdot.gov (Steve Hamilton, Division Traffic Engineer)
mmoore@ncdot.gov (Mary Moore, Assistant Traffic Engineer)

The following individuals get everything in **DIVISION 3**...

rcgray@ncdot.gov (Coke Gray, Regional Traffic Engineer)
kehite@ncdot.gov (Katie Hite, Division Traffic Engineer)
jlbooker@ncdot.gov (Jessi Booker, Deputy Division Traffic Engineer)
gdeckart@ncdot.gov (George Eckart, Assistant Division Traffic Engineer)
rwyatt@ncdot.gov (Rod Wyatt, Traffic Service Supervisor)
bobhammond@ncdot.gov (Bob Hammond, Transportation Technician)
mlbass@ncdot.gov (Michael Bass, Transportation Technician)

The following individuals get everything in **DIVISION 4**...

hdaughtry@ncdot.gov (Haywood Daughtry, Regional Traffic Engineer)
dbmorton@ncdot.gov (David Morton, Regional Traffic Safety Engineer)
ahbrown@ncdot.gov (Andy Brown, Division Traffic Engineer)
rbroadwell@ncdot.gov (Russell Broadwell, Deputy Division Traffic Engineer)
ctlewis@ncdot.gov (Todd Lewis, Assistant Division Traffic Engineer)
wrhawley@ncdot.gov (Wendi Hawley)

The following individuals get everything in **DIVISION 5**...

kbecker@ncdot.gov (Kelly Becker, Regional Traffic Engineer)
agrandy@ncdot.gov (Al Grandy, Division Traffic Engineer)
rjgarrett@ncdot.gov (Ron Garrett, Assistant Division Traffic Engineer)
twhitaker@ncdot.gov (Todd Whitaker)

The following individuals get everything in **DIVISION 6**...

dphipps@ncdot.gov (David Phipps, Regional Traffic Engineer)
fwest@ncdot.gov (Frank West, Division Traffic Engineer)
klangdon@ncdot.gov (Kent Langdon, Assistant Division Traffic Engineer)
jwmcneill@ncdot.gov (John W. McNeill, Division Traffic Technician)

The following individuals get everything in **DIVISION 7**...

bthomas@ncdot.gov (Brian Thomas, Regional Traffic Engineer)
peason@ncdot.gov (Patty Eason, Division Construction Engineer)
pwilson@ncdot.gov (Pat Wilson, Division Operations Engineer)
dmcpherson@ncdot.gov (Dawn McPherson, Division Traffic Engineer)
maldridge@ncdot.gov (Mark Aldridge, Deputy Division Traffic Engineer)
rbakergonzales@ncdot.gov (Robin Baker-Gonzales, Office Assistant)

The following individuals get everything in **DIVISION 8**...

kbecker@ncdot.gov (Kelly Becker, Regional Traffic Engineer)
dbwillett@ncdot.gov (David Willett, Division Traffic Engineer)
emckinnon@ncdot.gov (Evan McKinnon, Deputy Division Traffic Engineer)
whfields@ncdot.gov (Nick Fields, Traffic Service Supervisor)

The following individuals get everything in **DIVISION 9**...

bthomas@ncdot.gov (Brian Thomas, Regional Traffic Engineer)
jpcouch@ncdot.gov (J.P. Couch, Division Traffic Engineer)
rogburn@ncdot.gov (Randy Ogburn, Assistant Division Traffic Engineer)

The following individuals get everything in **DIVISION 10**...

mpbutler@ncdot.gov (Pate Butler, Regional Traffic Engineer)
smepperson@ncdot.gov (Sean Epperson, Division Traffic Engineer)
hfurr@ncdot.gov (Hubert Furr, Assistant Division Traffic Engineer)

The following individuals get everything in **DIVISION 11**...

jahamrick@ncdot.gov (Jimmy Hamrick, Regional Traffic Engineer)
dadams@ncdot.gov (Daniel Adams, Division Traffic Engineer)
chrisbrown@ncdot.gov (Chris Brown, Assistant Division Traffic Engineer)
sgalloway@ncdot.gov (Scott Galloway, Transportation Technician)
rdsteskal@ncdot.gov (Randy Steskal, Transportation Technician)

The following individuals get everything in **DIVISION 12**...

jahamrick@ncdot.gov (Jimmy Hamrick, Regional Traffic Engineer)
bengle@ncdot.gov (Byron Engle, Division Traffic Engineer)
shefner@ncdot.gov (Steve Hefner, Assistant Division Traffic Engineer)

The following individuals get everything in **DIVISION 13**...

dgalloway@ncdot.gov (Bucky Galloway, Regional Traffic Engineer)
aghenderson@ncdot.gov (Anna Henderson, Division Traffic Engineer)
crice@ncdot.gov (Durwin Rice, Deputy Division Traffic Engineer)
marshallwilliams@ncdot.gov (Marshall Williams, Asst. Div. Traffic Engineer)

The following individuals get everything in **DIVISION 14**...

dgalloway@ncdot.gov (Bucky Galloway, Regional Traffic Engineer)

scook@ncdot.gov (Scott Cook, Division Traffic Engineer)

dmward@ncdot.gov (Monty Ward, Assistant Division Traffic Engineer)

mcbuchanan@ncdot.gov (Mike Buchanan, Transportation Technician)