Need for Restriction Identified

Is restriction for Interstate lane(s), shoulder(s) or ramp(s)?

Yes

Can restriction be implemented within preapproved closures of IHCP Appendix B?

Yes

What is purpose of proposed restrictions?

No

IHCP Exception not required

Process for IHCP Exception Work Flow

Scoping or Early Design Phase

Contract Work in Progress

Permit

District Non-contract Work

TMD ITS Infrastructure

District Biennial Maintenance Exception

Process for Scoping or Early Design Phase Exceptions
See Page 2

Process for Construction, Permits and Non Contract Work Exceptions
See page 3

Process for TMD ITS Infrastructure Exceptions
See Page 4

Process for District Biennial Maintenance Exception
See Page 5

ACRONYMS USED:
- IHCP – Interstate Highway Congestion Policy
- TMD – Traffic Management Division
- ITS – Intelligent Transportation System
Applicant submits IHCP Exception request with all details regarding closure to Designated INDOT Reviewer with a copy to the INDOT PM.

Designated INDOT Reviewer reviews IHCP Exception package.

Applicant instructed to modify IHCP Exception request (Designated INDOT Reviewer copies INDOT PM on instruction).

Designated INDOT Reviewer concurs with analysis?

Does STSD approve IHCP Exception?

We STSD consider a modified IHCP Exception request?

STSD signs IHCP Exception and sends back to Designated INDOT Reviewer:

- Yes
  - Exception denied. For work to occur, applicant must find a way to do work within the Pre-Approved times in Appendix B of the IHCP.
  - No
  - Designated INDOT Reviewer works with applicant to make revisions as necessary and resubmits to STSD.

Designated INDOT Reviewer distributes fully executed IHCP Exception to INDOT PM:

INDOT PM distributes fully executed IHCP Exception to complete distribution list and incorporates IHCP Exception into CIB:

WZSS logs approved IHCP Exception into ERMS:

Process Complete.
Process for Construction, Permits and Non Contract Work Exceptions - Approval By District Deputy Commissioner

ACRONYMS USED
- IHCP – Interstate Highway Congestion Policy
- DDO – Deputy Commissioner of Operations
- DDC – District Deputy Commissioner
- DTSD – District Technical Services Division
- WZSS – Work Zone Safety Section
- District BME – District Biennial Maintenance Exception
- ERMS – Electronic Records Management System

Is the closure needed to perform work that needs to be expedited for public safety reasons?

Is closure needed immediately?

Can work be completed within the times allowed by District BME?

If the closure is needed to perform work that needs to be expedited for public safety reasons, is the closure needed immediately?

Closure supervisor seeks verbal approval from DDC to declare emergency closure

Closure supervisor seeks verbal approval from DDC to declare urgent closure

Closure supervisor, designer or permit requestor sends IHCP Exception request to DTSD

DTSD reviews IHCP Exception package

DTSD distributes IHCP Exception or memo into ERMS

DTSD prepares memo to DDC with copy to WZSS outlining details of closure

DDC signs IHCP Exception and sends back to DTSD

DDC denies request and sends back to DTSD

DTSD distributes memo to requester, WZSS and everyone on cc block

DDC approves use of District BME

DTSD prepares and submits memo from DDC to WZSS requesting approval to use District BME for non in-house work of maintenance nature

The closure supervisor contacts DTSD to review traffic data and determine best time over next 24-48 hours to perform work.

The closure supervisor seeks verbal approval from DDC to declare urgent closure

The closure supervisor seeks verbal approval from DDC to declare emergency closure

The closure supervisor seeks request from WZSS to work Zone Safety Section

The closure supervisor provides DTSD details on closure within one business day of reopening

The closure supervisor provides DTSD details on closure within one business day of reopening

Closure Documentation

Process Complete

Is closure being requested by WZSS maintenance staff?

Is closure being requested by INDOT maintenance staff?

If yes, closure supervisor sends details of closure to WZSS requesting approval to use District BME

Closure supervisor sends details of closure to DTSD requesting approval to use District BME

The closure supervisor contacts DTSD to review traffic data and determine best time over next 24-48 hours to perform work.

Workable

Not workable

Review

Ready for DDC?

Does DDC approve IHCP Exception?

Does DDC approve use of District BME?

Will DDC consider a modified IHCP Exception request?

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

DDC prepares memo to DDO with copy to WZSS outlining details of closure

WZSS logs IHCP Exception

Exception denied. For work to occur, requestor must find a way to do work within the Pre Approved times in Appendix B of the IHCP.
Is the closure needed to perform work that needs to be expedited for public safety reasons?

- Yes
  - Is closure needed immediately?
    - Yes
      - Emergency Closure Declaration
      - TMDSD seeks verbal approval from WZSS to declare emergency closure
    - No
      - Urgent Closure Declaration
      - TMDSD seeks verbal approval from WZSS to declare urgent closure
  - No
    - Can work be completed within the times allowed by District BME?

- Yes
  - TMDSD approves IHCP Exception
    - TMDSD signs IHCP Exception and sends back to WZSS
    - TMDSD distributes entire IHCP Exception package for everyone on cc block
    - TMDSD logs copy into ERMS
    - Process Complete
- No
  - WZSS conducts analyses, as needed, and prepares and submits IHCP Exception package for TMDSD approval
  - WZSS conducts analyses, as necessary, in collaboration with closure supervisor, and resubmits to TMDSD
  - WZSS distributes fully executed IHCP Exception to everyone on cc block and logs copy into ERMS
  - Process Complete

TMDSD approves IHCP Exception?
- Yes
  - TMDSD signs IHCP Exception and sends back to WZSS
  - TMDSD distributes entire IHCP Exception package for everyone on cc block
  - TMDSD logs copy into ERMS
  - Process Complete
- No
  - WZSS conducts analyses, as necessary, in collaboration with closure supervisor, and resubmits to TMDSD
  - WZSS distributes fully executed IHCP Exception to everyone on cc block and logs copy into ERMS
  - Process Complete

Can work be completed within the times allowed by District BME?
- Yes
  - TMDSD approves use of District BME
  - TMDSD signs IHCP Exception and sends back to WZSS
  - TMDSD distributes entire IHCP Exception package for everyone on cc block
  - TMDSD logs copy into ERMS
  - Process Complete
- No
  - TMDSD rejects IHCP Exception
  - TMDSD provides WZSS details on closure during the next business day
  - WZSS distributes WZSS details on closure during the next business day
  - WZSS processes WZSS details on closure during the next business day
  - Process Complete

Closure supervisor sends request for IHCP Exception with all details required for closure to WZSS
- Yes
  - WZSS prepares and submits memo to TMDSD to allow use of District BME
- No
  - Process Complete

WZSS makes revisions, as necessary, in collaboration with closure supervisor, and resubmits to TMDSD
- Yes
  - WZSS distributes fully executed IHCP Exception to everyone on cc block and logs copy into ERMS
  - Exception denied. For work to occur, requestor must find a way to do work within the Pre-Approved times in Appendix B of the IHCP.