Georgia Department of Transportation

Traffic Interruption Request (TIR)

Guidance Document

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Georgia Department of Transportation

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VERSIONS AND APPROVALS

Date	Approval	Version No.	Version Update Comment
11/10/2023		1.0	Initial release
11/17/2023		2.0	Updates based on comments received during TMC training sessions.

1 INTRODUCTION

The purpose of this document is to serve as a reference and guide for completing and submitting a Traffic Interruption Request (TIR) form. The TIR form is the method used to document and obtain approval for a proposed road closure. It provides the who, what, when, where, and why for the proposed road closure. TIR Information is used to create NaviGAtor events which inform the traveling public of potential impacts of the road closure.

The *Traffic Interruption Request Form* is used to provide documentation for new TIRs, and the *Update Traffic Interruption Request Form* is used to document any updates to TIR information previously submitted and processed. These TIR forms are submitted via email to an email account monitored by GDOT Traffic Management Center (TMC) Operators. If a closure includes traffic pacing, a separate TIR form is required for the traffic pacing. If a closure includes work being done on a ramp, a separate TIR form is required for the ramp closure. For example, if a closure will impact the outside travel lane and an exit ramp, two TIR forms must be submitted, one for the outside travel lane and a one for the ramp closure. You shall not submit a single TIR form that includes both travel lanes and ramp closures. **Additionally, closing consecutive ramps is prohibited, unless this has been approved by GDOT district management.**

The form should be submitted by the appropriate GDOT District Contact/Project Manager actively involved with the work or event requiring the closure. The person submitting the form should be one of the contacts listed within the GDOT District/Office Contact Information section. TIR forms may also be submitted by others if documentation of TIR approval from GDOT is provided as an email attachment or an email thread with the GDOT District Contact copied on the submittal email. It is the responsibility of the GDOT District Contact/Project Manager to ensure that all fields on the TIR are completed and that the information provided is accurate regardless of who submits the form.

All planned events that will cause an interruption to traffic must have an approved and processed TIR in place prior to entering the right-of-way. Approved TIR forms must be submitted to the TMC 72 hours prior to the start of the planned event and must be in a MS Word format (Do not scan or convert the form to PDF).

At times, emergency closures are required. Emergency closures are typically required when crews are responding to infrastructure damage that is presenting an immediate safety risk to motorist or has the potential to rapidly worsen if left unaddressed. With these limited cases time is of the essence, but a TIR form is still required to be completed and submitted as soon as possible.

2 TRAFFIC INTERRUPTION REQUEST FORM

The subsequent sections are in line with the layout of the one-page TIR form itself and provide definitions and/or explanations for each field and dropdown selection options found on the form.

2.1 PLANNED LOCATION

This section of the form describes the fields used to identify the location of the planned closure. Interruptions could be due to planned construction, a special event, or other circumstances, which require rerouting and/or altering traffic.

1) Primary Road: The road on which the traffic interruption will take place. State Route (SR) or Interstate Number should be indicated. If the primary road is an arterial, the street name should be indicated.
    a) Ex: SR-400, I-75, Cobb Parkway
2) Cross Street: The nearest beginning and ending intersecting roads to the traffic interruption.
3) Mile Post/Marker: The nearest beginning and ending mile post/marker at the location of the traffic interruption. A mile post/marker is the physical sign placed sequentially along the highway in one-mile increments.

4) Direction: The specific direction of traffic flow that will be impacted. The directional options to select from are described as follows:
   a) North/Positive: Used when the traffic interruption will affect northbound traffic only (positive means in the direction of increasing mile posts).
   b) South/Negative: Used when the traffic interruption will affect southbound traffic only (negative means in the direction of decreasing mile posts).
   c) East/Positive: Used when the traffic interruption will affect eastbound traffic only (positive means in the direction of increasing mile posts).
   d) West/Negative: Used when the traffic interruption will affect westbound traffic only (negative means in the direction of decreasing mile posts).
   e) North/South: Used when the traffic interruption will affect both northbound and southbound directions of travel.
   f) East/West: Used when the traffic interruption will affect both eastbound and westbound directions of travel.

2.2 SCHEDULED CLOSURE TIMING

The Scheduled Closure Timing section of the form describes the overall time frame of the traffic interruption. The overall time frame denotes the calendar date the closure is planned to begin and the calendar date the closure is planned to end. The Start Time and End Time identify the time frame within each day that the closure can begin and end. Traffic interruptions are only authorized to take place within the approved closure time frame unless approval is obtained from GDOT. If the Start Date/Time or the End Date/Time of the planned closure change, a TIR Update Form must be submitted and approved by GDOT prior to activating the closure.

1) Start Date: The calendar date in which the overall traffic interruption will begin.
2) End Date: The calendar date in which the overall traffic interruption will end.
3) Start Time: The earliest time that a closure can begin in military time format. For example, 11:00 PM in the 24-hour clock turns into 2300 in military time.
4) End Time: The latest time that a closure can end in military time format.
5) Which day(s) will you be working: Check the day(s) of the week that the traffic interruption may take place within any given week.
   Note: If M,T,W,T, or F are checked, it does not mean that the traffic interruption will take place every MTWTF, it means that the traffic interruption will only be allowed to take place on a M,T,W,T, or F and not on Saturday or Sunday.
6) Type of Schedule: Indicates the duration of the closure, whether it extends past one day, and if it takes place within a weekend.
   a) Daily/Nightly: Select for one-time interruptions or interruptions that reoccur at the same location and same time daily.
   b) Weekend (Friday PM to Monday AM): Select for interruptions that are planned to span continuously from Friday night to Monday morning.
   c) 24 Hour/Continuous: Select for closures or interruptions that do not reoccur, but instead are planned to be active over a period of time.

2.3 CLOSURE/PROJECT INFORMATION

This section of the form details the specifics regarding the type of planned project or special event causing the traffic interruption.

1) Project Type: Categorization of a roadwork project or event based on the nature, scope, and objective. The project type options to select from are described as follows. Choose the Project Type that best fits the work being performed:
   a) Bridge: Select when the project type involves bridge construction.

b) Full Depth Pavement Rehab: Select when the project type involves deep milling and reconstruction of the roadbed.

c) Interchange: Select when the project type is a new interchange or reconstruction of an existing interchange.

d) Maintenance: Select when the project type involves work for roadway repairs and upkeep.

e) Overpass: Select when the project type involves a roadway passing over another roadway.

f) Resurfacing: Select when the project type involves the repaving or reconstruction of the roadway surface.

g) Road Diet/Roadway Reconfiguration: Select when the project type involves the reduction of either the number of travel lanes, or effective width of the road.

h) Signing/Marking: Select when the project type involves installing or repairing signage or pavement markings along the roadway.

i) Utility: Select when the project type involves installation or maintenance of electrical, gas, water, sewer, or communications along or adjacent to the roadway.

j) Widening: Select when the project type involves adding additional lanes to the existing roadway.

k) N/A: Select when the traffic interruption is not related to construction, maintenance, or utility work e.g., a Road Race, Major Event, Filming, etc.

2) Closure Type: Classification or categorization of the planned traffic interruption. The closure types to select from are described as follows:

a) Demonstrations: Protests and other gatherings

b) Filming: TV or movie production

c) Funeral Procession: Motorcade to transport the deceased.

d) Major Event – ATL United: Atlanta United Major League Soccer team sporting event.

e) Major Event – Braves: Atlanta Braves Major League Baseball team sporting event.

f) Major Event – Falcons: Atlanta Falcons National Football League team sporting event.

g) Major Event – Hawks: Atlanta Hawks National Basketball Association sporting event.

h) Major Event – Sporting Event: Unspecified sporting event. This may include events from local colleges, high schools, sports leagues,

i) Over Dimensional Load Movements: Transfer of goods or materials that exceed the allowable legal size and must be permitted.

j) Parade: Procession of people and vehicles that typically closes a roadway for a single period of time.

k) Police Operations – Crash Investigation: Used when law enforcement requires a partial or full closure of a roadway due to a previous incident.

l) Police Operations – Other: Used when law enforcement requires a partial or full closure of a roadway for any reason other than crash investigation.

m) Road Race – Other: Used when a roadway will be partially or fully closed for a foot race, bicycle race, or vehicle race other than the Peachtree Road Race.

n) Road Race – Peachtree: Used on July 4th every year for the 10k along Peachtree Street and 10th Street.

o) Roadwork – Construction: Used for any type of traffic interruption involving road/bridge building or expansions.

p) Roadwork – Emergency Roadwork: Used when an unplanned interruption occurs that requires immediate attention that cannot be pre-scheduled.

q) Roadwork – Maintenance Activity: Issued by the GDOT Maintenance Office for roadway repairs and upkeep.

r) Roadwork – Rolling Closures: Used for interruptions along the roadway that are not stationary (i.e., Restriping Lane lines or cleaning drains along a twenty-mile segment of a roadway).

s) Street Event: Used for festivals, concerts, and other leisurely activities requiring the closure of a road.

t) VIP Motorcade: Typically used for Presidential or Vice-Presidential visits in which secret service or other security personnel requires closure of a segment of roadway.

3) Project Description: Free-form field used by the requestor to briefly explain the nature of the project or special event causing the traffic interruption.
4) Total Travel Lanes: For interstate and freeways, enter the total number of travel lanes in the direction of the traffic interruption. For non-divided or undivided roadways, enter the total number of travel lanes present in both directions.
5) Number of Travel Lanes Closed: Select the total number of travel lanes to be closed, specifying right lanes, left lanes, or center lanes that will be closed to vehicular traffic during the traffic interruption. Do not count left or right shoulders as travel lanes.
6) Total Travel Lanes Remaining Open: Select the total number of travel lanes that will remain open to vehicular traffic during the traffic interruption.
7) 2-Lane Undivided Roadway: Check if the planned event will take place on a two-lane roadway (one lane in each direction). Checking this box will indicate that additional traffic control measures, such as flagging, will be required.
8) Is Traffic Pacing Required?: Select Yes if the traffic interruption requires traffic pacing, which typically requires closing all lanes. Select No if traffic pacing is not required during the traffic interruption. A separate TIR form is required for traffic pacing.
9) Shoulder Closed: Select Yes if the shoulder will be closed and check the box for left or right shoulder as appropriate. Select No if the shoulder will remain open during the traffic interruption.
10) Major Congestion: Check this box if major congestion is anticipated due to the planned event. A planned traffic interruption may be considered a major congestion event based on to the length of the closure, location of the closure and whether the closure is on a major roadway, and the closure timing.
11) Exit Ramp Affected: Check this box if an exit ramp will be fully or partially closed due to the planned event. An additional field is shown for the requestor to briefly explain how the ramp will be affected. A separate TIR form is required for closing an exit ramp. Additionally, closing consecutive ramps is prohibited, unless this has been approved by GDOT district management.
12) Entrance Ramp Affected: Check this box if an entrance ramp will be fully or partially closed due to the planned event. An additional field is shown for the requestor to briefly explain how the ramp will be affected. A separate TIR form is required for closing an entrance ramp. Additionally, closing consecutive ramps is prohibited, unless this has been approved by GDOT district management.
13) Additional Lane Information: Free-form field used by the requestor to add more information about the planned event that may assist the TIR reviewer with fully understanding the nature of this planned event (i.e., Exit ramp will be narrowed but not fully closed, two left lanes will close from 12-5pm and then the right two lanes will close from 5-9pm)
14) Purpose of Closure: Free-form field used by the requestor to specify the reason for requested traffic interruption.
15) How will Traffic be Affected? (Detour, Lane Shift, Flagging Operation, etc.): Free-form field used by the requestor to add more information about how exactly traffic will be affected.
16) Oversize Load Restrictions: Check if planned event will necessitate any oversized vehicle height or weight restrictions.
17) Horizontal Clearance less than 14’: Check if planned event will reduce available roadway width to less than 14’.
18) Vertical Clearance less than 14’6”: Check if planned event will reduce availability roadway height to less than 14’6”.
19) Project/Permit Number: The project/permit number for the GDOT permitted work or tasks to be conducted. Enter the Permit Number if one exists. Otherwise, enter the Project/PI Number.

2.4 GDOT DISTRICT/OFFICE CONTACT INFORMATION

This section of the form describes contact details for the GDOT districts and offices associated with the planned closure including the assigned GDOT Project Manager and district representative. The TIR form shall be submitted by one of the contacts shown below or the Contractor with GDOT documented approval attached.

1) GDOT District Contact 1 (Name and Title): Name of primary GDOT District Contact/Project Manager that is familiar with the work being done or event taking place for the planned traffic interruption. This person should be the one that will be on-site and/or available for communications throughout the entire duration of the closure. GDOT Email: Provide a valid GDOT email address; Phone: Provide a state issued mobile phone number. Do not provide an office number. The number provided needs to be reachable 24/7.
2) GDOT District Contact 2 (Name and Title): Name of secondary/alternate GDOT District Contact that is familiar with the work being done or event taking place for the planned traffic interruption. This person should be the one that will be on-site and/or available for communications throughout the entire duration of the closure if GDOT District Contact 1 is not available. GDOT Email: Provide a valid GDOT email address; Phone: Provide a state issued mobile phone number. Do not provide an office number. The number provided needs to be reachable 24/7.
   Note: The GDOT District Contact 1 or 2 may be a CEI/MEI representing GDOT and possessing a GDOT email account. Also, communications from the TMC will be with the GDOT District Contact(s).
3) GDOT Office Contact (Name and Title): If the traffic interruption is initiated by a GDOT office e.g., Maintenance, Utilities, or Construction that is involved or is familiar with the work being done or event taking place, enter name of GDOT office contact. GDOT Email: Provide a valid GDOT email address; Phone: Provide a state issued mobile phone number. Do not provide an office number. The number provided needs to be reachable 24/7.

2.5 CONTRACTOR CONTACT INFORMATION

The Contractor Contact Information section of the form describes the contact details of the contractor overseeing the project or special event causing traffic interruptions.

1) Contractor Company Name: The name of the overall Contracting Company performing work and/or tasks that require a road closure and/or an interruption to normal traffic patterns.
2) Contractor Contact 1: Name of primary Contractor Contact/Project Manager for the planned traffic interruption.
3) Contractor Contact 2: Name of secondary Contractor Contact/Project Manager for the planned traffic interruption.

3 UPDATE TRAFFIC INTERRUPTION REQUEST FORM

Whenever an update is needed to any of the information provided on an original approved TIR, an *Update Traffic Interruption Request Form* must be completed and routed through the appropriate GDOT District(s) contacts for approval prior to submitting the *Update Traffic Interruption Request Form* to the TMC. As with the original TIR form, the *Update Traffic Interruption Request Form* must be submitted by a GDOT district representative, or by the Contractor with documentation of GDOT District approval.

The *Update Traffic Interruption Request Form* is intended to be used to update the information related to a single *Traffic Interruption Request Form submission* with a single TIR number. If updates are required for multiple TIR numbers, unique *Update Traffic Interruption Request Forms* must be completed and submitted for each TIR Number. Forms containing more than one TIR number cannot be processed and will be returned to the submitter.

The Update Traffic Interruption Request Form contains two sections as follows:

3.1 TIR NUMBER

This section of the form identifies the TIR Number that was assigned to the original TIR submission. When the original TIR form was processed, a TIR Number was assigned and provided to the Contractor and the GDOT District Contact(s) identified on the TIR form.

1. What is your TIR Number?: Enter the TIR Number assigned to the originally submitted TIR form. **Only one TIR Number can entered on the form.**

3.2 UPDATES

This section of the form provides a space to identify any changes or updates needed to the information previously provided in the original *Traffic Interruption Request Form*. Provide as much information as possible, identify the field(s) requiring an update and what the update is. Be as descriptive as possible. For example, if the “GDOT District Contact 1” identified on the original TIR has changed, an Update Form would be submitted requesting that the “GDOT District Contact 1” be updated and provide the name, email, and phone number of the new contact.