March 1, 2022

**TO:** Jason Jones, Director  
Division of Maintenance Management & District Support

**THRU:** Mischa Kachler, Supervisor  
Work Zone Safety Section

**FROM:** [InitialReviewer], Engineer  
Work Zone Safety Section

**SUBJECT:** Interstate Highway Congestion Policy Exception Request   
[District] District Biennial Maintenance Exception for   
Maintenance Activities on I-[nnn], I-[nnn], […] and I-[nnn]

We have reviewed the attached traffic counts for interstates in the [District] District. We concur with the counts. Impacts to traffic due to closure of a lane or lanes for maintenance activities during the times indicated are expected to be within policy acceptable limits. Existing location-specific maintenance waivers or exceptions for [District] District remain in effect until their individual expiration date.

Policy Exception Approved:

Jason Jones, Director Date

Division of Maintenance Management & District Support

Enclosures: Policy Exception Request, Color Coded Traffic Count Tables, [Attachments]

cc: [Name], Manager, Traffic Support Section, Indianapolis Traffic Management Center

[Name], Supervisor, Work Zone Safety Section, Indianapolis Traffic Management Center

[Name], Deputy Commissioner, [District] District

[Name], Director, Construction Division, [District] District

[Name], Director, Technical Services Division, [District] District

[Name], Director, Highway Maintenance Division, [District] District

[Name], Manager, Traffic, Technical Services Division, [District] District

[RequestPreparer\*]

[Others\*]

FIELD DESCRIPTIONS

*(Do not include this page in the submittal)*

Fields may be expanded to multiple lines as needed.

[n] Number.

[Attachments] List any other documentation being attached.

The provided distribution list is the minimum to include. The request preparer should be listed as well. Items with a (\*) are optional or depend on the nature of the closure.