

To ensure consistency, CFX has established specific practices that should be followed when submitting closures in the one.network lane closure notification system (LCNS). This document will provide step by step instructions for **Contractors** entering lane closures in CFX's LCNS.

Project Managers responsible for entering closures in the LCNS should take the [Plan Share](#) and [Live Link](#) training provided by one.network and submit the completion certificate to the CEI to obtain an account. Worksite Traffic Supervisors (WTS) activating the closures roadside should take the [Live Link](#) training and submit the completion certificate to the CEI to obtain an account.

If any technical issues arise when entering and/or activating closures in the system, contact [help@one.network](mailto:help@one.network) for assistance. Copy the CEI so they are aware of the issue and status of closure entry.

### STEP 1

After selecting **Create new Plan**, the system will immediately put you into Step 1. In this step, you will enter general project information and identify the date range for the Plan submission. Plans should be submitted a week in advance, at minimum, and include all closures scheduled for the week.

**Plan name or reference:** Follow the below standard naming convention for all Plan submissions. Note that the week of date will always start on a Sunday, as Plan submissions will cover the entire week, Sunday through Saturday.

[Project Number]-[Week of MM/DD/YY]

- Example:
  - 417-141 Week of 9/24/23

**Category:** Select ROAD WORK from the drop-down menu.

**Expected impact:** Select the appropriate choice from the drop-down based on if the Plan includes the type of closures listed below for each option.

- DELAYS LIKELY = Plan includes full road closures and/or detours
- DELAYS POSSIBLE = Plan includes daytime closures
- DELAYS UNLIKELY = Plan does not include either of the above scenarios

**Description:** Include the following statement in the description field. All fields in parentheses shall be edited for your project and the specific Plan submittal. Remove all closure types that do not apply for the current Plan submission.

- Construction activities for Project (XXX-XXX) requiring (single lane closures), (double lane closures), (triple lane closures), (ramp closures), and (road closures) on (insert roadway) for the week of (MM/DD/YY).
- Example:
  - *Construction activities on Project 417-141 requiring single lane closures, double lane closures, and ramp closures on SR 417 for the week of 9/24/23.*

**Plot location:** Plot a Point on the map within the project limits and in the vicinity of where the closures will occur.

**Dates:** Enter the start and end dates for the week associated with the Plan. This will always be Sunday 12 AM through Saturday 11:59PM to cover the entire week. Any desired recurrence pattern(s) will be added for individual closures in Step 2.

## STEP 2

In this step, all lane and/or road closures planned for the week will be entered separately. Note that only closures that are planned for the week should be included in the Plan submission.

**Add traffic control:** Select LANE CLOSURE or ROAD CLOSURE from the drop-down, as applicable. LANE CLOSURES will be used for all single, double, and triple lane closures. ROAD CLOSURE will be used for all ramp closures and mainline closures. Note that detour routes do not need to be entered for road closures, just the road and/or ramp closure that results in the detour. The detour plan will be attached in Step 3. Once all of the fields outlined below are complete, select **Add traffic control** to add another closure to the Plan.

**Enable Live Link:** It is very important to ensure this box is checked for all entries. If left unchecked, the closure will not show up in Live Link for activation by the WTS roadside.

**Set independent dates:** Enter the start and end dates and times for the closure. This is the entire window over which the closure will occur, not the actual days and times the closure will occur within the window. The actual days and times the closure will occur within the window will be specified in the next step.

- Example:
  - For a single lane closure that will occur from 9:00PM – 6:00AM, Sunday (9/24/23) night through Thursday (9/28/23) night. The start date and time will correspond to the first date (9/24/23) the closure will occur and the time the closure will be set up (9:00PM). The end date and time will correspond to the final date (9/29/23) the closure will occur and the time the closure will be picked up (6:00AM). Note that due to this being a nighttime closure, the end date is Friday, since the closure set up Thursday night will carry into Friday morning.

**Recurrence schedule:** If the closure will only occur once within the week, select **Inherit from Step 1** to use the start and end date/time information entered in the previous step. If the closure will occur more than once within the week, select **Set independent pattern** and then select **Set a recurrence schedule**. Within the pop-up window, check each day the closure will occur and the start and end time of each closure occurrence. Note that the dates and times selected in the recurrence schedule must fall within the start and end dates and times identified in the previous step.

NOTE: If a recurrence schedule is not entered, the LCNS system will assume a continuous closure from the start date/time through the end date/time entered under the previous Set independent dates step. Therefore, it is vitally important that a recurrence schedule is set, when needed, to avoid distributing incorrect closure information to the public.

**Lanes:** This step only applies to lane closures, not road closures. Confirm that the number of lanes shown in the graphic represents the number of lanes where the closure will occur. Lanes can be added or removed as necessary by selecting **Add lane** or **Remove lane**, respectively. Click the impacted lane(s) in the graphic and select CLOSED from the drop-down.

**Location:** Select **Plot route** and click on the map to mark the start and end points of the closure. Zoom in on the map as necessary to ensure the specific location, length, and direction of the closure is correctly plotted. It is important to be as accurate as possible when delineating the lane closure limits. If there is uncertainty where the lane closure will be performed within the project limits, separate lane closure entries shall be made breaking up the closures in segments not to exceed 3 miles. As best practice, break up the closures in between exits so the traveling public can exit prior to entering the work zone.

**Edit closure information:** Follow the below standard naming convention for each traffic control entered in a Plan (use abbreviations as necessary to fit the dialogue box). This will be the description the WTS uses to identify and activate the correct closure in the field.

[Roadway] [Direction] [Type] [Cross Street]

- Examples:
  - 429 NB Left Lane Closure North of 192
  - 408 EB Road Closure East of John Young


## STEP 3

In this step, support documents will be uploaded and the Plan will be submitted for review.

**Documents:** Documents, such as TTCP sheets, that support the closure can be attached to the Plan. Select **Create document** and then UPLOAD DOCUMENT from the drop-down. If a

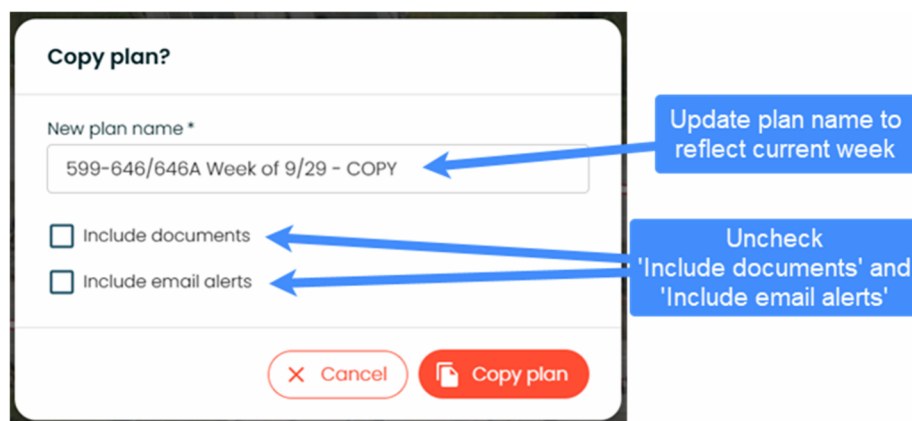
road closure is one of the traffic controls included in the Plan, the signed and sealed detour Plan must be uploaded in this step. Again, detour routes do not need to be entered as a traffic control, just the road and/or ramp closure that results in the detour should be entered in Step 2.

**Submit application:** The last step is to submit the application which will prompt the **Please confirm your application** pop-up. In this pop-up window, you will need to complete the following items:

- **Application details:** Verify the Agency, name, date, and location listed.
- **Assignee:** From the drop-down, select the CEI Sr. Project Engineer or Project Administrator that is responsible for reviewing the Plan. Failure to complete this step will result in the Plan not being published and the closures will not be available in Live Link for activation.
- **Comment:** Type the contractor's and CEI's name, company, and phone # for coordination purposes with other contractors performing work on CFX's system. Any other important notes that will assist the CEI in performing their review can also be included. After the Plan is submitted, you can access the comments box by clicking the  icon to add or respond to comments from others.

**Copy plan:** The one.network platform allows previous Plans to be copied to help streamline future submissions. When copying a Plan, it is important to review and update all fields, so the information is accurate.

When a previous plan is copied, the below pop-up will display. It is critical that the **New plan name\*** field be updated to reflect the date of the current week. Also, ensure 'Include documents' and 'Include email alerts' options are unchecked to prevent distribution of outdated information with the Plan submittal.



The screenshot shows a 'Copy plan?' dialog box. It has a text input field for 'New plan name \*' containing '599-646/646A Week of 9/29 - COPY'. Below this are two checkboxes: 'Include documents' and 'Include email alerts', both of which are unchecked. At the bottom are two buttons: 'Cancel' (with a red X icon) and 'Copy plan' (with a document icon). Three blue callout boxes with arrows point to the form elements: one points to the 'New plan name' field with the text 'Update plan name to reflect current week'; another points to the 'Include documents' checkbox with the text 'Uncheck 'Include documents' and 'Include email alerts''; and a third points to the 'Include email alerts' checkbox with the same text.

Below is a list of items that will need to be updated in each step when a Plan is copied:

- Step 1 – Update the **Plan name or reference**, **Description**, and **Dates** fields so they reflect the current Plan period and scheduled closures.

- Step 2 – Add planned traffic controls that were not in the copied Plan and remove traffic controls that are not scheduled for the new Plan period. All traffic controls will need to be revisited to ensure Live Link is enabled, dates and recurrence patterns updated to reflect the new Plan period.
- Step 3 – Update **Documents** as necessary and ensure any **Email alerts** are deleted prior to saving the Plan. Failure to delete previous Email alerts will result in them being resent when the Plan is saved. If the **Include email alerts** option was unchecked as described above, all email alerts should already be deleted.