STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
DIVISION OF ENGINEERING SERVICES
OFFICE ENGINEER

Specification Style Guide

2010/2015

Updated October 2012

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CHANGE DIGEST

Changes to the *Specification Style Guide* are summarized in the following table. Digest entries will be deleted after 6 months.

Version	Section	Change
April 2012	33	Corrected location of template guides. Added guidance for use of the RSS template guide. Added document saving view, size, and styles shown.
	Appendix 4	Corrected name of macro.
July 2012	10	Replaced the full payment clause with a non–full payment clause. Added a non–transfer pay clause.
	14	Added an exception for "number."
	19	Changed the guidance on using Microsoft Word's Equation Editor from "Avoid" to "Do not use."
	24	Clarified the style of an address.
	30	Added pictures to show the space above a table.
	31	Corrected definitions of individual and combined SSPs. Fixed spacing in SSP 14-6.02 example. Added list and table examples. Added guidance for list instructions.
	33	Added guidance on a header and footer setting.
	Appendix 3	Added an explanation for the use of the examples.
October 2012	Cover	Added "/2015"
	1	Added an explanation of guidance for the 2015 standards. Added an interpretation of a reference to the *Standard Specifications*.
	2	Changed reference for index entries to 2010 *Standard Specifications*.
	3	Expounded upon rule for use of singular nouns.
	6	Changed preferred expressions to mandatory for the 2015 specifications.
	8	Clarified guidance on submittals.
	9	Moved payment clauses from section 9 to section 10.
	10	Added guidance on measurement of quantities. Added examples. Moved footnotes to table cells. Added payment clauses from section 9.
	13	Combined guidance on hyphens and spaces. See change for section 22. Added guidance on italics. Added guidance on parentheses for explanatory tags in tables.
	16	Added guidance for the use of en dashes in paragraph instructions.
	22	Replaced the guidance on spacing and hyphenation for numbers with abbreviations with examples and moved the guidance to section 13. Replaced the guidance for numbers and unabbreviated measurement units with examples and moved the guidance to section 13.
	26	Added a reference to section 16.
	29	Expounded upon list guidance. Reorganized section.
	30	Added guidance on automatic resizing.
		Added guidance on placement of units, abbreviations, and other modifiers.
	31	Deleted guidance for list instructions that were added in July 2012. This guidance has been moved to the SP template. Changed guidance for references to an RSS. Changed guidance for adding text to an existing section.
	32	Added guidance on including a section heading in the *Standard Specifications*. Noted 2010 for applicability of using outlines. Replaced guidance with references to appendix 1.
	Appendix 1	Updated to reflect some of the changes in the 2009 version of SectionFormat.
	Appendix 2	Updated SSP template guide to show table note with *NOTE* in uppercase.
	Appendix 3	Updated RSS template guide to show table note with *NOTE* in uppercase. Added a note for the use of the *Add a paragraph* example.
	Appendix 6	Added a reserved section for the 2010 and 2015 outlines.
	Appendix 7	Added a checklist.

1 GENERAL

This guide provides instructions for specification writers contributing to the Department of Transportation's construction specifications.

Section 1 of this guide applies to all specification sections. Sections 2 through 33 and all appendixes except appendix 4 of this guide apply to all specification sections except section 99. Appendix 4 applies to section 99 specifications.

This guide is based on information from several sources, including the *Federal Register*'s writing guidelines, *The Chicago Manual of Style* (*Chicago*), Construction Specifications Institute (CSI), *AASHTO Guide Specifications for Highway Construction*, and the highway construction specifications of other states. These sources may be shown in parenthesis for your information.

The examples in this guide are models for style, not actual specifications.

Guidance shaded in Gray-25% with a 2010/2015 superscript must be used for 2015 specifications. It may be used for 2010 specifications. (Guidance$^{2010/2015}$)

Guidance shaded in Gray-25% with a 2015 superscript applies to 2015 specifications only. It must not be used for 2010 specifications. (Guidance^{2015})

Guidance with a 2010 superscript applies to 2010 specifications only. This guidance will be deleted when the development of 2010 specifications ceases.(Guidance^{2010})

Interpret a reference to the *Standard Specifications* as the *Standard Specifications* as revised by any revised standard specification.

Interpret each rule as if followed by *unless context and common sense dictate otherwise*. Do not follow a rule if clarity is reduced.

2 REFERENCE FOR GRAMMAR, USAGE, CAPITALIZATION, AND PUNCTUATION

For guidance not covered in this guide, follow the guidance provided in the 15th edition of *Chicago* for grammar, usage, capitalization, and punctuation. *Chicago*'s Web site has answers to many grammar, usage, capitalization, and punctuation questions. The *Specification Style Guide* provides rules:

1. From *Chicago* that are not used in everyday writing.
2. Not covered in *Chicago*.
3. Contrary to the rules in *Chicago* (only a few of these). For the contrary rules, follow the rules in this guide.

Where the *Chicago* allows optional styles, choose the traditional style.

Exception: For index entries, use the format of the 2010 *Standard Specifications*.

3 FEDERAL REGISTER'S WRITING GUIDE

Follow the principles in the *Federal Register*'s Principles of Clear Writing, duplicated in part in this section. For additional explanations, go to:

http://www.archives.gov/federal-register/write/legal-docs/clear-writing.html

Bracketed text is text not in the *Federal Register*'s Principles of Clear Writing. The following rule numbers correspond with the rule numbers in the *Federal Register'*s guide.

1. Write in the active voice.

The passive voice is appropriate when the actor is unknown, unimportant, or obvious.

2. Use action verbs.

Don't say	Say
is applicable to	applies to
make payment	pay
give recognition to	recognize
is concerned with	concerns

3. Use *must* instead of *shall*.

shall	imposes an obligation to act, but may be confused with prediction of future action
will	predicts future action
must	imposes obligation, indicates a necessity to act
should	infers obligation, but not absolute necessity
may	indicates discretion to act

4. Be direct.

Talk directly to your readers. [In the Department's specifications, talk to the Contractor.] Use the imperative mood. [Also, use *you* and *your*.]

This style results in [specifications] that are shorter, crisper, and easier to understand.

5. Use the present tense.

A [specification] speaks as of the time you apply it, not as of the time you draft it.

6. Write positively.

If you can accurately express an idea either positively or negatively, express it positively. It's better to express even a negative in positive form.

Don't say		Say
did not comply with	failed to comply with	violated

[Example: If you violate Pub Cont Code § 4100 et seq., the Department may exercise the remedies provided under Pub Cont Code § 4110.]

7. Avoid use of exceptions.

If possible, state a rule or category directly rather than describing that rule or category by stating its exceptions.

Don't say	Say
All persons except those 18 years or older must . . .	Each person under 18 years of age must . . .

[Use *section <section no.> applies to <x>* or *<Requirement description> applies to <x>* or introduce a requirement with *For <x>*.]

However, you may use an exception if it avoids a long and cumbersome list or elaborate description.

[If a specification has exceptions, do not use general phrases such as *except as otherwise specified* or *except as otherwise shown*. Instead, specify the particular items to which the specification does not apply.]

8. Avoid split infinitives.

The split infinitive offends many readers, so avoid it if you can.

Don't say	Say
Be sure to promptly **reply** to the invitation.	Be sure to **reply promptly** to the invitation. or Be sure **to reply** to the invitation **promptly**.

9. Use the singular noun rather than the plural noun.

To the extent your meaning allows, use a singular noun instead of a plural noun. You will avoid the problem of whether the rule applies separately to each member of a class or jointly to the class as a whole. [This does not mean that you should drop all *s*'s. In complying with this guideline, sentences must still be grammatically correct. The example below demonstrates the use of this guideline.]

Don't say	Say
The guard will issue security badges to the employees who work in Building D and Building E.	The guard will issue a security badge to each employee who works in Building D and each employee who works in Building E.

[Exceptions:

1. Use plural nouns for headings and titles except existing ones.
2. If an existing bid item description is plural, use the plural form.]

10. Be consistent.

Don't use different words to denote the same thing. Don't use the same word to denote different things.

Don't say	Say
Each motor vehicle owner must register his or her car with the Automobile Division of the Metropolitan Police Department.	Each automobile owner must register his or her automobile with the Automobile Division of the Metropolitan Police Department.
The tank had a 200-gallon tank for fuel.	The tank had a 200-gallon fuel container.

11. Use parallel structure.

Arrange sentences so that parallel ideas look parallel. This is important when you use a list.

[The following example is from the *Federal Register*'s writing guide except that the format of the lists has been changed to comply with the format described in this guide.]

Nonparallel construction:

The duties of the Executive Secretary of the Administrative Committee are:

1. To take minutes of all the meetings
2. The Executive Secretary answers all the correspondence
3. Writing of monthly reports

Parallel construction:

The duties of the Executive Secretary of the Administrative Committee are to:

1. Take minutes of all the meetings
2. Answer all the correspondence
3. Write the monthly reports

12. Prefer simple words.

[See "Preferred Expressions" of this guide and plain language Web sites such as www.plainlanguage.gov and www.plainlanguagenetwork.org.]

13. Omit needless words.

Don't say	Say
because of the fact that	because
for the period of	for
[highway right-of-way]	[highway]
[including, but not limited to]	[including]

14. Avoid redundancies.

Don't use word pairs, if the words have the same effect or where the meaning of one included the other.

Examples: Word pairs to avoid

any and all	full and complete
authorize and direct	order and direct
cease and desist	means and includes
each and every	necessary and desirable

15. Use concrete words.

Abstract words can be vague and open to different interpretations. [Use] simple, concrete words. [Be specific.]

Don't say	If you mean
vehicles	automobiles
firearms	rifles
aircraft	helicopters

16. Don't use words that antagonize.

[Not applicable to specification writing.]

17. Avoid noun sandwiches.

Administrative writing uses too many noun clusters –- groups of nouns "sandwiched" together. Avoid these confusing constructions by using more prepositions.

Don't say	Say	[Or]
Underground mine worker safety protection procedures development	Development of underground procedures for the protection of the safety of mine workers	[Development of safety procedures for protecting workers underground.]

Which meaning is intended becomes clearer when this four-word sandwich is broken up.

18. Don't use gender-specific terminology.

[Exception: You may use gender-specific terminology if required to match industry-standard terminology or the law.]

19. Write short sentences.

20. Make lists clear and logical in structure.

[List by work sequence or most important to least important. If no logic, list alphabetically. Display a list of ±3 items in a vertical list.]

21. Use short paragraphs.

A writer may improve the clarity of a [specification] by using short, compact paragraphs. Each paragraph should deal with a single, unified topic. Lengthy, complex, or technical discussions should be presented in a series of related paragraphs.

4 BREVITY

Be as brief as possible without reducing clarity.

Avoid prepositions. But do not eliminate prepositions if noun sandwiches or nonparallel clauses or phrases are created as a result.

Don't say	Say
authority of the Engineer	Engineer's authority
drawings for falsework	falsework drawings

Use elliptical clauses.

Don't say	Say
For excusable delays that are not caused by weather, the Department pays your added costs.	For excusable delays not caused by weather, the Department pays your added costs.
If the Engineer determines that a claim is without merit, you may pursue the administrative claim procedure . . .	If the Engineer determines a claim is without merit, you may pursue the administrative claim procedure . . .

Avoid unnecessary qualifiers. Examples:

actual
all (except to differentiate between partial and whole quantities)
any (except to specify a choice)
existing (with remove, reconstruct, salvage, abandon, or obliterate)

Avoid *respective* and *respectively*.

Don't say	Say
Forms are listed under the names of their respective sections.	Forms are listed under the names of their corresponding sections.
The hat and the scarf must be blue and green, respectively.	The hat must be blue. The scarf must be green.

5 INDUSTRY STANDARD

Use terms in prevalent use by other states and the construction industry. Do not use terms unique to the Department. Use of a unique term requires concurrence by the specification owner, Construction, and Legal.

6 EXPRESSIONS

Use the following mandatory expressions for contractual integrity:

Mandatory Expressions

Use	Do not use synonyms
accept (for an agreement to receive something as satisfactory) approve (for COs and change order work bills) authorize (for a sanctioning from the Engineer)	approve, authorize, or certify (for an agreement to receive something as satisfactory) accept, authorize, or certify (for COs and change order work bills) accept, approve, or certify (for a sanctioning from the Engineer)
activity	operation
allow	permit
assign (as an action of the Contractor)	authorize designate
comply with	adhere to follow meet
described in (to refer to the specifications and the plans; to refer to the Contract) provided in (to refer to laws or PLACs) shown in (to refer to info in a table) shown on (to refer to drawing details or notes) specified in (to refer to specifications, including specifications such as ASTMs)	indicated in
document (for general paperwork, including records) record (as a verb; as a noun if referring to paperwork containing recorded information)	record (for general paperwork) document (as a verb; as a noun if referring to paperwork containing recorded information)
furnish (except for furnishing work documents and samples to the Engineer or Department) submit (furnishing work documents and samples to the Engineer or Department)	give
job site[a]	site project site contract site
keep[b] (except use *retain* for records)	retain
material[c]	product
may[b]	is authorized reserves the right to
notify	inform
obtain (except use *procure* for materials)	get procure secure
upon request	at the Engineer's request
order	direct
plant	facility
project (except use *job site*)	job
provisions (for laws and PLACs) specifications (for specifications, including specifications such as ASTMs) terms (for contracts not between the Department and the Contractor)	conditions requirements
quantity[a]	amount
request[d]	ask
section	subsection
start	begin commence
the, this, these, that, those (Use the unless it creates ambiguity.)	such
traffic	public traffic
under[b]	following pursuant to in conformance with meeting in accordance with under the provisions of
withhold	retain

[a]Based on definition in *Means Illustrated Construction Dictionary*

[b]From Appendix B -- Preferred Expressions of the *Federal Register*'s Drafting Legal Documents

[c]From *Means Illustrated Construction Dictionary*:

material: Any product or substance specified for use in the construction of a project.

[d]Reduced variation over simpler word

Use the following preferred expressions for consistency:[2010]

Use the following mandatory expressions for consistency:[2010/2015]

Preferred Expressions[2010]
Mandatory Expressions[2010/2015]

Use	Do not use synonyms
adjacent	next[b]
after[a]	subsequent to
after June 30[a]	on or after July 1
before[a]	prior to
before July 1[a]	no later than June 30
change	alter modify revise
complete	finish
end	terminate
enough[a]	adequate number of sufficient number of
except	excluding
for[a]	in the interest of with reference to
how[a]	the manner in which
if (except use *when* in reference to time and *where* in reference to location)	when in case[a] where in the event that[a] subject to
instead of[a]	in lieu of
is	considers (meaning *deems*) deems
limits	parameters
on	upon (except use *upon* to introduce an event or condition)
possible	feasible
to	in order to
use[a]	utilize employ
way[a]	manner
when[a]	at the time
while[a]	during such time as

[a]From Appendix B -- Preferred Expressions of the *Federal Register*'s Drafting Legal Documents
[b]Reduced variation over simpler word

If choosing a word not in this list, balance the following:

1. Use the most basic word.
2. If the most basic word has many definitions and if those definitions can cause confusion (i.e., definition is not obvious by context), use a more precise word.
3. Use industry-standard words.
4. If a law is referenced, use the words in the law (only the core words, not the legalese).

7 TERMS FOR ALTERATION AND REPAIR OF HIGHWAY FACILITIES

To	Write
Remove and dispose of	Remove
Render unserviceable, in place, by doing some kind of work	Abandon
Remove, clean, and haul to a specified location.	Salvage
Remove and install or place at same station location. May be moved laterally only. No alteration required.	Reset
Remove and install or place in a new location. No alteration required.	Relocate
Remove and disassemble and construct again at an existing or new location. New parts or alteration may or may not be required.	Reconstruct
Raise or lower a facility to match a new grade line. Generally associated with raising frames and grates or frames and covers of facilities on resurfacing projects. May require some removal. Includes raising or lowering of frames and covers or frames and grates of concrete or brick manholes or circular precast concrete pipe structures by adding or subtracting raising devices only. Any changes to taper of manhole or steps is "remodel."	Adjust
A change that does not affect the basic framework or structure with only an addition or subtraction to an appurtenant part. May require some removal. Includes raising or lowering frame and covers or frame and grate of drainage inlets by removing concrete or adding concrete.	Modify
Rebuild facility in same location. May require some removal.	Remodel
Remove and lay in an existing or new location. Generally used for pipes or culverts and appurtenances.	Relay

NOTE: The terms and definitions in this table are from the *RTL Guide*.

8 SPECIFICATION DUPLICATION

Do not include specifications covered by other specifications. Examples:

No need for	Reason
as shown on the plans; as specified in the special provisions	These are part of the Contract.
at the option of the Contractor	From the *Standard Specifications*: "Where the means and methods to complete the work are not described in the Contract, choose the means and methods to complete the work." (If you specify a minimum or maximum value, it is the Contractor's choice to use anything greater or less. The addition of *as authorized by the Engineer* creates an ambiguous specification.)
Authorization of the <item needing authorization> is contingent on the <item needing authorization> being satisfactory to the railroad company involved.	The contract is between the Department and the Contractor. Third-party contingencies are irrelevant to the Contract.
by the Engineer (for orders, authorizations, and requests to the Contractor)	Section 1 of the *Standard Specifications* specifies that orders, authorizations, and requests to the Contractor are by the Engineer
to the Engineer (for submittals and requests from the Contractor)	Section 1 of the *Standard Specifications* tells the Contractor to submit documents and direct questions to the Engineer. Section 5 of the *Standard Specifications* tells the Contractor to submit action and informational submittals to the Engineer.
in writing (for Department approvals, authorizations, decisions, notifications, orders, and responses and for Contractor assignments, notifications, proposals, reports, requests, subcontracts, and test results)	Section 1 of the *Standard Specifications* specifies that these items are in writing.

Driving equipment that damages piling shall not be used; provided driving does not injure the posts; and similar "do not use methods or equipment that damage the work" clauses.	covered by Maintenance and Protection and Payment Scope in sections 5 and 9 of the *Standard Specifications*
Prior to closing a roadway to traffic to accommodate bridge removal operations, the Contractor shall have all necessary workers, materials, and equipment at the site as needed to proceed with the removal work in an expeditious manner. While the roadway is closed to public traffic, work shall be pursued promptly and without interruption until the roadway is reopened to public traffic.	covered by Public Convenience in Section 7 of the *Standard Specifications*
satisfactory to the Engineer, as determined by the Engineer, and similar phrases and clauses	covered by Engineer's Authority in section 5 of the *Standard Specifications*
specifying what happens if the Department fails to do something within a specified time	covered by delay definitions and delay specifications in sections 1 and 8 of the *Standard Specifications*
unless otherwise permitted by the Engineer[a] on approval of the Engineer[b] if authorized by the Engineer[c] as ordered by the Engineer[d] as directed by the Engineer[e]	Ambiguous. Section 4 of the *Standard Specifications* covers how changes are made.
The Department's review and approval shall not waive any contract requirements and shall not relieve the Contractor from complying with federal, State and local laws, regulations, and requirements.	Section 5 of the *Standard Specifications*: "The Department's authorization of a submittal does not void any Contract part."
<Work description> includes furnishing materials.	Section 5 of the *Standard Specifications*: "Furnish the resources, except Department-furnished materials, required to complete the work under the Contract."

[a–e]Avoid these altogether. They are ambiguous. Contractors will include the risk in the cost. Also see *by the Engineer* above.
[a]See *allow* vs. *permit* in section 6. If you use a similar phrase, be specific in what is otherwise allowed.
[b]See *authorize* vs. *approve* in section 6.
[c]If you use *if authorized*, be specific in what is authorized.
[d]Use this only for change order work because *as* is too ambiguous to bid. A bidder does not know how the Engineer may order him to do something. For situations such as color or location determinations or other factors not involving costs to the Contractor, say, "The Engineer determines the exact color," or "The Engineer determines the exact location," or similar.
[e]See *order* vs. *direct* in section 6. Also see note d above.

9 COMMON CLAUSES AND PHRASES

Use these common clauses and phrases.

To	Write
describe work to be paid for by force account or agreed price[a]	<Work description> is change order work.
say one specification does not relieve the Contractor of the responsibilities in another specification	<One specification> does not void <other specification>.
direct the Contractor to dispose of materials	Dispose of <the material>.
direct the Contractor to submit a certificate of compliance	Submit a certificate of compliance for <material>.

submit documents to someone other than the Engineer	Submit <document> to <location>. Notify the Engineer of the submittal. Include in the notification the date and contents of the submittal.
submit an informational submittal not specified as an informational submittal in section 5	Submit <document> as an informational submittal.
submit shop drawings to OSD, Documents Unit[b]	Submit shop drawings to OSD, Documents Unit. Notify the Engineer of the submittal. Include in the notification the date and contents of the submittal.
submit shop drawings to the Engineer signed by a registered civil engineer[b]	Shop drawings and supplemental calculations must be sealed and signed by an engineer who is registered as a civil engineer in the State.
submit shop drawings signed by a registered mechanical or electrical engineer to the Engineer[b]	Submit shop drawings sealed and signed by an engineer registered as a(n) < > engineer in the State.
submit shop drawings signed by a registered mechanical or electrical to someone other than the Engineer[b]	Submit shop drawings sealed and signed by an engineer registered as a[n] < > engineer in the State to <location>. Notify the Engineer of the submittal. Include in the notification the date and contents of the submittal.

[a]From *Means Illustrated Construction Dictionary*:
extra work: Any work, desired or performed, but not included in the original contract.
force account: Work ordered on a construction project without an existing agreement on its cost, and performed with the understanding that the contractor will bill the owner according to the cost of labor, materials, and equipment, plus a certain percentage for overhead and profit.
[b]Combine and modify as necessary.

10 PAYMENT CLAUSES

Section 9 of the *Standard Specifications* refers to the Bid Item List for bid items and measurement units.

All Sections

To	Write	Example
say the Department does not pay for something (Do not use for optional use of materials or equipment or for samples. See Payment Scope of the Standard Specifications for what the Department pays for.)	The Department does not pay for <description of work the Department does not pay for>. The Department does not adjust payment for <description of work for which the Department does not adjust payment>. [Do not use at no additional cost to the Department or at the Contractor's expense.]	The Department does not pay for replacing the material. The Department does not adjust payment for any increased or decreased work ordered in submitting schedules.
specify that the unit price will not be adjusted for a quantity increase or decrease	The Department does not adjust the unit price for an increase or decrease in the <bid item> quantity.	The Department does not adjust the unit price for an increase or decrease in the refinish bridge deck quantity.

Sections 1–9

To	Write	Example
describe measurement for payment	The Engineer measures <how the Engineer measures>.	Except for final pay item quantities, the Engineer measures quantities for payment.
describe payment	The Department pays for <what the Department pays for>.	Under Pub Cont Code § 7105, the Department pays for repair or restoration to damaged work in excess of 5 percent of the total bid if the damage was caused by an act of God.
charge the Contractor for something	The Department deducts <these charges; the cost of this work; the cost of <modifier> work>.	The Department deducts testing costs for work that does not comply with the Contract.

Sections other than Sections 1–9

To	Write	Example
describe measurement for payment	<Bid item> is measured <description of measuring basis (e.g., from end to end, along the centerline)>.	Furnish piling is measured from the specified tip elevation shown to the plane of pile cutoff.
describe measurement for one item in the same manner as another	<Bid item> is measured as specified for <item mimicked>.	PC concrete box culvert is measured as specified for reinforced concrete pipe.
pay for one item as another (aka transfer pay clause)	<Item> is paid for as <bid item>.	Type 25A concrete barrier is paid for as concrete barrier (Type 25B).
not pay for one item as another (aka non–transfer pay clause) Use to pay for some work as one bid item if some of the same type of work is included in another bid item.	<Item> is not paid for as <bid item>.	Architectural texture on the concrete barrier is not paid for as structural concrete, bridge.
not include work specified in a section in the payment for a bid item (aka non–full payment clause) The bid item sets forth the section that applies. Payment for the bid item includes all work involved in each bid item. Use a non–full payment clause to exclude work specified.	Payment for <work that is not included> is not included in the payment for <bid item>.	Payment for bar reinforcing steel is not included in the payment for structural shotcrete.
specify that a payment quantity includes something paid for separately within the item's dimensions	The payment quantity for <bid item> includes the <linear dimension/area/volume> of <items within its dimensions> <within/embedded in> the <bid item>.	The payment quantity for structural concrete includes the volume of bar reinforcing steel embedded in the structural concrete.
specify that a payment quantity does not include something within the item's dimensions	The payment quantity for <bid item> does not include the <linear dimension/area/volume> of <something within its dimensions>.	The payment quantity for a fence does not include the width of the openings.
specify that a payment quantity does not include the linear dimension (length, width, height), area, or volume of the same type of work included in another item	The payment quantity for <bid item> does not include the <linear dimension/area/volume> of <bid item> on <work that includes the same bid item in its payment>.	The payment quantity for fractured rib texture does not include the area of fractured rib texture on the concrete barrier.
charge the Contractor for something	<These charges; the cost of this work; the cost of <description of work> is deducted.	If volumetric mixer calibration is performed more than 100 miles from the project limits, $1,000 per calibration session is deducted.

NOTE: Passive voice is appropriate because section 9 defines who measures and pays.

Use the bid item term in payment clauses. (In headings and clauses other than payment clauses, use standard English for the placement of modifiers—i.e., modifiers before the noun.). Examples:

Bid item	In headings	In clauses
fence (high visibility)	**High-Visibility Fence**	high-visibility fence
temporary railing (Type K)	**Type K Temporary Railing**	type K temporary railing

11 REFERENCES

To specify	Use	Example
A section must comply with a another section	Comply with section <section no.>.[a]	Comply with section 52.
An item must comply with a specification	<Item> must comply with <section <section no.>, ASTM, etc.>.[b]	High-strength bolted connections must comply with section 55-3.14. Calcium chloride must comply with ASTM D 98.
An item must comply with a specific part of a specification	<Item> must comply with the <material> specifications <for <referenced item>> in<section no., ASTM, etc.>.[b]	Anchorage devices must comply with the specifications for concrete anchorage devices in section 75-1.03. Corrugated aluminum pipe inlets must comply with the material specifications in section 70-1.02A.
Work must be performed following a specification or a law	<Furnish, handle, place, test> under <section <section no.>, ASTM, law, etc.>.[b]	Handle rock core samples under ASTM D 5079.
A reference to a Web site	For <Item>, go to: <Web address> Submit <item> with <form name>. For the form, go to: <Web address> For <item>, go to <Web site owner> Web site. (Do not add *Electronic copies of* to the name of the item. Except in sections 1–9, do not specify Web site addresses in the *Standard Specifications*. Use Indent 1 Hanging for the address line. Do not add a space before or after the address. Provide only base addresses.)	For a current list of debarred contractors, go to: http://www.dir.ca.gov Submit your request on a *Request for Contractor Staking* form. For the form, go to: http://cef.dot.ca.gov For a detailed map, go to the Department's Pavement Web site.

[a]Do not use as the 1st clause of a section. If a reference such as this is needed as the 1st clause, add "For <topic>," "<Topic> must" or similar to the beginning of the clause.
[b]If the referenced specification is a particular section of a specification incorporated by reference, add the section title: <section <section no.>, chapter <chapter no.>, etc.>, "<title of section, chapter, etc.>."

Do not use *attention is directed to* or similar phrases; use direct references for required references.

Do not use *in this section*, *specified herein*, or similar phrases. Be specific and provide section number.

Use spacing as specified by the referenced organization. For an AASHTO reference, add a space between the letter designation and the number. For an ASTM reference, you may add a space between the letter designation and the number. For a federal or military specification, do not add the letter or number-letter combination that indicates the version. Examples:

AASHTO M 314
ASTM A 706/A 706M or ASTM A706/A706M
MIL-P-236
Federal Specification TT-S-230
FED-STD-595

For referencing the use categories and commodity specifications in AWPA U1 use the following format:

AWPA U1, Use Category UC4B, Commodity Specification A

Use commas to separate types, classes, grades, and similar descriptions specified after referenced standards (CSI). Examples:

Comply with ASTM A 276, Type 316, for a project in a freeze-thaw region.

Double extra strong steel pipe must comply with ASTM A 53/A 53M, Grade B.

Use standard English for descriptions specified before the standard. Example:

The finish coat must match color no. 26373 of FED-STD-595.

Refer to forms by form names. Do not include form numbers.

12 LAW CITATION

Include a law if the law:

1. States that it must be stipulated in the Contract.
2. Provides options and the Department has chosen to specify one of the options.
3. Provides rules but does not designate the responsibilities of each party.
4. Designates responsibilities to the Department, and the Department requires the Contractor to act such that the Department is in compliance with the law.
5. Is not widely known in the construction industry. Provide only enough information to alert the bidders to the basic requirements to be met. (Do not cite laws that may be imposed on contractors by other agencies for the purpose of running a business, having employees, owning vehicles, and protecting the public. Contractors are expected to know these laws.)
6. Involves a penalty collected by the Department.

If a references is not required and is added only as an aid, make it parenthetical. Example: The Contractor must be properly licensed at the time the contract is awarded (Pub Cont Code § 10164).

If a law must be included in the Contract, use exact words only if required by the law.

Use the citation format described in the *Universal Citation Guide*.

Exceptions to the *Universal Citation Guide* format:

1. Do not include the name of the act unless it is needed for clarity.
2. Do not include *CA* because the *Standard Specifications* specifies that a referenced law is a CA law unless specified as a federal law (exception: CA Code of Regs).
3. Do not italicize.
4. Do not include the date.

General Law Citation Abbreviations

Amendment	Amend
Article	Art
Chapter	Ch
Clause	Cl
Paragraph	Para
Part	Pt
Section	§
Volume	Vol

Federal Law Abbreviations

United States Code	USC
Code of Federal Regulations	CFR

CA Statute and Regulation Abbreviations

Business and Professions	Bus & Prof Code
Civil	Civ Code
Civil Procedure	Civ Pro Code
Commercial	Com Code
Corporations	Corp Code
Financial	Fin Code
Fish and game	Fish & Game Code
Food and Agricultural	Food & Agri Code
Government	Govt Code
Harbors and Navigation	Harb & Nav Code
Health and Safety	Health & Safety Code
Insurance	Ins Code
Labor	Labor Code
Military and Veterans	Mil & Vet Code
Public Contract	Pub Cont Code
Public Resources	Pub Res Code
Public Utilities	Pub Util Code
Streets and Highways	St & Hwy Code
Vehicle	Veh Code
CA Code of Regulations	CA Code of Regs

Other abbreviations can be found in appendix C of the *Universal Citation Guide*.

For a CFR, do not include the section symbol.

Examples:

Reference	Citation meaning
The purpose of this form is to collect data required under 49 CFR 26.	Title 49 of the Code of Federal Regulations, Part 26
Under 49 CFR 26.13(b)	Title 49 of the Code of Federal Regulations, Section 26.13(b)
29 USC § 201 et seq. applies to this Contract.	Title 29 of the United States Code, Section 201 and the following
The Department makes the partial payments under Pub Cont Code § 10264.	California Public Contract Code, Section 10264

13 PUNCTUATION AND TYPOGRAPHY

13-1 CAPITALIZATION

Capitalize the following terms where used as defined in the *Standard Specifications:*

Bid Item List
California Test
Certified Industrial Hygienist
Contract
Contractor
Department
Director
Engineer
Information Handout
State
Structure Design

Capitalize the following terms*:*

Authorized Facility Audit List
Authorized Laboratory List
Authorized Material List
Authorized Material Source List
State Specification

Capitalize *the Bidder*. Do not capitalize *a bidder*.

Capitalize the following terms where used with a number or letter:

Type
Class
Grade

Capitalize each main word of a form name.

Capitalize *District* where used with a number.

Use ALL CAPS for 1st- and 2nd-level headings.

13-2 COMMAS

Use the serial comma (*Chicago* 6.19).

Use only technically necessary commas; do not use a comma just to indicate a pause.

13-3 EMPHASIS

Use bold type only for table titles, headings, and definitions.

Do not use bold, caps, underlining, quotation marks, or italics for emphasis.

13-4 FONT

Use Arial 10 point.

For a punctuation mark between roman and italic text, use the font of the main or surrounding text (*Chicago* 6.3).

13-5 HYPHENS AND SPACES

Do not use nonbreaking hyphens or spaces. (This rule simplifies term searches.)

Use 1 space after each period and colon (*Chicago* 2.12).

Use 2 spaces between a heading number and name.

The examples shown in the table below comply with *Chicago*'s spacing and hyphenation rules.

Modification before the noun	Modification after the noun	Explanation
Use epoxy-coated reinforcement.	The reinforcement must be epoxy coated.	Standard hyphenation rules for phrasal adjectives. Generally, hyphenate before a noun; do not hyphenate after a noun. See *Chicago* section 5.92 and section 7.90 for additional explanations and exceptions.
Construct a 3-foot-high wall.	The wall must be 6 feet high.	Standard hyphenation rules described above.
Submit a 3 lb sample.	The sample must be 3 lb.	Exception to the standard hyphenation rule described above. A number plus an abbreviation is unhyphenated both before and after a noun.
The Department pays a 35 percent markup.	The markup is 35 percent.	Exception to the standard hyphenation rule described above. A number plus a percentage is unhyphenated both before and after a noun.

NOTE: The examples shown in section 7.90 of *Chicago* do not comply with the *Style Guide*'s guidance for measurement units. Follow section 7.90 of *Chicago* for hyphenation guidance only. Follow section 22 for the *Style Guide*'s guidance on measurement units.

13-6 PARENTHESES

Use parentheses for only:

1. Law citation references
2. Abbreviations
3. Explanatory tags in column and row headings of tables.

Do not enclose in parentheses information essential to the specification. For example, do not use parentheses as shown in the following sentence:

> Training is allowed in lower-level-management positions (such as office engineers, estimators, and timekeepers) if the training is oriented toward construction applications.

13-7 QUOTATION MARKS AND ITALICS

Use straight quotation marks (because they are built into the Normal template).

Where a word or term is not used functionally but is referred to as the word or term itself, enclose it in quotation marks. Example: Replace "working days" in the 1st paragraph of section 8-1-02B(1) with:[2010]

Where a word or term is not used functionally but is referred to as the word or term itself, italicize it (*Chicago* 7.62, traditional choice). Example: Paint *nonhazardous* on the container. Exception: For RSS and SSP introductions, use quotation marks as described above.[2010/2015] (For the 2015s, this exception will be deleted.)

14 ABBREVIATIONS

Use an abbreviation if it is either of the following:

1. Shown in either of the following:
    1.1. Section 1 of the *Standard Specifications*
    1.2. Collegiate dictionary
2. More familiar to the reader than its spelled-out form

Exceptions:

1. Do not use an abbreviation with a superscript.
2. Do not use *min* except in tables
3. Do not use *no.* or *nos.* except where used with a number.
4. If in doubt about the familiarity of the abbreviation to the reader, define the abbreviation.

Except as previously provided, avoid abbreviations (CSI); however, you may use an abbreviation if the abbreviation is in a referenced standard.

You may use a Department-unique abbreviation only if it is used 3 or more times; but do not use an abbreviation if only a few letters are eliminated. For example, QC is defined, and only 6 letters are eliminated by using QCM instead of QC manager; therefore, do not use QCM.

Avoid using an abbreviation in a heading.

Use abbreviations in tables where practical.

In the *Standard Specifications*, define Department-unique abbreviations in section 1.

In a special provision, define an abbreviation at its 1st occurrence (*Chicago* 15.2).

15 DEFINITIONS

Define a term:

1. Not industry standard
2. With multiple meanings and the term can reasonably be interpreted multiple ways

Avoid using the term being defined in its definition.

Avoid beginning a definition with an article.

List definitions in alphabetical order.

Capitalize the term only if it is capitalized in the text. Begin the definition with a capital letter. (*Chicago* 2.28)

End each definition with a period.

Use bold type for the word being defined.

Use a colon followed by 1 space between the word being defined and the definition.

Use Hanging (definition) style.

Example:

signal head: Assembly containing 1 or more signal faces.

16 SYMBOLS

Use keyboard symbols. If you need additional symbols, use the command *insert symbol*.

In addition to numerals, punctuation marks, and mathematical signs and symbols, use the following symbols in text:

$ & (in law citations, e.g., Mil & Vet Code) §

Use a slash (/) for *per* in a measurement abbreviation in text (lb/ft, not lb per ft).

In paragraph instructions, use an en dash (–) to indicate 2 or more paragraphs. Examples: pars. 4–5, pars. 2–6.[2010/2015]

Use symbols in tables where practical.

17 NUMBERS

Use numerals for quantities, sizes, measurements, and similar entities. Exceptions:

1. Use a word at the beginning of a sentence.
2. If numbers are used to define both size and quantity, use a word for the quantity (three 1/2-inch holes; not 3 1/2-inch holes).
3. Use million and billion.

Use arabic numerals unless roman numerals are used in a referenced document or detail; in which case, match the document or detail.

Use ordinal numerals where possible. For example, 1st, 2nd, 23rd; not first, second, twenty-third; 2nd paragraph; not paragraph 2. Exception: Use *par. x* for SSP instructions. Do not use superscripts. (Make sure Microsoft Word is not set to automatically superscript.)

Use a 0 in the unit place of a number less than 1 (0.2; not .2).

Use commas (not spaces) in numerals containing 4 or more digits (*Chicago* 9.22).

Do not add a space between -, +, or ± and its associated numeral when these signs are used to modify the numeral rather than combine 2 numerals (*Chicago* 14.14).

18 DIMENSIONS

Do not repeat measurement unit (e.g., 2 by 4 inches; not 2 inches by 4 inches).

Use *by* for dimensions 2 by 4 inches, not 2 x 4 inches (CSI).

19 EQUATIONS

Introduce an equation as you would a list.

Use the letter *x* for a multiplication sign.

Use a slash for a division sign.

Use a space before and a space after a mathematical sign except a division sign.

Avoid the use of sub- and superscript fonts.

You may use a simple equation within text. You may use words to write a simple equation. Use sum, difference, product, and quotient instead of using mathematical operators.

Display more complicated equations on a separate line clear of text.

Italicize variables.

Introduce the variables with *where* followed by a colon.

Define the variables.

Use Indent 1 Hanging style.

Example:

Use the following equation to calculate the air-dry weight:

$W = (A \times 62.3)/(B - C)$

where:
W = air-dry weight, lb/cu ft
A = 90-day weight of the cylinder as dried, lb
B = saturated, surface-dry weight of cylinder, lb
C = suspended-immersed weight of cylinder, lb

Do not use pictures, including pictures created by Microsoft Word's Equation Editor.

20 CHEMICALS

Use chemical names; avoid using chemical formulas.

21 FRACTIONS

Do not use super- and subscript fonts (1-1/2, not $1^1/_2$) (CSI).

22 MEASUREMENTS

Use an abbreviation instead of a word where used with a number. Exceptions (CSI):

1. Spell out *feet* where *inches* are not used (8 feet).
2. Spell out *inches* where *feet* are not used (8 inches).
3. Where *feet* and *inches* are both used, use symbols (8'-8" or 8'-2-1/2").
4. Spell out time measurements (year, hour).

Exception: You may use ft for foot or feet and in for inch or inches in nonheading table cells.

Use a hyphen between combination measurements (8'-2") (CSI).

In measurement abbreviations, omit periods (NIST).

For temperatures, use *degrees* in text (CSI) and the degree symbol in tables. Use a space between the numeral and the degree symbol (NIST).

In text: 72 degrees F 22 degrees C In tables: 72 °F 22 °C

Use military time for traffic operations; otherwise, use civilian time (agreement with Traffic).

For civilian time, use midnight and noon instead of 12:00 p.m. and 12:00 a.m.

Examples from *Chicago* 9.42 through 9.44:

Civilian	Military
11:00 p.m.	2300
noon	1200
midnight	2400 or 0000
12:01 a.m.	0001
2:38 p.m.	1438

For periods not dependent on weather (submittals, notifications, review times, etc.), use days or business days, not working days.

Use one of the following:

1. *Days* for specifying periods over 5 days
2. *Business days* if specifying periods 5 days or less

Do not specify time periods in weeks or months.

Use 7 days for 1 week; 15 days for 2 weeks; 5-day increments for over 15 days. For technically related time periods, this rule does not apply if precision is needed (curing periods).

23 PERCENTAGES

Do not repeat *percent* in ranges and tolerances.

Don't say	Say
2 percent to 4 percent	2 to 4 percent
3 percent ±1 percent	3 ± 1 percent

24 ADDRESSES

Follow USPS recommendations.

Format	Example
Mailstop Code Attention Line Business/Firm Name Delivery Address Line City, State, ZIP + 4	MSC 43 OFFICE ENGINEER DEPARTMENT OF TRANSPORTATION 1727 30TH ST SACRAMENTO CA 95816-7005

To keep the address together on 1 page, place the address in a left-justified, single-cell, borderless table. Use the style *Table (Lt.)* in the cell. If an address must be filled in, create the cell and add a blank line for the address. The format above must be used when the address is filled in, but the line will show that a borderless table is present in the document.

25 PHONE NUMBERS

(area code) space xxx hyphen xxxx (*Chicago* 6.82)

26 RANGES

In text, indicate a range that includes the endpoints by using the words *from* and *to*. Do not repeat the measurement unit. Do not use *between* unless you mean *between*. Example:

Don't say	Say
80 degrees F to 90 degrees F	from 80 to 90 degrees F

In tables, indicate a range by using a en dash.

Comply with section 16 for ranges in paragraph instructions.[2010/2015]

27 SLOPES

Show slopes like this: 2:1 (horizontal:vertical)

28 TOLERANCES

For tolerances, add a space on each side of ± (*Chicago* 14.58). Example: 4.2 ± 0.1 inches

29 LISTS

29-1 LIST INTRODUCTION

Avoid using *the following* in the introduction to an inclusive list.

Example:

Don't say	Say
Miscellaneous metal consists of the following:	Miscellaneous metal consists of:

All items in a list apply unless the items are specified as choices (section 1 of the *Standard Specifications*); therefore, if the list is not inclusive add *one of the following*, *either of the following*, *any of the following*, or other phrase that specifies how the items apply.

29-2 CAPITALIZATION

Capitalize the first word of each item in a list.

29-3 ARTICLES

Avoid beginning items in a list with articles; avoid ending the introduction to a list with an article. Although they may be needed to make a grammatically correct statement, *a*, *an*, and *the* are often not needed in lists. Lists with or without the articles provide the same information, but the lists are crisper without the articles.

Don't say				Say	
Bring:		Bring a:		Bring:	
1.	A pen	1.	Pen	1.	Pen
2.	A pencil	2.	Pencil	2.	Pencil
3.	A calculator	3.	Calculator	3.	Calculator

NOTE: This example is only an example of the use of articles in lists, not an example of how to introduce a list. Do not use a short introduction such as the introduction in this example.

29-4 PERIODS

Comply with the following rules for the use of periods at the ends of list items:

1. If any single item in a list requires a period, use a period at the end of every item in the list (even if the item is not an independent clause).
2. If an item contains a second sentence, use periods as described in item 1 above.
3. If the introduction to the list contains *the following* or *as follows* and the item is an independent clause, use a period. This generally applies to procedures. For example: "Comply with the following procedures" would be followed by a list of items with periods.
4. If the item combined with the introduction results in a sentence, do not use a period (even if the item is an independent clause).
5. If the item does not contain an independent clause, do not use a period unless item 1 above applies.
6. Follow the rules above for sublists. If a sublist must have periods, use periods in the main list. If the main list has periods and the rules above do not apply to the sublist, do not add periods to the sublist.

29-5 SPACING

Space and number lists as shown in the following example:

Specification writing requires:

1. Familiarity with:
   1.1. Material properties
   1.2. Construction procedures
2. Knowledge of contract law
3. Proficiency in English because using words incorrectly:
   3.1. Creates confusion
   3.2. Costs time and money
   3.3. Reflects poorly on the Department
4. Mastery of punctuation

Add a line space after the list.

30 TABLES

Display tabular work as shown the table titled "Table Parts." If you are referring to a table from somewhere other than the introduction, refer to it by its title; e.g., shown in the table titled "Table Parts."

Table Parts[a]

Column heading	Column heading	Column heading	
		Column subheading	Column subheading
Row heading[b] Subheading	This entry is an overrun entry.		
Row heading			--

NOTE: A general note applies to the table as a whole.
[a]Optional. Use *Table (Centered) + Bold*. Add a table number to the table title if it clarifies references and refer to the table number instead of the title: Table 1 Table Parts.
[b]Use alphabetic superscripts to reference notes to specific table elements.

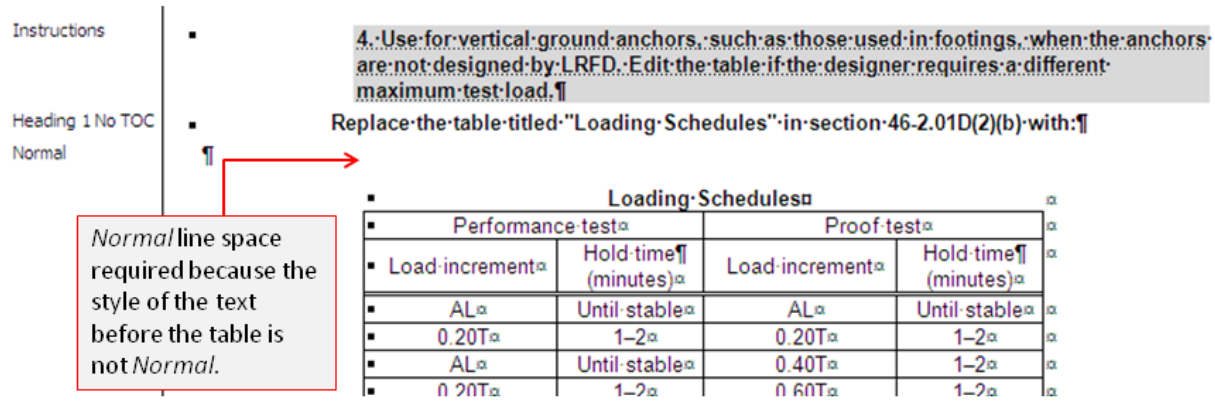
Use 1/2 point gridlines between cells.

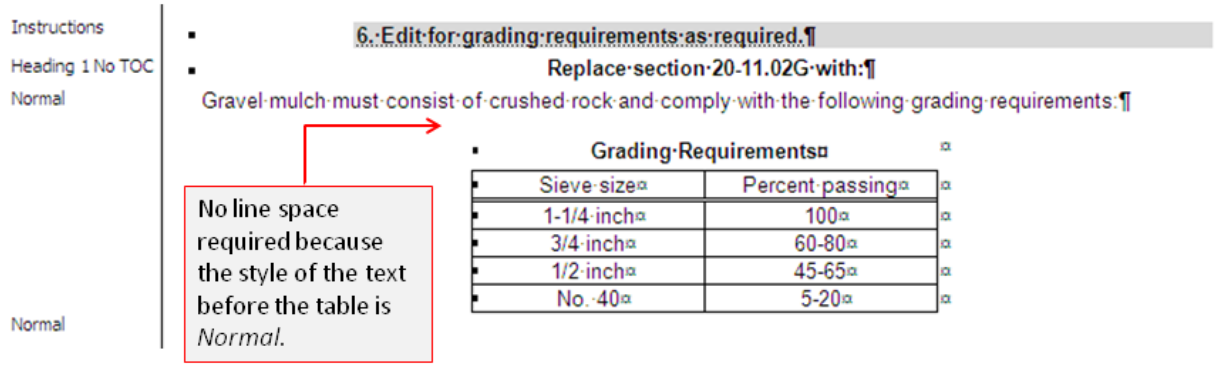
Make the table no wider than the paragraph width. Horizontally center the table on the page.

Ensure "Automatically resize to fit contents" is not checked in the Table tab of the Table Options section of the Table Properties section of the Layout ribbon of Table Tools tab.

Center 2 hyphens in a cell with no data.

Add a line space before and after the table. If the style of the text before the table is *Normal*, do not add a space because a space after the paragraph is built into the style *Normal*. Examples:





Do not use the style *Instructions* for tables in instructions. Instead, use table styles, then change the text to bold and hidden, then shade to Clear (Gray-15%).

Place units and modifiers such as *max* and *min* in the column and row headings. (*Chicago* 13.20 and 13.28). Place units and other explanatory tags in parentheses.[2010/2015]

Show property, test method, and value columns as shown in the following example:[2010/2015]

The plastic slat material properties must have at least the values shown in the following table:

Plastic Slat Material Property Requirements

Property	Test method	Value
Melt index	ASTM D 1238	0.24
Density	ASTM D 1505	0.951
Low temperature brittleness (°F)	ASTM D 746	-76
Tensile strength (psi, min)	ASTM D 638	3,700

Place the test method reference (ASTM, AASHTO, California Test), in the row, not in the column heading, as shown in the example above. This will simplify future revisions to the table.[2010/2015]

31 RSSs AND SSPs

For the file name of an SSP, begin with the section number of the section of the *Standard Specifications* being revised and add an underscore, a letter category (A for approved; D for draft; T for tentative; C for canceled), and a date (3-1.04_A12-31-10). Use the same naming convention for an RSS except add *RSS_* before the section number (RSS_3-1.04_A12-31-10).

An RSS coordinator combines RSSs in the "Revised Standard Specifications." An RSS is placed under a heading matching the title of the section of the *Standard Specifications* being revised and such that the section numbers are in numerical order.

SSPs have 2 formats, combined and individual, depending on the number, length, and complexity of the SSPs revising a main section of the *Standard Specifications*. An individual SSP is an SSP that revises 1 section. A combined SSP is an SSP that revises more than 1 section. For a combined SSP, use the base section number. For example, if the SSP includes revisions to sections 26-1.02A, 26-2.02B, 26-1.02C, use 26-1.02 for the SSP number.

An SSP assembler places individual SSPs in a special provision template that contains all of the main section headings.

An SSP looks the same as an RSS except that the SSP includes instructions. The SSP instructions are shaded in gray. The final contract documents include any text not shaded and not in the header. In a final contract document, the special provisions looks the same as the revised standard specifications.

Start an SSP with instructions for the SSP. Begin the instructions with *Section <section no.>*, a period, and a space. Include instructions that indicate when the SSP is to be used. Do not include design guidance. Do not use *for a project* or similar wording. For example, say "Use for a bridge deck drainage system," not "Use for a project with a bridge deck drainage system." Add an instruction for a range of paragraphs or an instruction for the 1st paragraph if either is needed. Add one of the introductions shown in the following table. Follow the examples for the placement of these items. Add the revision. Precede a paragraph with a paragraph instruction if needed. If paragraph instructions are included, number the paragraphs as shown in the examples.

Start an RSS with one of the following introductions:

RSS and SSP Introductions

To	Write
Add text to an existing section	Add to section <section no>:[a]
Add text between paragraphs of a section	Add between the <ordinal numeral of paragraph> and <ordinal numeral of paragraph> paragraphs of section <section no>:
Add text to the end of a section	Add to the end of section <section no>:
Add text between sentences of a paragraph	Add between the <ordinal numeral of sentence> and <ordinal numeral of sentence> sentences of the

	<ordinal numeral of paragraph> paragraph of section <section no>:
Add text to the end of a paragraph	Add to the end of the <ordinal numeral of paragraph> paragraph of section <section no>:
Delete a section	Delete section <section no.>.
Delete a paragraph	Delete the <ordinal numeral of paragraph> paragraph of section <section no.>.
Replace standard specification section	Replace section <section no.> with:
Replace a paragraph within a section	Replace the <ordinal numeral of paragraph> paragraph of section <section no.> with:
Replace a range of paragraphs	Replace the <ordinal numeral of paragraph> through <ordinal numeral of paragraph> paragraphs of section <section no.> with:
Replace an item in a table cell	Replace <item> in the table in the <ordinal numeral of paragraph> paragraph of section <section no.> with:

NOTES:
Use the style *Heading 1 No TOC* for the introduction.
Interpolate guidance to cover your revision.
These introductions are needed to avoid discrepancies. From section 5 of the *Standard Specifications*: "A component in one Contract document applies as if appearing in each." Do not rely on governing ranking of contract parts to sort out conflicting clauses.
Minimize revisions. If 1 sentence in a multiple-sentence paragraph is being revised, revise only the 1 sentence. If multiple sentences are being revised, revise either the individual sentences or the whole paragraph depending on the number of revisions and sentence and paragraph structure.
[a]Use only for SSPs. For RSSs, specify where in a section a paragraph is added.

If an SSP revises an RSS and that RSS includes the portion of the section to which the SSP refers, refer to the RSS. Examples:

Replace the 3rd sentence in the 2nd paragraph of the RSS for section 98-1.05 with:
Replace "Reserved" in section 10-1.03 of the RSS for section 10-1 with:

RSS Example

¶

{·XE·"RSS_3-1.04_A01-09-11"·}¶
Page·1·of·1¶
¶
¶

Replace·the·2nd·paragraph·of·section·3-1.04·with:¶

If·the·Department·awards·the·contract,·the·award·is·made·to·the·lowest·responsible·bidder·within·the·number·of·days·shown·in·the·following·table:¶

Contract·Award·Period

Days	Project·estimated·cost·shown·on·the·*Notice·to·Bidders*
30	<·$250·million
60	≥·$250·million

¶

NOTE: The header shown will not be included in the combined RSS. It is for routing and submittal purposes only.

Individual-SSP Examples

Normal ¶

Header ▪ {·XE·"3-1.04_D12-09-09":}¶
Header ▪ Page·1·of·1¶
Header ▪ ¶
Header ▪ ¶

Instructions ▪ Section·3-1.04.·Use·for·(1)·a·contract·less·than·$200·million·with·a·60-day·award·period,·(2)·an·informal-bid·contract,·or·(3)·a·same-day·award·contract.¶

Instructions ▪ ¶

Heading 1 No TOC ▪ **Replace·the·2nd·paragraph·of·section·3-1.04·with:¶**

Instructions ▪ 1.·Use·for·a·contract·less·than·$200·million·with·a·60-day·award·period.¶

Normal If·the·Department·awards·the·Contract,·the·award·is·made·to·the·lowest·responsible·bidder·within·60·days.¶

Instructions ▪ 2.·Use·for·an·informal-bid·contract.¶

Normal If·the·Department·awards·the·Contract,·the·award·is·made·to·the·lowest·responsible·bidder·within·10·days.¶

Instructions ▪ Pars.·3–5.·Use·for·a·same-day·award·contract.¶

Instructions ▪ 3¶

Normal If·the·Department·awards·the·Contract,·the·award·is·made·to·the·lowest·responsible·bidder·the·same·day·as·bid·opening.¶

Instructions ▪ 4¶

Normal Have·a·representative·available·the·day·and·location·of·the·bid·opening·to·accept·the·awarded·contract.¶

Instructions ▪ 5¶

Normal If·the·lowest·responsible·bidder·does·not·have·a·representative·available·to·accept·the·contract·award,·the·Department·may·award·the·contract·to·the·next·lowest·responsible·bidder·who·has·a·representative·available·to·accept·the·contract·award.¶

Normal ¶

Header ▪ {·XE·"14-6.02_D07-20-12":}¶
Header ▪ Page·1·of·1¶
Header ▪ ¶
Header ▪ ¶

Instructions ▪ Section·14-6.02.·Use·if·nesting·period·or·radius·of·discovery·differs·from·section·14-6.02.·Add·detail·for·specific·species·such·as·swallows·or·for·specific·exclusion·issues·or·devices.¶

Instructions ▪ ¶

Instructions ▪ 1.·Use·if·nesting·period·differs·from·section·14-6.02.·Edit·for·nesting·period;·consult·with·the·district·biologist.¶

Heading 1 No TOC ▪ **Replace·2nd·paragraph·of·section·14-6.02·with:¶**

Normal The·Department·anticipates·nesting·or·attempted·nesting·by·migratory·and·nongame·birds·from·_____·to·_____.¶

Normal ¶

Instructions ▪ 2.·Use·if·radius·differs·from·section·14-6.02.·Edit·for·bird·species·in·table·column·1.·Edit·for·distance·from·the·nest·or·bird·in·table·column·2.·Add·additional·rows·as·needed·for·additional·bird·species.¶

Heading 1 No TOC ▪ **Replace·item·1·in·the·list·in·the·6th·paragraph·of·section·14-6.02·with:¶**

Hanging 1.→Stop·all·work·within·a·100-foot·radius·of·the·discovery·except·as·shown·in·the·following·table:¶

Hanging ¶

Radius·Exceptions

Species	Work·stoppage·radius·(feet)

Hanging ¶

Normal ¶

Header ▪ ‖·XE·"25-1.02_D12-09-09"·‖¶
Header ▪ Page·1·of·2¶
Header ▪ ¶
Header ▪ ¶

Instructions ▪ Section·25-1.02.·Use·for·Classes·1–4·aggregate·subbases.¶

Instructions ▪ ¶

Instructions ▪ 1.·Use·for·Classes·1–4·aggregate·subbases.·A·Construction·Evaluated·Work·Plan·(CEWP)·is·required.¶

Heading 1 No TOC ▪ **Add·to·section·25-1.02A:¶**

Normal Aggregate·may·include·processed·glass.·Place·AS·with·glass·only·where·the·subbase·will·be·permanently·covered.¶

Normal ¶

Instructions ▪ Pars.·2–7.·Use·for·Class·4·aggregate·subbase.¶

Heading 1 No TOC ▪ **Add·to·section·25-1.02C:¶**

Instructions ▪ 2.·Add·grading·requirements.¶

Normal When·tested·under·California·Test·202,·aggregate·for·Class·4·AS·must·comply·with·the·grading·requirements·for·the·sieve·sizes·shown·in·the·following·table:¶

▪ **Aggregate·Grading·(Percentage·Passing)**¤

Sieve·size¤	Operating·range¤	Contract·compliance¤
¤	¤	¤
¤	¤	¤
¤	¤	¤
No.·4¤	¤	¤
No.·200¤	¤	¤

Normal ¶

Instructions ▪ 3.·Add·quality·requirements.¶

Normal Aggregate·must·comply·with·the·quality·requirements·and·tests·shown·in·the·following·table:¶

▪ **Aggregate·Quality**¤

Test·method¤	CT·test·¤	Operating·range¤	Contract·compliance¤
Sand·equivalent·(min)¤	217·¤	¤	¤
Resistance·(R-value)(min)¤	229¤	--¤	¤

Normal ¶

Instructions ▪ 4¶

Normal If·the·aggregate·grading·or·the·sand·equivalent·test·or·both·comply·with·contract·compliance·requirements·but·not·operating·range·requirements,·you·may·continue·placing·AS·for·the·remainder·of·the·work·day.·Do·not·place·additional·AS·until·you·demonstrate·to·the·Engineer·the·AS·complies·with·the·operating·range·requirements.¶

Instructions ▪ 5¶

Normal If·the·aggregate·grading,·sand·equivalent·tests,·or·both·do·not·comply·with·contract·compliance·requirements,·remove·the·AS·or·request·a·payment·deduction.·If·your·request·is·authorized,·$2.25/cu·yd·is·deducted.¶

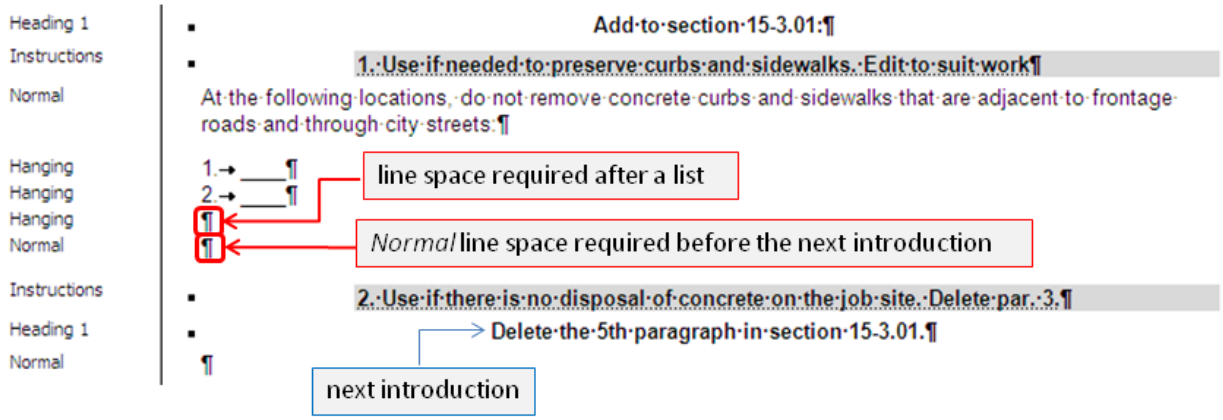
Instructions ▪ 6¶

Normal An·aggregate·grading·and·a·sand·equivalent·test·represents·(1)·500·cu·yd·or·(2)·1·day's·production·if·less·than·500·cu·yd.¶

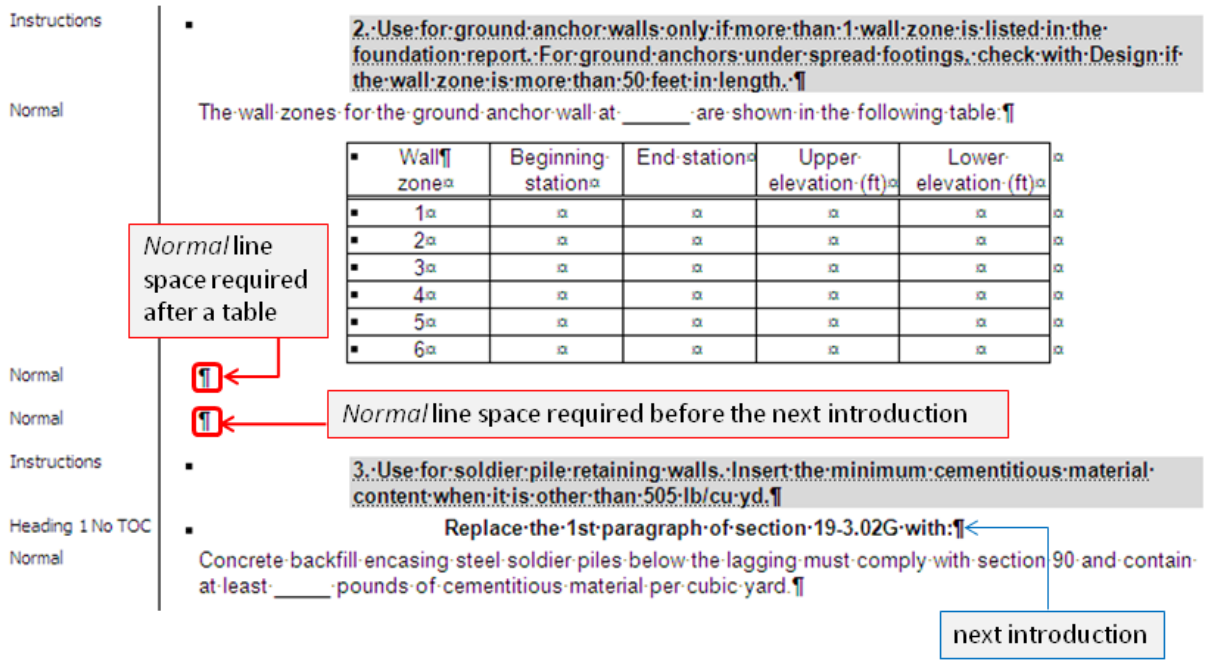
Instructions ▪ 7.·Add·Class·1,·2,·or·3.¶

Normal Instead·of·Class·4·AS,·you·may·place·Class·__·AS·under·the·aggregate·grading·and·quality·requirements·in·section·25-1.02A.·If·you·place·Class·__·AS,·do·not·use·Class·4·AS·without·authorization.¶

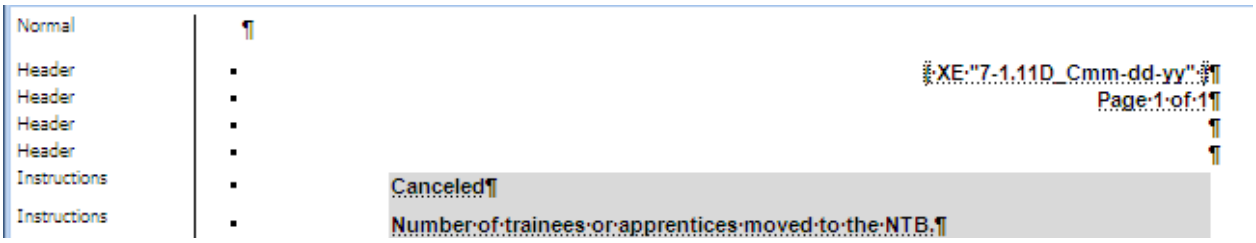
SSP Example with a List



SSP Example with a Table



Canceled-SSP Example



For an NSSP, follow the guidance for an SSP (delete, replace, or add to a standard specification section). If the NSSP does not delete, replace, or add to a section, add the NSSP after the last number in a section and

use the section number one level higher than the added section for the NSSP introduction. Use the same naming convention as for an SSP except use the letter category N for nonstandard. For additional guidance, see *NSSP Guidance for the 2010 Standards* at http://oe.dot.ca.gov.

NSSP Example

Normal	¶
Header	{·XE·"80-4_N09-28-11"·}¶
Header	Page·1·of·1¶
Header	NEW··GMT··¶
Header	¶
Heading 1 No TOC	Replace·section·80-4·with:¶
Heading 1 No TOC	80-4··ALUMINUM·FENCE¶
Heading 2 No TOC	80-4.01··GENERAL¶
Normal	Section·80-4·includes·specifications·for·constructing·aluminum·fence.¶
Normal	A·corner·is·a·change·in·a·line·where·the·angle·of·deflection·exceeds·25·degrees.¶
Heading 2 No TOC	80-4.02··MATERIALS¶
Normal	Fence·must·be·constructed·of·1-5/8-by-1-5/8·inch·rails,·1-by-1-inch·pickets,·and·4-by-4-inch·posts.¶
Heading 2 No TOC	80-4.03··CONSTRUCTION¶
Normal	Excavate·high·points·that·interfere·with·placing·fence·to·the·clearance·shown.¶
Heading 2 No TOC	80-4.04··PAYMENT¶
Normal	Not·Used¶

32 ORGANIZATION

32-1 ORGANIZATION—GENERAL

Set up your section similar to an existing section of the same type.

Use general sections in order to execute the following general provisions:

1. A reference to a section includes the general specifications for the section.
2. The bid item descriptions set forth the specifications that apply.

Begin your section with a general section. Include general and common specifications in the general section. These specifications need not apply to all sections of the section; the more specific sections will govern over the specifications in the general section.

The following are terms used for section organization:

main section: Base section (for example: 15, 52).
1st-level section: 1st section level of a main section; uses Heading 1 No TOC style; examples: 15-1, 15-2.
2nd-level section: 1st section level under a 1st-level section or 1st section level under a main section if no 1st-level section exists; uses Heading 2 No TOC style; for example: 15-1.01, 75-1.03.
3rd-level section: 1st section level under a 2nd-level section; uses Heading 3 No TOC style; examples: 15-2.02A, 83-1.02I.
4th-level section: 1st section level under a 3rd-level section; uses Heading 4 style; examples: 51-1.12F(3), 83-1.02G(2).
5th-level section: 1st section level under a 4th-level section; uses Heading 5 style; examples: 52-1.08C(2)(a), 83-2.02D(3)(b).
6th-level section: 1st section level under a 5th-level section; uses Heading 6 style; examples: 52-1.01C(3)(d)(ii), 83-2.02D(3)(b)(i).

To allow for expansion of a main section (with either SSPs or RSSs), add a 1st-level section heading if you plan on adding new sections that do not fit clearly in the existing sections of the main section.

In order to have unique SSP numbers, add reserved sections where you anticipate growth. Examples:

5-1.17–5-1.18 RESERVED **75-1.02B Reserved**

If an SSP has a section heading, include the heading in the *Standard Specifications* and write *Reserved* under the heading.[2010/2015]

32-2 ORGANIZATION—SECTION HEADINGS

Sections 32-2 applies to new relatively stand-alone sections of the *Standard Specifications* and SSPs.[2010] For other specifications, match the format of the existing or surrounding sections.[2010] Do not use for general provisions. For division II, use the general provision format for general-provision type sections and the outline below for more technical specifications.

Use the following outline. The heading level depends on where the specification fits into the section. The headings may be at a lower level than those shown. The organization at the lower levels will be similar.

XX-X.01 GENERAL	**XX-X.XXA General**
XX-X.01A Summary	**XX-X.01A(1) Summary**
XX-X.01B Definitions	**XX-X.01A(2) Definitions**
XX-X.01C Submittals	**XX-X.01A(3) Submittals**
XX-X.01D Quality Control and Assurance[2010]	**XX-X.01A(4) Quality Control and Assurance[2010]**
XX-X.01D Quality Assurance[2015]	**XX-X.01A(4) Quality Assurance[2015]**
XX-X.02 MATERIALS	**XX-X.01B Materials**
XX-X.03 CONSTRUCTION	**XX-X.01C Construction**
XX-X.04 PAYMENT	**XX-X.01D Payment**

Use "General," "Materials," "Construction," and "Payment" whether you have text for the section or not. If not used, write *Not Used*.[2010]

Use "Summary," "Definitions," "Submittals," and "Quality Control and Assurance" if you have text for the section or if you anticipate you may need it in the future (in which case use the heading and write *Reserved* under it).[2010]

Use all headings whether you have text for the section or not. If not used, write *Not Used* under the heading.[2010/2015]

Add other headings as required for clarity.

32-3 ORGANIZATION—SECTION CONTENTS

Sections 32-3 applies to new or completely reorganized sections of the *Standard Specifications* and SSPs.[2010] For other specifications, match the format of the existing or surrounding sections.[2010] Use the following for contents of the sections. For additional details, see appendix 1.

XX-X.01 GENERAL

XX-X.01A Summary

Summary of section contents

> Begin each summary section with:
> Section <section no.> includes specifications for <description of work>.
> Example:
> Section xx includes specifications for removing, salvaging, abandoning, and obliterating highway facilities.
>
> For sections that have related sections, add "general" before "specifications."
> Example:
> Section xx includes general specifications for constructing sound walls.

General specifications that do not follow under the other headings

XX-X.01B Definitions

Definitions

XX-X.01C Submittals

Items shown under *Submittals* in appendix 1.

XX-X.01D Quality Control and Assurance[2010]

XX-X.01D Quality Assurance[2015]

Items shown under *Quality Control and Assurance*[2010]/*Quality Assurance*[2015] in appendix 1.

XX-X.02 MATERIALS

Specifications for materials before they are delivered to the job site (fabrication, proportion, handling, delivery)

XX-X.03 CONSTRUCTION

Specifications for how the materials are used after they are delivered to the job site. Specify in the order the element is constructed during construction.

XX-X.04 PAYMENT

Payment clauses, including how bid items are measured for payment

33 FORMAT

1. Use the 2010 specification template guides. For the template guides, go to:

   http://www.dot.ca.gov/hq/esc/oe/specifications/tools/2010_temp.php

The standard styles for the 2010 specifications are:

Building Indent 1 Hanging	Hanging (definition)	Heading 2 No TOC	Indent 3 Hanging
Building Indent 2 Hanging	Header	Heading 3	Instructions
Building Indent 3 Hanging	Heading 1	Heading 3 No TOC	Normal
Building Indent 4 Hanging	Heading 1 (12 pt)	Heading 4	Normal (keep with next)
Building Indent 5 Hanging	Heading 1 (12 pt) No TOC	Heading 5	Table (Centered)
Building Normal	Heading 1 Modified 14	Heading 6	Table (Indent 1f)
Comments	Heading 1 Modified 14 No TOC	Heading 9	Table (Lt.)
Footer	Heading 1 No TOC	Indent 1 Hanging	Table (Rt.)
Hanging	Heading 2	Indent 2 Hanging	Title_Centered

   If the 2010 RSS template guide is used, remove the section break and the 2nd section of the document.

2. Use **Automatic Color**
3. Do not use:

   3.1. Track changes
   3.2. Hyperlinks
   3.3. Comments
   3.4. Shaded text except in SSP instructions
   3.5. Fields unless associated with boilerplate automation. Headers are okay.
   3.6. Embedded pictures in SSPs
   3.7. Bullets

4. Check document formatting with hidden text on, and then check it with hidden text off.
5. After all edits have been made, run **Header Fix**. Do not update the header manually.
6. Save document with:
   6.1. View set as Draft (Note: To reopen a document in Draft view, the Word option "Allow opening a document in Draft view" in the "General" section of the advanced Word options must be check marked.)
   6.2. Size set at 100%

6.3. Styles to show in the Style Pane Options set as "In current document."
6.4. Header and footer set as "Different first page" (in the Layout tab of the Page Setup section)

BIBLIOGRAPHY

Construction Specifications Institute. *The Project Resource Manual: CSI Manual of Practice*, 5th ed. McGraw-Hill, 2005.

Federal Register, "Drafting Legal Documents," http://www.archives.gov/federal-register/write/legal-docs/index.html.

R.S. Means Company, Inc. *Means Illustrated Construction Dictionary*, 2nd ed. Kingston, MA: R.S. Means, 2003.

University of Chicago. *The Chicago Manual of Style*, 15th ed. Chicago: University of Chicago Press, Chicago, IL, 2003.

APPENDIX 1 SECTION CONTENTS FOR NEW OR COMPLETELY REORGANIZED SECTIONS OF THE *STANDARD SPECIFICATIONS* AND SSPS.

Bold text indicates headings for required sections. Nonbolded text indicate contents of the sections.

GENERAL	MATERIALS	CONSTRUCTION	PAYMENT
Summary	Delivery, storage, and handling	Installers	Payment clauses
Summary of section contents	Packing, shipping, handling, and unloading	Examination	
Products supplied but not installed under this section	Acceptance at job site	Site verification of conditions	
Products installed but not supplied under this section	Storage and protection	Preparation	
Legal references	Waste management and disposal	Protection	
Project conditions	Manufacturers	Surface preparation	
Project environmental requirements	Existing products	Erection	
Existing conditions	Materials	Installation	
Sequencing	System or Assemblies	Application	
Scheduling	System Description	Construction	
System Startup	Design	Special techniques	
Department's Instructions	Requirements	Interface with other work	
Commissioning	Design criteria	Sequences of operation	
Definitions	Performance	Site tolerances	
Submittals	Requirements	Repair/Restoration	
Shop drawings	Manufactured units	Reinstallation	
Product data	Equipment	Adjusting	
Samples	Components	Cleaning	
Quality control and assurance submittals[2010]	Accessories	Demonstration	
Quality assurance submittals[2015]	Mixes	Protection	
design data, test reports, certificates, manufacturers' instructions, manufacturers' field reports, qualification statements	Fabrication	Maintenance	
Closeout submittals	Shop assembly--Fabrication tolerances	Schedules	
Quality Control and Assurance[2010]	Finishes		
Quality Assurance[2015]	Shop priming, Shop finishing		
Qualifications			
Regulatory requirements			
Certifications			
Manufacturer's field services			
Preinstallation meetings			
Source QC, incl. tests, inspection, verification of performance			
Field QC, incl. site tests, inspection, field samples			
Warranty			
Mock-ups			

APPENDIX 2 SPECIFICATION TEMPLATE GUIDE FOR A LEVEL-2 SSP

For this guide, go to http://oe.dot.ca.gov. For a 2015 specification, change *Quality Control and Assurance* to *Quality Assurance*.[2015]

Normal	¶
Header	{·XE·"<section·number>_Amm-dd-yy"·}¶
Header	Page·1·of·X¶
Header	¶
Header	¶
Instructions	**Section·<section·number>.·<Instructions·for·SSP·use>.¶**
Instructions	**<Comply·with·the·*Specification·Style·Guide*.>¶**
Instructions	**<Use·this·format·for·new·relatively·stand-alone·sections.·For·other·specifications,·match·the·format·of·the·existing·or·surrounding·sections.>¶**
Instructions	**<This·format·is·for·a·level·2·section.·Adjust·the·section·numbering·for·higher-·or·lower-level·sections.>¶**
Instructions	**¶**
Heading 1 No TOC	**<Introduction·("delete,"·"replace,"·or·"add"·statement)>¶**
Heading 2 No TOC	**XX-X.XX··<2nd-LEVEL·SECTION·TITLE>**·(Note:·If·a·section·title·already·exists·in·the·*Standard·Specifications*,·do·not·include·a·section·title·here.)¶
Heading 3 No TOC	**XX-X.XXA··General**·(Note:·If·this·section·is·not·used,·write·*Not·Used*·underneath·this·heading·and·eliminate·subsections.)¶
Heading 4	**XX-X.XXA(1)··Summary¶**
Instructions	**1.·<Instructions·are·highlighted·in·gray.·Add·necessary·instructions.·Do·not·include·design·guidance.·Include·paragraph·numbers·above·each·paragraph·only·if·paragraph·instructions·are·included·for·at·least·1·paragraph.>¶**
Normal	<text>.¶
Heading 4	**XX-X.XXA(2)··Definitions¶**
Instructions	**2.·<Use·*Hanging·(definition)*·style·for·definitions.·The·term·is·in·bold·text·and·with·a·case·matching·the·case·used·in·the·specifications,·followed·by·a·bold·colon.·The·definition·of·the·term·is·in·plain·text.·Maintain·the·"hanging"·to·emphasize·the·term.>¶**
Instructions	**<Do·not·leave·a·carriage·return·between·terms·or·after·the·last·term.>¶**
Hanging (definition)	**term1:**·<definition·of·the·term>.¶
Hanging (definition)	**term2:**·<definition·of·the·term>.¶
Heading 4	**XX-X.XXA(3)··Submittals¶**
Instructions	**3¶**
Normal	<text>.¶
Heading 4	**XX-X.XXA(4)··Quality·Control·and·Assurance¶**
Instructions	**4¶**
Normal	<text>.¶
Heading 3 No TOC	**XX-X.XXB··Materials**·(Note:·If·this·section·is·not·used,·write·*Not·Used*·underneath·this·heading·and·eliminate·subsections.·If·this·section·is·used·and·it·has·2·or·more·subsections,·do·not·add·text·directly·underneath·the·section·XX-X.XXB·heading.)¶
Heading 4	**XX-X.XXB(1)··General**·(Note:·If·section·XX-X.XXB(1)·is·not·used,·delete·the·heading.)¶
Instructions	**Pars.·5–7.·<Add·instructions·for·multiple·paragraphs·above·the·1st·paragraph·of·the·series.>¶**
Instructions	**5¶**
Normal	<text>.¶
Instructions	**6¶**
Normal	<text>.¶

Instructions
7¶
Normal
<text>.¶
Heading 4
XX-X.XXB(2)··<4th-Level·Section·Title>¶
Instructions
8¶
Normal
<text>.¶
Instructions
9.·<If·an·item·in·the·list·requires·editing,·add·instructions·for·the·editing·required,·but·(1)·do·not·add·instructions·directly·over·the·item·and·(2)·do·not·assign·a·paragraph·number·to·the·item.>¶
Normal
<Format·a·list·as·follows>:¶
Hanging
1.→ <Start·with·*Hanging*·style.>¶
Hanging
2.→ <Type·the·list·item·number·and·tab·over·to·add·the·list·item·description.>¶
Hanging
3.→ <Do·not·use·"automatic·numbered·lists.">¶
Indent 1 Hanging
3.1.→ <Use·*Indent·1·Hanging*·style.>¶
Indent 1 Hanging
3.2.→ <Next·list·item.>¶
Indent 2 Hanging
3.2.1.→ <Use·*Indent·2·Hanging*·style.>¶
Indent 2 Hanging
3.2.2.→ <Next·list·item.>¶
Indent 3 Hanging
3.2.2.1.→ <Use·*Indent·3·Hanging*·style>¶
Indent 3 Hanging
3.2.2.2.→ <Next·list·item.>¶
Indent 3 Hanging
3.2.2.3.→ <After·the·last·list·item,·leave·a·carriage·return·before·the·next·line·of·text.>¶
Indent 3 Hanging
¶
Instructions
10¶
Normal
<text>.¶
Heading 4
XX-X.XXB(3)··<4th-Level·Section·Title>¶
Instructions
11¶
Normal
<text>.¶
Instructions
12¶
Normal
<text>.¶

Heading 3 No TOC
XX-X.XXC··Construction·(Note:·If·this·section·is·not·used,·write·*Not·Used*·underneath·this·heading·and·eliminate·subsections.)¶
Heading 4
XX-X.XXC(1)··General¶
Instructions
13¶
Normal
<text>.¶
Instructions
14¶
Normal
<text>.¶
Heading 4
XX-X.XXC(2)··<4th-Level·Section·Title>¶
Heading 5
XX-X.XXC(2)(a)··General¶
Instructions
15¶
Normal
<text>.¶
Instructions
16¶
Normal
<text>.¶

Heading 5
XX-X.XXC(2)(b)··<5th-Level·Section·Title>¶
Heading 6
XX-X.XXC(2)(b)(i)··General¶
Instructions
17¶
Normal
<text>.¶
Instructions
18¶
Normal
<text>.¶
Heading 6
XX-X.XXC(2)(b)(ii)··<6th-Level·Section·Title>¶
Instructions
19¶
Normal
<Add·text·here·that·ties·to·the·table>:¶

<Table Title>[a] (optional)

Column heading	Column heading[b]	Column heading	
		Column subheading	Column subheading[c]
		--[c]	

[a] <Optional. Use *Table (Centered)* style and apply bold text. Add a table number to the table title if it clarifies references and refer to the table number instead of the title.>

[b] <Use alphabetic superscripts to reference notes to specific table elements.>

[c] <Use *Table (Centered)* style and center 2 hyphens in a cell with no data.>

Normal ¶

Instructions **20**

Normal <text>:

Hanging 1. <Item 1>

Hanging 2. <Item 2>

Hanging 3. <Add text here that ties to the table>:

Hanging ¶

<Table Title> (optional)

Column heading	Column heading

NOTE: <Add note that applies to the whole table here.>

Normal ¶

Instructions **21**

Normal <Add text here that ties to the table>:

<Table Title> (optional)

Column heading[a]	Column heading[b]	Column heading[c]

[a] <Add 1st note here.>

[b] <Add 2nd note here.>

[c] <Add 3rd note here.>

Normal ¶

Instructions **22**

Normal <If applicable, add more text here. If not, leave a carriage return between the table and the next heading style paragraph.>

Heading 3 No TOC **XX-X.XXD Payment** (Note: If this section is not used, write *Not Used* underneath this heading.)

Instructions **23**

Normal <Add text here. At the end of the specification, **DO NOT** leave a carriage return.>

APPENDIX 3 SPECIFICATION TEMPLATE GUIDE FOR A LEVEL-2 RSS

For this guide, go to http://oe.dot.ca.gov. For a 2015 specification, change *Quality Control and Assurance* to *Quality Assurance*.[2015]

Normal	¶
Header	XE:"RSS_<section number>_Amm-dd-yy" ¶
Header	Page 1 of X¶
Header	¶
Header	¶
Normal	Notes:¶
Hanging	1. Comply with the *Specification Style Guide*.¶
Hanging	2. Use this format for new relatively stand-alone sections. For other specifications, match the format of the existing or surrounding sections.¶
Hanging	3. This format is for a level 2 section. Adjust the section numbering for higher- or lower-level sections.¶
Normal	¶
Heading 1 No TOC	**<Introduction ("delete," "replace," or "add" statement)>¶**
Heading 2 No TOC	**XX-X.XX <2nd-LEVEL SECTION TITLE>** (Note: If a section title already exists in the *Standard Specifications*, do not include a section title here.)¶
Heading 3 No TOC	**XX-X.XXA General** (Note: If this section is not used, write *Not Used* underneath this heading and eliminate subsections.)¶
Heading 4	**XX-X.XXA(1) Summary¶**
Normal	<text>.¶
Heading 4	**XX-X.XXA(2) Definitions¶**
Hanging (definition)	**term1:** <Use *Hanging (definition)* style for definitions. The term is in bold text and with a case matching the case used in the specifications, followed by a bold colon. The definition of the term is in plain text. Maintain the "hanging" to emphasize the term.>¶
Hanging (definition)	**term2:** <Do not leave a carriage return between terms or after the last term.>¶
Heading 4	**XX-X.XXA(3) Submittals¶**
Normal	<text>.¶
Heading 4	**XX-X.XXA(4) Quality Control and Assurance¶**
Normal	<text>.¶
Heading 3 No TOC	**XX-X.XXB Materials** (Note: If this section is not used, write *Not Used* underneath this heading and eliminate subsections. If this section is used and it has 2 or more subsections, do not add text directly underneath the section XX-X.XXB heading.)¶
Heading 4	**XX-X.XXB(1) General** (Note: If section XX-X.XXB(1) is not used, delete the heading.)¶

Normal <text>.¶

Heading 4 **XX-X.XXB(2)··<4th-Level·Section·Title>¶**

Normal <text>.¶

Normal <Format·a·list·as·follows>:¶

Hanging 1.→ <Start·with·*Hanging*·style.>¶
Hanging 2.→ <Type·the·list·item·number·and·tab·over·to·add·the·list·item·description.>¶
Hanging 3.→ <Do·not·use·"automatic·numbered·lists.">¶
Indent 1 Hanging 3.1.→ <Use·*Indent·1·Hanging*·style.>¶
Indent 1 Hanging 3.2.→ <Next·list·item.>¶
Indent 2 Hanging 3.2.1.→ <Use·*Indent·2·Hanging*·style.>¶
Indent 2 Hanging 3.2.2.→ <Next·list·item.>¶
Indent 3 Hanging 3.2.2.1.→ <Use·*Indent·3·Hanging*·style>¶
Indent 3 Hanging 3.2.2.2.→ <Next·list·item.>¶
Indent 3 Hanging 3.2.2.3.→ <After·the·last·list·item,·leave·a·carriage·return·before·the·next·line·of·text.>¶
Indent 3 Hanging ¶
Normal <text>.¶

Heading 4 **XX-X.XXB(3)··<4th-Level·Section·Title>¶**

Normal <text>.¶

Heading 3 No TOC **XX-X.XXC··Construction**·(Note:·If·this·section·is·not·used,·write·*Not·Used*·underneath·this·heading·and·eliminate·subsections.)¶

Heading 4 **XX-X.XXC(1)··General¶**

Normal <text>.¶

Heading 4 **XX-X.XXC(2)··<4th-Level·Section·Title>¶**

Heading 5 **XX-X.XXC(2)(a)··General¶**

Normal <text>.¶

Heading 5 **XX-X.XXC(2)(b)··<5th-Level·Section·Title>¶**

Heading 6 **XX-X.XXC(2)(b)(i)··General¶**

Normal <text>.¶

Heading 6 **XX-X.XXC(2)(b)(ii)··<6th-Level·Section·Title>¶**

Normal <Add·text·here·that·ties·to·the·table>:¶

<Table·Title>[a]·(optional)

Column·heading	Column·heading[b]	Column·heading	
		Column·subheading	Column·subheading[c]
		--[c]	

[a]<Optional.·Use·*Table·(Centered)*·style·and·apply·bold·text.·Add·a·table·number·to·the·table·title·if·it·clarifies·references·and·refer·to·the·table·number·instead·of·the·title.>¶
[b]<Use·alphabetic·superscripts·to·reference·notes·to·specific·table·elements.>¶
[c]<Use·*Table·(Centered)*·style·and·center·2·hyphens·in·a·cell·with·no·data.>

Normal ¶

Normal <text>:¶

Hanging 1.→ <Item·1>¶
Hanging 2.→ <Item·2>¶
Hanging 3.→ <Add·text·here·that·ties·to·the·table>:¶
Hanging ¶

<Table Title> (optional)

Column heading	Column heading

NOTE: <Add note that applies to the whole table here.>

Normal ¶

Normal <Add text here that ties to the table>:¶

<Table Title> (optional)

Column heading[a]	Column heading[b]	Column heading[c]

[a] <Add 1st note here.>¶
[b] <Add 2nd note here.>¶
[c] <Add 3rd note here.>

Normal ¶

Normal <If applicable, add more text here. If not, leave a carriage return between the table and the next heading style paragraph.>¶

Heading 3 No TOC **XX-X.XXD Payment** (Note: If this section is not used, write *Not Used* underneath this heading.)¶

Normal <Add text here. At the end of the specification, **DO NOT** leave a carriage return.>¶

Normal Section Break (Next Page)

Normal ¶

Heading 1 Modified 14

Examples¶

Normal The following examples are models for style. Many are not actual specifications.¶

Normal ¶

Heading 1 List of Examples¶

TOC 2 Delete a section¶
TOC 2 Delete a paragraph¶
TOC 2 Delete a sentence¶
TOC 2 Delete a term¶
TOC 2 Delete a list item¶
TOC 2 Replace a reserved section¶
TOC 2 Replace "Reserved" with new section content¶
TOC 2 Replace a section, including section title, that is not a reserved section¶
TOC 2 Replace all section content but not the section title (change "paragraphs" to "paragraph" if the content consists of 1 paragraph)¶
TOC 2 Replace a section title only¶
TOC 2 Replace a paragraph¶
TOC 2 Replace a last paragraph of a section with more than 3 paragraphs¶
TOC 2 Replace a sentence¶
TOC 2 Replace a word, phrase, or short dependent clause¶
TOC 2 Replace a term throughout a section¶
TOC 2 Replace a term throughout a table¶

TOC 2 Replace a row in a table¶

TOC 2 Replace list items¶

TOC 2 Replace a term in an item of a list¶

TOC 2 Add a section to the end of a section 1 level above (assume no reserved sections and the subject fits)¶

TOC 2 Add a paragraph¶

TOC 2 Add a paragraph to a specific spot in a section (e.g., between the 2nd and 3rd paragraphs)¶

TOC 2 Add a sentence¶

TOC 2 Add a term, phrase, or dependent clause¶

TOC 2 Add a list item¶

TOC 2 ¶

TOC 2 ¶

Normal ¶

Heading 2 Delete a section¶

Normal ¶

Header XE:"RSS_9-1.11_Amm-dd-yy"¶

Header Page 1 of 1¶

Header ¶

Header ¶

Heading 1 No TOC Delete section 9-1.11.¶

Normal ¶

Heading 2 Delete a paragraph¶

Normal ¶

Header XE:"RSS_46-2.02B_Amm-dd-yy"¶

Header Page 1 of 1¶

Header ¶

Header ¶

Heading 1 No TOC Delete the 2nd paragraph of section 46-2.02B.¶

Normal ¶

Heading 2 Delete a sentence¶

Normal ¶

Header XE:"RSS_5-1.09A_Amm-dd-yy"¶

Header Page 1 of 1¶

Header ¶

Header ¶

Heading 1 No TOC Delete the 2nd sentence in the 6th paragraph of section 5-1.09A.¶

Normal ¶

Heading 2 Delete a term¶

Normal ¶

Header XE:"RSS_9-1.16E(2)_Amm-dd-yy"¶

Header Page 1 of 1¶

Header ¶

Header ¶

Heading 1 No TOC Delete "revised Contract" in item 1 in the list in the 1st paragraph of section 9-1.16E(2).¶

Normal ¶

Heading 2 — Delete a list item

Normal

Header — XE "RSS_46-2.01D(2)(b)_Amm-dd-yy"

Header — Page 1 of 3

Header

Header

Heading 1 No TOC — Delete item 5 in the list in the 1st paragraph of section 46-2.01D(2)(b).

Normal

Heading 2 — Replace a reserved section

Normal

Header — XE "RSS_75-1.03H_Amm-dd-yy"

Header — Page 1 of 1

Header

Header

Heading 1 No TOC — Replace section 75-1.03H with:

Heading 3 No TOC — 75-1.03H Isolation Casings

Normal — Isolation casing consists of installing steel plate or corrugated steel pipe to isolate a support from the surrounding soil.

Normal — Corrugated steel pipe must comply with section 66-1 and be made from zinc-coated steel sheet. Before cleaning and painting, slightly round sharp edges and edges that are marred, cut, or roughened in handling or installation. Clean edges of the pipe as specified for repairing damaged galvanized surfaces in section 75-1.05.

Normal — Where shown, paint galvanized steel surfaces under section 59-3.

Normal — Neoprene strips must comply with the specifications for strip waterstops in section 51-2.05 except that protective board is not required.

Normal — Structure backfill must comply with section 19-3.02B. Compact structure backfill to a relative compaction of at least 90 percent.

Normal — Place structure backfill under section 19-3.03E. Do not pond or jet the backfill.

Normal

Heading 2 — Replace "Reserved" with new section content

Normal

Header — XE "RSS_80-2.02A_Amm-dd-yy"

Header — Page 1 of 1

Header

Header

Heading 1 No TOC — Replace "Reserved" in section 80-2.02A with:

Normal — Posts must be metal.

Normal

Heading 2 — Replace a section, including section title, that is not a reserved section

Normal

Header — XE "RSS_12-7_Amm-dd-yy"

Header — Page 1 of 1

Header

Header

Heading 1 No TOC — Replace section 12-7 with:

Heading 1 No TOC — 12-7 RESERVED

Normal

Heading 2 — Replace all section content but not the section title (change "paragraphs" to "paragraph" if the content consists of 1 paragraph)

Normal

Header — XE "RSS_9-1.16F_Amm-dd-yy"

Header — Page 1 of 1

Header

Header

Heading 1 No TOC — Replace the paragraphs in section 9-1.16F with:

Normal — Section 9-1.16F applies to a non-federal-aid contract.

Normal The Department retains 10 percent of progress payments to ensure the Contractor fulfills the Contract except that after:¶

Normal <rest of specification>¶

Normal ¶

Heading 2 Replace a section title only¶

Normal ¶

Header XE:"RSS_20-2.03A(2)_Amm-dd-yy"¶

Header Page 1 of 1¶

Header ¶

Header ¶

Heading 1 No TOC Replace the heading of section 20-2.03A(2) with:¶

Heading 4 Transplanting Trees¶

Normal ¶

Heading 2 Replace a paragraph¶

Normal ¶

Header XE:"RSS_2-1.35_Amm-dd-yy"¶

Header Page 1 of 1¶

Header ¶

Header ¶

Heading 1 No TOC Replace the 1st paragraph of section 2-1.35 with:¶

Normal Submit each required proof of SSPC QP certification with your bid. Failure to do so results in a nonresponsive bid.¶

Normal ¶

Heading 2 Replace a last paragraph of a section with more than 3 paragraphs¶

Normal ¶

Header XE:"RSS_13-10.03A_Amm-dd-yy"¶

Header Page 1 of 1¶

Header ¶

Header ¶

Heading 1 No TOC Replace the last paragraph of section 13-10.03A with:¶

Normal Place any graveled-filled bags used within a shoulder area behind Type K temporary railing.¶

Normal ¶

Heading 2 Replace a sentence¶

Normal ¶

Header XE:"RSS_46-2.03A_Amm-dd-yy"¶

Header Page 1 of 1¶

Header ¶

Header ¶

Heading 1 No TOC Replace the 1st sentence of the 9th paragraph of section 46-2.03A with:¶

Normal The diameter of the drilled hole must be large enough to provide a minimum grout cover of 3/4 inch over the corrugated sheathing for the full length of the tendon.¶

Normal ¶

Heading 2 Replace a word, phrase, or short dependent clause¶

Normal ¶

Header XE:"RSS_7-1.04_Amm-dd-yy"¶

Header Page 1 of 1¶

Header ¶

Header ¶

Heading 1 No TOC Replace "20 days" in the 14th paragraph of section 7-1.04 with:¶

Normal 25 days¶

Normal ¶

Header ▪ XE:"RSS_8-1.10A_Amm-dd-yy"
Header ▪ Page 1 of 1
Header ▪
Header ▪
Heading 1 No TOC ▪ Replace "8-1.08B and 8-1.08C" in the 1st paragraph of section 8-1.10A with:
Normal 8-1.10B and 8-1.10C
Normal
Heading 2 ▪ Replace a term throughout a section
Normal
Header ▪ XE:"RSS_39_Amm-dd-yy"
Header ▪ Page 1 of 1
Header ▪
Header ▪
Heading 1 No TOC ▪ Replace "California Test 234" at each occurrence in section 39 with:
Normal AASHTO T 304
Normal
Heading 2 ▪ Replace a term throughout a table
Normal
Header ▪ XE:"RSS_83-1.02G(2)_Amm-dd-yy"
Header ▪ Page 1 of 1
Header ▪
Header ▪
Heading 1 No TOC ▪ Replace "A 36/A 36M" at each occurrence in the table in the 2nd paragraph of section 83-1.02G(2) with:
Normal ASTM A 709/A 709M
Heading 2 ▪ Replace a row in a table
Normal
Header ▪ XE:"RSS_88-1.02B_Amm-dd-yy"
Header ▪ Page 1 of 1
Header ▪
Header ▪
Heading 1 No TOC ▪ Replace the row for hydraulic bursting strength in the table in the 2nd paragraph of section 88-1.02B with:

▪ Puncture strength, lb min	ASTM D 6241	600

Normal
Heading 2 ▪ Replace list items
Normal
Header ▪ XE:"RSS_75-1.03D(2)_Amm-dd-yy"
Header ▪ Page 1 of 1
Header ▪
Header ▪
Heading 1 No TOC ▪ Replace items 3 and 4 in the list in the 1st paragraph of section 75-1.03D(2) with:
Hanging 3. Comply with ASTM A 276, Type 316
Hanging
Heading 2 ▪ Replace a term in an item of a list
Normal
Header ▪ XE:"RSS_48-2.01C(2)_Amm-dd-yy"
Header ▪ Page 1 of 1
Header ▪
Header ▪
Heading 1 No TOC ▪ Replace "20 days" in item 2 in the list in the 7th paragraph of section 48-2.01C(2) with:
Normal the specified review time
Normal

Heading 2	Add a section to the end of a section 1 level above (assume no reserved sections and the subject fits)
Normal	
Header	‡ XE:"RSS_50-1.03B(2)_Amm-dd-yy" ‡
Header	Page 1 of 1
Header	
Header	
Heading 1 No TOC	**Add to section 50-1.03B(2):**
Heading 5	**50-1.03B(2)(e) Debonding Prestressing Strands**
Normal	Where shown, debond prestressing strands by encasing the strands in plastic sheathing along the entire length shown and sealing the ends of the sheathing with waterproof tape.
Normal	Distribute the debonded strands symmetrically about the vertical centerline of the girder. The debonded lengths of pairs of strands must be equal.
Normal	Do not terminate debonding at any one cross section of the member for more than 40 percent of the debonded strands or 4 strands, whichever is greater.
Normal	Thoroughly seal the ends with waterproof tape to prevent the intrusion of water or cement paste before placing the concrete.
Normal	
Heading 2	Add a paragraph
Normal	
Header	‡ XE:"RSS_51-1.03E(5)_Amm-dd-yy" ‡
Header	Page 1 of 1
Header	
Header	
Heading 1 No TOC	**Add to section 51-1.03E(5):**
Normal	Drill the holes without damaging the adjacent concrete. If reinforcement is encountered during drilling before the specified depth is attained, notify the Engineer. Unless coring through the reinforcement is authorized, drill a new hole adjacent to the rejected hole to the depth shown.
Normal	

Heading 2 — Add a paragraph to a specific spot in a section (e.g., between the 2nd and 3rd paragraphs)¶

Normal ¶

Header — {XE "RSS_7-1.04_Amm-dd-yy"}¶
Header — Page 1 of 1¶
Header — ¶
Header — ¶

Heading 1 No TOC — **Add between the 18th and 19th paragraphs of section 7-1.04:¶**

Normal — Temporary facilities that could be a hazard to public safety if improperly designed must comply with design requirements described in the Contract for those facilities or, if none are described, with standard design criteria or codes appropriate for the facility involved. Submit shop drawings and design calculations for the temporary facilities and show the standard design criteria or codes used. Shop drawings and supplemental calculations must be sealed and signed by an engineer who is registered as a civil engineer in the State.¶

Normal ¶

Heading 2 — Add a sentence¶

Normal ¶

Header — {XE "RSS_39-1.03A_Amm-dd-yy"}¶
Header — Page 1 of 1¶
Header — ¶
Header — ¶

Heading 1 No TOC — **Add to the 1st paragraph of section 39-1.03A:¶**

Normal — If RAP is used, use Laboratory Procedure LP-9.¶

Normal ¶

Normal ¶

Header — {XE "RSS_51-2.02F(1)(c)_Amm-dd-yy"}¶
Header — Page 1 of 1¶
Header — ¶
Header — ¶

Heading 1 No TOC — **Add between the 2nd and 3rd sentences in the 1st paragraph of section 51-2.02F(1)(c):¶**

Normal — The test sample must be delivered in a sealed container labeled with the Contract number.¶

Normal ¶

Heading 2 — Add a term, phrase, or dependent clause¶

Normal ¶

Header — {XE "RSS_15-5.03B_Amm-dd-yy"}¶
Header — Page 1 of 1¶
Header — ¶
Header — ¶

Heading 1 No TOC — **Add between "60" and "days" in the 4th paragraph of section 15-5.03B:¶**

Normal — working¶

Heading 2 — Add a list item¶

Normal ¶

Header — {XE "RSS_80-3.02E_Amm-dd-yy"}¶
Header — Page 1 of 1¶
Header — ¶
Header — ¶

Heading 1 No TOC — **Add to the list in the 3rd paragraph of section 80-3.02E:¶**

Hanging — 3.→Be green¶

Normal ¶

The examples above are shown as RSSs. Use these examples for SSPs also. Exception: The example for deleting a section must be used for SSPs only. For an RSS, replace the section with a reserved section.

The *Add a paragraph* example may be used only for SSPs. For RSSs, specify where in a section a paragraph is added.

APPENDIX 4 SECTION 99 SPECIFICATIONS

Section 99 specifications are MasterSpecs (1) with MS Word paragraph styles converted to the styles used by non–section 99 specifications and (2) revised to reflect the Department's technical standards.

To convert a MasterSpec to a section 99 specification:

1. Open a MasterSpec
2. Run Building macro
3. Delete "RELATED DOCUMENTS" (Section 99-1 covers this)
4. Delete metric units and references
5. Change "Architect" to "Engineer"
6. Change "approved by the Architect" to "authorized"
7. Add a space between any list and heading
8. Make any changes needed to meet Department standards
9. Run Headerfix

To edit a building-construction specification:

1. Follow specification editing instructions
2. After editing:
   2.1. Delete all square brackets and angle brackets
   2.2. Unbold bolded noninstruction text

Section 99 specifications are formatted as follows:

SECTION MASTERSPEC NO. - MASTERSPEC TITLE (Paragraph Style SCT to Heading 2 No TOC*)

MASTERSPEC instructions. Section instructions are below the section no. and title.

PART 1 - GENERAL (Paragraph Style PRT to Heading 3 No TOC*)

1.1 ARTICLE TITLE (Paragraph Style ART to Heading 4*)

MASTERSPEC instructions. Text instructions are right above the text to be edited.

A. Paragraph (Paragraph Style PR1 to Building Indent 1 Hanging*)
   1. Subparagraph (Paragraph Style PR2 to Building Indent 2 Hanging*)
      a. Subparagraph (Paragraph Style PR3 to Building Indent 3 Hanging*)

      MASTERSPEC instructions. Text Instructions are not numbered.

      b. Subparagraph (Paragraph Style PR3 to Building Indent 3 Hanging*)
         1) Subparagraph (Paragraph Style PR4 to Building Indent 4 Hanging*)
            a) Subparagraph (Paragraph Style PR5 to Building Indent 5 Hanging*)
   2. Subparagraph (Paragraph Style PR2 to Building Indent 2 Hanging*)

1.2 ARTICLE TITLE (Paragraph Style ART to Heading 4*)

A. Paragraph (Paragraph Style PR1 to Building Indent 1 Hanging*)
   1. Subparagraph (Paragraph Style PR2 to Building Indent 2 Hanging*)
      a. Subparagraph (Paragraph Style PR3 to Building Indent 3 Hanging*)

PART 2 - PRODUCTS (Paragraph Style PRT to Heading 3 No TOC*)

2.1 ARTICLE TITLE (Paragraph Style ART to Heading 4*)

A. Paragraph (Paragraph Style PR1 to Building Indent 1 Hanging*)

MASTERSPEC instructions. Options are words and phrases enclosed in square brackets ([ ]) and in boldface for easy identification. In some cases, only one option from those shown should be selected. In other cases, you may select one or more options. When deleting options, the text, bracket pair and the boldface must be removed.

   1. Subparagraph (Paragraph Style PR2 to Building Indent 2 Hanging*)

a. Subparagraph (Paragraph Style PR3 to Building Indent 3 Hanging*)
2. Subparagraph (Paragraph Style PR2 to Building Indent 2 Hanging*)

2.2 ARTICLE TITLE (Paragraph Style ART to Heading 4*)

A. Paragraph (Paragraph Style PR1 to Building Indent 1 Hanging*)
1. Subparagraph (Paragraph Style PR2 to Building Indent 2 Hanging*)
a. Subparagraph (Paragraph Style PR3 to Building Indent 3 Hanging*)

PART 3 - EXECUTION (Paragraph Style PRT to Heading 3 No TOC*)

3.1 ARTICLE TITLE (Paragraph Style ART to Heading 4*)

A. Paragraph (Paragraph Style PR1 to Building Indent 1 Hanging*)

MASTERSPEC instructions. MASTERSPEC section text includes insert notes (notes) that are phrases enclosed in angle brackets (< >) and in boldface **for easy identification. The phrases prompt you to fill in the appropriate information and may offer an example. In some cases, notes are included after options and prompt you to add a custom requirement to the listed requirements. For each project, notes can be replaced with appropriate text, deleted if inappropriate, or kept for later editing.**

1. Subparagraph (Paragraph Style PR2 to Building Indent 2 Hanging*)
B. Paragraph (Paragraph Style PR1 to Building Indent 1 Hanging*)

END OF SECTION MASTERSPEC NO. (Paragraph Style EOS to Heading 2 No TOC*)

*Converted by Building macro.

APPENDIX 5 2010 BACKGROUND

Appendix 5 includes background on the development of the 2010 *Standard Specifications* and SSPs. The text in these appendixes is the same as in the previous version.

APPENDIX 5-1 3-COLUMN CONVERSION [APPENDIX 4 OF PREVIOUS VERSIONS OF THE STYLE GUIDE]

Appendix 4 applies to the conversion of 2006 to 2010 specifications.

Incorporate into the *Standard Specifications*:

1. Amendments
2. SSP clauses not peculiar to a specific project. The following are examples of special provisions to be incorporated into the *Standard Specifications*.
   - 2.1. The *Standard Specifications* has a section on bridge removal. An SSP used for all projects involving bridge removal exists. Incorporate the clauses from this SSP into the *Standard Specifications* that are non-project-specific changes to bridge removal work. (I.e., they are not specifications peculiar to the project and, by the definition of *special provisions*, should have been amendments.)
   - 2.2. Incorporate specifications with conditional instructions by converting the instructions to conditional text. If a paragraph has more than 3 conditions, consider leaving the paragraph in the SSP.

     2006 paragraph instruction: Use only when no membrane seal is shown on the plans.
     2010 standard specification: Where membrane seal is not shown, <*Style Guide* version of the paragraph that followed the instructions>.

     2006 SSP instruction: Use in all projects receiving Federal Aid.
     2010 standard specification: Section <section no.> applies to a federal-aid contract.

     2006 paragraph instruction: Use for all projects in District 7.
     2010 standard specification: In District 7, <specification standard to District 7 projects>.

     2006 SSP instruction: Use for all projects in District 7.
     2010 standard specification: Section <section no.> applies to a District 7 project.

   - 2.3. If an SSP is used with another SSP, specify that the one specification complies with the other.

     2006 SSP Instruction: Use with SSP <SSP no.>.
     2010 standard specification: Comply with <*Standard Specifications* section no. of converted SSP>.

   - 2.4. Do not include paragraphs that must be filled in unless one requirement is used for most jobs; in which case, include the paragraph and fill in the blank with the typical requirement and create an SSP for other requirements.

     2006 instructions: Fill in the minimum cementitious material content of concrete backfill. This is normally 505 pounds of cementitious material per cubic yard.
     2006 special provision: Concrete backfill of the types listed in the engineer's estimate encasing the steel soldier piles below the lagging shall contain not less than _____ pounds of cementitious material per cubic yard and shall conform to the provisions in section 90, "Portland Cement Concrete," of the Standard Specifications and these special provisions.
     2010 standard specification: For concrete backfill encasing steel soldier piles below the lagging, use concrete complying with section 90 and containing at least 505 pounds of cementitious material per cubic yard.
     2010 SSP (part):

Section 19-3.xyz. Use if the designer requests concrete containing more than 505 pounds of cementitious material per cubic yard.

1. Edit for the minimum cementitious material content.

Replace the 13th paragraph of section 19-3.xyz with:

For concrete backfill encasing steel soldier piles below the lagging, use concrete complying with section 90 and containing at least _____ pounds of cementitious material per cubic yard.

2.5. If a paragraph has an instruction to edit under certain situations, add the paragraph to the *Standard Specifications* and create an SSP for the edit.
2006 instructions: Edit. Check with designer on bridges over 400 feet long.
2006 special provision: D. Only one piece of equipment may be on the bridge at one time.
2010 standard specification: 4. At most 1 piece of equipment may be on the bridge at one time.
2010 SSP:

Section 5-1.19B(3). Use if (1) a bridge with a material hauling equipment loading lane is over 400 feet long (2) if the designer allows more than 1 piece of equipment on the bridge at one time. Use value provided by designer.

1. Edit for number of pieces.

Replace item 4 of the 3rd paragraph of section 5-1.19B(3) with:

4. At most _____ pieces of equipment may be on the bridge at one time.

3. Specifications shown on standard plans.

Fill in the 3-column template as follows:

2010 *Standard Specifications*	**2006 *Standard Specifications* with amendments**	**2006 SSPs and standard plan notes**
	Step 1: Copy and paste your 2006 *Standard Specifications* section with amendments, pasting only about 15 pages in each table cell. The amendments are from S1-020 dated 08-01-08. Select each table greater than 4.2 inches individually; go to "Table>Table Properties . . ." and convert table width to 4.2 inch maximum. If you move part of a section, use the heading in both locations and add "(part)" to the heading.	Step 4: Determine which 2006 SSPs to include in the 2010 *Standard Specifications*. Copy and paste those SSPs by matching up subject matter to Column 2. Select each table greater than 4.2 inches individually; go to "Table>Table Properties . . ." and convert table width to 4.2 inch maximum. [Tip: After the insertion of SSPs make sure each cell of the 3-column document has a maximum of 20 pages.]
	Step 2: Replace standard specifications and amendments with any amendments dated after 08-01-08. Italicize the updated amendments. Add "S1-020_<S1-020 date>"	Step 5: Analyze each paragraph of each SSP and determine which parts will be included in the 2010 *Standard Specifications*. Strike and hide the paragraphs that will not be included.

	number next to the updated amendment. If no heading exists, add it above the amendment.	Include instructions. (They may be converted to conditional specifications or used to fill in blanks.) If SSPs have similar clauses, use only one version of the clauses. Reduce variation. Clause x is for this situation and clause y is for that situation. Ask: Are the situations different enough that you need different clauses? If not, combine the clauses into one that covers both situations.
	Step 3: Delete (use red, strike and hide): 1. Specifications covered by other specifications 2. Obsolete specifications Add comments to explain the deletions.	Step 6: Delete (use red; strike and hide): 1. Specifications covered by other specifications 2. Obsolete specifications Add comments to explain the deletions.
	Step 7: Delete (use red; strike and hide) standard specifications and amendments overridden by SSP clauses that are not project specific.	
		Step 8: Determine which 2006 Standard Plan notes to include in the 2010 *Standard Specifications*. Move notes here.
Step 9: Rewrite in 2010 format. For 2010, section titles are not included where referencing a section. However, you will need them for cross-reference checks. Therefore, show section titles in green font as follows: space<section title>. [Tip: CTRL+Tab allows you to tab in table cells.]		

Copy the specifications from the 1st column into a 1-column template.

Use the following naming convention:

Document type	File name	Section 75 example
3-column document	SS3_<section no.>_D<date>	SS3_75_D11-08-08.doc
1-column document	SS_<section no.>_D<date>	SS_75_D11-08-08_Vx[a].doc
Final draft	SS_<section no.>_A<date>	SS_75_A11-08-08.doc

[a] x=version no.

Rewrite the remaining SSPs as follows:

1. Combine SSPs for similar work.
2. Reduce variation as was done while rewriting of the 2010 *Standard Specifications*.
3. If you filled in a blank while rewriting of the 2010 *Standard Specifications*, include a replacement paragraph in the SSP.

Cancel obsolete SSPs.

Parallel 2006 and 2010 specifications as follows:

You may make a significant technical change to the 2010 specifications only if you make the same change to the 2006 specifications. Significant technical changes are changes that affect the end product. The 2010 specifications and these changes to the 2006 specifications will be published concurrently. Do not revise 2006s to update obsolete specifications or references. Examples:

Polycarbonate and glass widgets are specified in the 2006 specifications. Industry no longer makes glass widgets, so the end result is the Contractor using polycarbonate widgets. Specify the polycarbonate widget in the 2010s but do not update the 2006s to match. The change would make no difference at the end.

Polycarbonate and glass widgets are specified in the 2006 specifications. Industry makes both polycarbonate and glass widgets, but the Department has decided to use only polycarbonate widgets. Specify the polycarbonate widget in the 2010s and update the 2006s to match.

Do not update 2006 specifications for only style purposes. Style includes language, formatting, and organization.

APPENDIX 5-2 MINIMUM SSP REQUIREMENTS TO MEET THE 2010 DEADLINE [APPENDIX 5 OF PREVIOUS VERSIONS OF THE STYLE GUIDE]

In order to complete the 2010 specifications by the scheduled date, (1) you do not have to incorporate SSPs as described in step 2 under "Incorporate into the *Standard Specifications*" in appendix 4, "3-Column Conversion," of the *Style Guide* and (2) for SSPs not incorporated, you do not have to follow the guidance in the *Style Guide* except:

1. Each SSP must be in the 2010 template.
2. No SSP may conflict with sections 1 through 15 of the 2010 *Standard Specifications*.
3. You must comply with section 31, "RSSs and SSPs," of the *Style Guide* (amendment style).
4. For an SSP with information that does not fit into an existing section, a reserved section must be created for any SSP not incorporated. The reserved section must be where the SSP would have been incorporated. Include the SSP heading as the heading in the *Standard Specifications*. If the reserved section is for growth, use "Reserved" as the heading in the *Standard Specifications.*

For a published SSP	For growth
"Widgets" will show up in the TOC if you write this: x-x.xx WIDGETS Reserved	"Widgets" will not show up in the TOC if you write this: x-x.xx RESERVED

5. You must comply with section 2, "Reference for Grammar, Usage, Capitalization, and Punctuation."
6. You must comply with the guidance on mandatory expressions in section 6, "Expressions," of the *Style Guide*.
7. You must comply with section 7, "Terms for Alteration and Repair," of the *Style Guide*.
8. You must comply with section 9, "Common Clauses and Phrases," of the *Style Guide*.
9. You must comply with section 10, "Payment Clauses," of the *Style Guide*.
10. You must comply with the guidance on days in section 22, "Measurements," of the *Style Guide*.

APPENDIX 6 RESERVED

APPENDIX 7 CHECKLIST

Appendix 7 includes a checklist to be used to ensure you complied with specific parts of the *Style Guide*.

Use the blank rows add to any additional rules you need help in remembering.

This checklist is not a release of your responsibility to comply with parts the *Style Guide* not specifically described in this checklist.

Complying with the *Style Guide* means that you:

1. Complied with *The Chicago Manual of Style* as described in the *Style Guide*
2. Complied with *Webster's Third New International Dictionary* and its chief abridgement, *Merriam-Webster's Collegiate Dictionary*, as described in the *Chicago Manual of Style*

Web sites and other writing guides are referred to in this checklist for explanations of specific subjects. Inclusion of a Web site or writing guide in this document does not mean that all of the styles described at the site have been adopted.

Technical Correctness

√	To do	Reference
	Check references to sections in divisions I and II.	Section 1-1.01 of the *Standard Specifications*: Division I includes general specifications applicable to every contract unless specified as applicable under certain conditions. Division II includes specifications for general construction applicable to every contract unless specified as applicable under certain conditions.
	Use *change order work*, not *as extra work.*	Sections 1-1.04B and 4-1.05 of the *Standard Specifications*.
	Use *Authorized Material List* or *Authorized Material Source List*, not *Pre-Qualified Products List.*	Section 1-1.08 of the *Standard Specifications*:
	Use *authorized*, not *approved* for the Engineer.	Sections 1-1.01 and 5-1.03 of the *Standard Specifications*.
	Use *Department-furnished material*, not *State-furnished material.*	Section 6-2.03 of the *Standard Specifications*.
	Use *Engineer* for the *Resident Engineer* or his authorized representatives.	Glossary of the *Standard Specifications*.

Grammatical Correctness

√	Topic	Reference
	Ensure *may* is not used for requirements.	Section 3 of the *Style Guide*; Section 4.2 of *Guidelines for Drafting and Editing Court Rules* by Bryan A. Garner
	Check introductions to lists, including lists in instructions. If the list is not inclusive, something like *one of the following* or *either of the following* introduces the list. Ensure lists in instructions follow the same rule.	Section 29 of the *Style Guide*
	Ensure *only* is placed nearest the word, phrase, or clause it modifies.	Sections 5.80 of *Chicago* for adjectival use; section 5.155 of *Chicago* for adverbial use
	Use em dashes, en dashes, and hyphens correctly. (Check 1-inch vs. 1 inch and similar.)	Sections 22, 25, 26, and 30 of the *Style Guide*; Sections 6.80–6-94 and 7.82–7.90of *Chicago*; http://www.chicagomanualofstyle.org/CMS_FAQ/HyphensEnDashesEmDashes/HyphensEnDashesEmDashes_questions01.html; Q&A no. 12 in *2010 Style Q&A*
	Check *if* vs. *when.*	Q&A no. 2 in *2010 Style Q&A*
	Check *if* vs. *whether* vs. *whether or not.*	Section 5.202 of *Chicago*; http://grammar.quickanddirtytips.com/if-versus-whether.aspx
	Check *which* vs. *that.*	Section 5.202 of *Chicago*
	Check *non* vs. *non-* vs. *non–*.	Section 7.90 of *Chicago*
	Check *such that* vs. *so that.*	Q&A no. 6 in *2010 Style Q&A*
	Check *activity* vs. *operation.*	Q&A no. 8 in *2010 Style Q&A*
	Check *specifications* vs. *requirements.*	Q&A no. 7 in *2010 Style Q&A*
	Check that spelling is correct.	Run spell checker

Format

√	Topic	Reference
	Use the published specification template.	Section 33 and appendix 2 of the *Style Guide*
	Use correct Word styles.	Section 33 and appendix 2 of the *Style Guide*
	Delete any nonstandard styles.	Section 33 of the *Style Guide*
	Run **Header Fix**.[a]	Section 33 of the *Style Guide*
	Ensure **Header** shows up from page 2 and beyond.[a]	Running **99 Header Fix** will do this.
	Ensure document is saved with header and footer set as "Different first page."[a]	Section 33 of the *Style Guide*
	Use **Automatic Color**.	Section 33 of the *Style Guide*
	Ensure document is saved with view set as Draft.	Section 33 of the *Style Guide*
	Ensure document is saved with size set at 100%	Section 33 of the *Style Guide*
	Ensure document is saved with styles to show in the Style Pane Options set as "In current document."	Section 33 of the *Style Guide*
	Ensure document is in MS Word compatibility mode.	Using the template guide will ensure this.

	Do not use **Track Changes**.	Section 33 of the *Style Guide*
	Do not use hyperlinks	Section 33 of the *Style Guide*
	Do not use comments.	Section 33 of the *Style Guide*
	Do not use shaded text except in SSP instructions.	Section 33 of the *Style Guide*
	Do not use fields.	Section 33 of the *Style Guide*
	Do not use embedded pictures.[a]	Section 33 of the *Style Guide*
	Do not use bullets.	Section 33 of the *Style Guide*
	Do not use headings in lists or pars. No spec may have the following or similar: Coating hardness - Finish must have pencil lead hardness of HB, minimum, using an Eagle Turquoise pencil. Salt spray resistance - Undercutting coating system's film must not exceed 1/8-inch average, from lines scored diagonally and deep enough to expose the base metal, after 336 hours of exposure in a salt spray cabinet complying with ASTM B 117.	Section 32 of the *Style Guide*; Appendix 2 of the *Style Guide*
	Do not use asterisks for paragraphs that require editing.[a]	The *Style Guide* does not tell you to add them; SSP examples do not show them.
	Use the table format described in the *Style Guide*.	Section 30 of the *Style Guide*; Appendix 2 of the *Style Guide*
	Ensure table headings are in sentence case.	Section 30 of the *Style Guide*; Appendix 2 of the *Style Guide*
	Do not add a line space before a table where the table introduction is in **Normal**.	Section 30 of the *Style Guide*; Appendix 2 of the *Style Guide*
	Use the legal citation style described in the *Style Guide*. (29 USC § 201 et seq., not Title 29 of the United States Code, Section 201 and the following)	Section 30 of the *Style Guide*
	Use the reference format described in the *Style Guide*. (ASTM E 186, MIL-P-6883, Federal Specification RR-F-621}	Section 11 of the *Style Guide*
	Use title case for *Not Used*.	Section 32-2 and appendix 2 of the *Style Guide*
	Specify temperatures as described in the *Style Guide* (*75 degrees F* for text and *75 °F* for tables).	Section 22 of the *Style Guide*
	Use the serial comma.	Section 13-2 of the *Style Guide*
	Use uppercase only as described in the *Style Guide*.	Section 13-1 of the Style Guide
	Use *section*, not *Section*.	Section 13-1 of the *Style Guide*
	Specify numerals and spelled-out numbers as described in the *Style Guide*.	Section 17 of the *Style Guide*
	Use 1st, 2nd, 3rd as described in the *Style Guide*.	Section 17 of the *Style Guide*
	Use commas, not spaces, in numerals containing 4 or more digits.	Section 17 of the *Style Guide*
	Do not use *(s)*.	http://www.chicagomanualofstyle.org/CMS_FAQ/Plurals/Plurals05.html; http://www.writersblock.ca/tips/monthtip/tipapr98.htm
	Use *par.*, not *para.* in instructions.	Section 15.45 of *Chicago*; SSP examples in section 31 of the *Style Guide*
	Do not overcapitalize.	Section 13-1 of the *Style Guide*; Sections 5-6 and 8-2 of *Chicago*; Q&A no. 22 in *2010 Style Q&A*
	Use 1 space, not 2, after periods and colons.	Section 13-8 of the *Style*

		Guide
	In a list, use a blank line for info to be filled in.	Section 29 and appendix 2 of the *Style Guide*
	Do not use nonbreaking spaces.	Section 13-5 of the *Style Guide*
	Do not use nonbreaking hyphens.	Section 13-5 of the *Style Guide*
	Avoid abbreviations in headings.	Section 14 of the *Style Guide*
	Do not use curly quotation marks.	Section 13-7 of the *Style Guide*
	Add index entries. (Use same format as existing.)[b]	Existing index entries.

[a]For SSPs only
[b]For standard specifications only

Wording

√	Topic	Reference
	Use Mandatory Expressions.	Section 6 of the *Style Guide*
	Ensure each subsection begins with a general section[a].	Section 32-1 and appendix 2 of the *Style Guide*
	Ensure each section begins with "Section <section no.> includes <general> [if applicable] specifications for <description of work>."[a]	Section 32-3 and appendix 2 of the *Style Guide*
	Ensure each description of work begins with a gerund.[a]	Section 32-3 and appendix 2 of the *Style Guide*
	Use *Replace "Reserved" in section xx-xxx with:* for the introduction to an SSP for the replacement of a section with *Reserved* as its 1st par.	Section 31 of the *Style Guide* (minimize revisions)
	Use *highway*, not *highway right-of-way.*	Section 3 of the *Style Guide*
	Use *Saturday or holiday*, not *Saturday, Sunday, or legal holiday.*	Definition of *holiday* in section 1 of the *Standard Specifications*

[a]For reorganized sections only