

APPENDIX G SPECIFICATION TOOLS AND GUIDANCE

SPECIFICATION TEMPLATES

The following 3 types of templates are used for specification development and processing:

1. "Macros" template contains all of the macros (e.g., strike and hide text, insert ssp).
2. "Normal" template is the customized global document template that contains the document settings (e.g., autocorrect, option settings).
3. "SSP" template contains the standard document paragraph styles.

Use the templates (and installation instructions) available at:
(http://www.dot.ca.gov/hq/esc/oe/specifications/tools/2010_temp.php)

SPECIFICATION TEMPLATE GUIDES

Specification template guides are documents created using the correct format and standard document paragraph styles. (Note: These guides do not replace the specification templates mentioned above. The templates must still be installed for specification work.)

For assembling a special provision package, use the SP_TEMPLATE.docx template guide available at
(http://www.dot.ca.gov/hq/esc/oe/specifications/SSPs/2010-SSPs/ssp_read_first/)

For specification development work, use the template guides available at
(http://www.dot.ca.gov/hq/esc/oe/specifications/tools/2010_temp.php)

SPECIFICATION EDITING

When editing specifications, use the following editing standards for uniformity and to identify the individual responsible for an edit:

- → User initials are “comment” style.¶
- → New text is blue and underlined.¶
- → Deleted text is ~~red struckthrough and hidden~~.¶

Interpret the term "delete" in the instructions of the SP template and specifications as "strike and hide."

Do not use the Microsoft Word track changes function.

Do not use hyperlinks, comments, highlighted text, fields (headers are okay), embedded pictures, or bullets.

Check your document with hidden text turned on and turned off to ensure correct style and formatting in your document.

See list of tools and guidance at the end of this appendix for additional editing information.

SSP Editing by Specification Engineer or Owner

Identification	Commentary
District User Initials** (e.g., JAD**)	A District specification writer identifies an edit by adding his or her initials and a double asterisk. The identification precedes each edited paragraph. Information about the edit is added after the identification. For a large project that has many edits, adding the date of the edit is recommended.
SOE User Initials## (e.g., JAD##)	An SOE specification writer identifies an edit by adding his or her initials and a double pound. The identification precedes each edited paragraph.
Owner's first initial and last name** (e.g., J.Duncan**)	An Owner identifies an edit by adding his or her first initial, last name, and a double asterisk. The identification precedes each edited paragraph.
NEW + User Initials** (e.g., NEW JAD**, NEW JAD ##, or NEW J.Duncan**)	For adding a new section or subsection, add "NEW" to the beginning of the identification. A new subsection typically has a subsection title. For adding a new paragraph to an existing SSP, do not add "NEW" to the identification.

SSP Editing by DES-OE Reviewer

Identification	Commentary
DES-OE User Initials*** (e.g., JAD***)	A DES-OE reviewer identifies an edit by adding his or her initials and a triple asterisk. The identification precedes each edited paragraph.
NEW + User Initials*** (e.g., NEW JAD***)	For adding a new section or subsection, the DES-OE reviewer adds "NEW" to the beginning of the identification. A new subsection typically has a subsection title. For adding a new paragraph to an existing SSP, "NEW" is not added to the identification.
ADDED + User Initials*** (e.g., ADDED JAD***)	For adding a new SSP to the PS&E submittal, the DES-OE reviewer adds "ADDED" to the beginning of the identification.
UPDATED + User Initials*** (e.g., UPDATED JAD***)	For updating the version of an SSP in the PS&E submittal, the DES-OE reviewer adds "UPDATED" to the beginning of the identification.
DELETED+ User Initials*** (e.g., DELETED JAD***)	For removing an SSP from the PS&E submittal, the DES-OE reviewer adds "DELETED" to the beginning of the identification. The entire SSP except the SSP No. and issue date are removed. The identification is inserted before the SSP number.

The following are examples of applying the editing standards mentioned above.

Edit a paragraph:

- 1. Edit for number of days. Typically use 15 days. ¶
- Add to section 86-1.03: ¶
- JAD*** ¶

Submit a schedule of values within 15 days after Contract approval. ¶

Strike and hide a paragraph:

- 12. Use on undivided highways as needed. Edit as recommended by the District Traffic Manager or the District TMP Manager for the type of operation that requires the stopping of traffic, including erection of girders, falsework erection and removal, and time requirements. ¶
- JAD*** ¶

~~During blasting, hauling, and slide removal excavation operations, the road may be closed and traffic stopped for periods not to exceed _____ hours _____ minutes. After 1 closure is made, all accumulated traffic must pass through the work zone before another closure is allowed. ¶~~

Strike and hide a series of paragraphs:

(Note: Do not strike and hide the 1st paragraph's instructions.)

- ~~Pars. 26–28. Use if project includes bridges that require the erection of precast girders or falsework. ¶~~
- ~~26. Use for precast members. Edit for route information. ¶~~
- ~~JAD** ¶

~~Precast concrete members must not be cast within the right of way of Route _____ ¶~~~~
- ~~27. Use for precast or steel bridge girders. Edit for type of girder and route/street information. ¶

Erect _____ girders over Route _____ Street. 1 span at a time. During girder erection, traffic in the lanes over which girders are being placed must be detoured or stopped as specified in section 12.4.02A. ¶~~
- ~~28. Edit for type of operation. ¶

Have the necessary materials and equipment on site to erect or remove the girders _____ falsework _____ in any 1 span _____ or over any 1 opening _____ before detouring _____ or stopping traffic. ¶~~

Strike and hide rows in the middle of the table:

(Note: Strike and hide the mark at the end of each row with each row.)

- ~~4. Use if designated holidays are specified or if lane requirement charts are included. Edit for holidays that do not generate heavy traffic through the project. ¶~~
- ~~JAD** ¶

Designated holidays are as shown in the following table. ¶

Designated Holidays ^a	
Holiday ^a	Date observed ^a
New Year's Day ^a	January 1st ^a
Washington's Birthday^a	3rd Monday in February^a
Memorial Day^a	Last Monday in May^a
Independence Day ^a	July 4th ^a
Labor Day ^a	1st Monday in September ^a
Veterans Day ^a	November 11th ^a
Thanksgiving Day ^a	4th Thursday in November ^a
Christmas Day ^a	December 25th ^a

¶~~

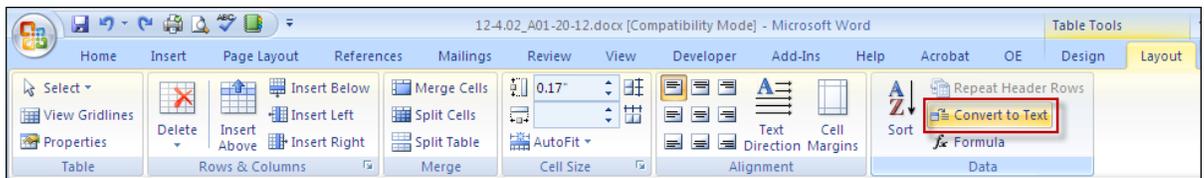
Strike and hide the 1st or last row of the table:

(Note: If the 1st row below the column headings is struck and hidden, the double line format of the bottom border of the column headings gets replaced by a single line format. If the last row of a table is struck and hidden, the last remaining row will lose its bottom border. Therefore, for these instances, the following steps must be performed.)

1. Strike and hide the rows as shown above:



2. Highlight the struck and hidden rows and convert the rows to text by selecting the command "Convert to Text" and separating the text using commas:



3. The converted rows will have this format:

4. Use if designated holidays are specified or if lane requirement charts are included. Edit for holidays that do not generate heavy traffic through the project. ¶

JAD**¶

Designated holidays are as shown in the following table: ¶

Designated Holidays¶	
Holiday¶	Date observed¶
New Year's Day¶	January 1st¶
Washington's Birthday¶	3rd Monday in February¶
Memorial Day¶	Last Monday in May¶
Independence Day¶	July 4th¶
Labor Day¶	1st Monday in September¶
Veterans Day¶	November 11th¶

¶ Thanksgiving Day 4th Thursday in November ¶

¶ Christmas Day December 25th ¶

¶

Strike and hide list items:

(Note: Renumber the list after list items are struck and hidden.)

20. Select appropriate methods and edit or delete pars. 21–33 to agree. ¶

12-3.16G Service ¶

12-3.16G(1) General ¶

JAD**¶

Use one of the following methods to provide power for the TSS: ¶

1. → Commercial power from an existing utility company ¶

~~2. → Commercial power with a generator backup ¶~~

~~23. → Generator system with an additional generator as a backup ¶~~

ADDITIONAL GUIDANCE

Specification Style Guide 2010

(http://dot.ca.gov/hq/esc/oe/construction_contract_standards/2010/Style_Guide_2010-2015.pdf)

Standard Editing for Specification Development and Processing

(http://www.dot.ca.gov/hq/esc/oe/rtl/std_editing.pdf)

Correcting Styles with the SSP Template

(<http://oe.dot.ca.gov/>)

NSSP Guidance for the 2010 Standards

(<http://www.dot.ca.gov/hq/esc/oe/2010/2010%20training/>)

Outline leveling

(Includes information regarding erroneous TOCs caused by the use of document map feature of Microsoft Word.)

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