

# Request for a Project Specific Special Provision (PSSP)

If it is a new or revised PSSP, please include a Draft copy with the changes that are needed (**with Track changes turned on**). A copy can be sent to you for editing if needed.

Please email completed form to [PSSPRequest@dot.state.al.us](mailto:PSSPRequest@dot.state.al.us) with subject = "PSSP Needed" plus *Project No.* and *Subject*. (Example: *PSSP Needed STPBH-3716(256) Concrete Truck Apron*)

<b>Date:</b>		<b>Indicate if Urgent:</b>		<b>Indicate if Local:</b>	
<b>Requestor Name/Email:</b>					
<b>Project No/ County:</b>					
<b>Letting Date:</b>					
<b>Subject:</b>					
<b>Spec/Pay Item Section(s):</b>					
<b>Explanation: (Please explain why the PSSP is needed.)</b>					
<b>New Pay Item(s) Needed?:</b>					
<b>Comments:</b>					

## The PSSP Creation Process

- A new PSSP is requested because a new process or item is needed or a current process has changed and no longer conforms to the Standard Spec Book.
  - Sometimes these have already been created and can be used on multiple projects.
- A Draft PSSP is created.
  - These can be created by consultants, designers, Construction Bureau personnel, Materials and Tests Bureau personnel, or other Subject Matter Experts (SMEs).
  - This usually begins by taking the current Spec Section and making changes but it can be a brand new Spec Section. The Specification Engineer can provide a copy of this if needed. **Please make sure to Track Changes.**
  - In either case, it must follow the same format as the current Specifications Book.
    - We are developing a Style and Formatting Guide that should be available soon.
    - The exception to this would be a building project or a utility project where a unique Specification is created by a consultant and a cover sheet in the usual PSSP format is attached to indicate that it is part of the specs for a particular project.
- The Draft PSSP is sent to the Specifications Engineer for review.
  - The format and basic content is checked by the Specifications Engineer.
  - The PSSP will be sent to any SMEs in the Department for their review (Construction, Maintenance, M&T, Traffic Design, etc.).
- Once all reviews are completed, the final formatting changes will be made and a PSSP number will be assigned in CAMMS.
- As the Letting Date approaches, the OE Plans and Proposals office will request that the PSSP be added to the project in CAMMS and they will include it in the Proposal.