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# Developmental Specifications

**Design Manual**  
**Chapter 120**  
**Specifications**

Originally Issued: 07-12-10

Revised: 3-4-21

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The DOT has developed many [Developmental Specifications](#) (DS's) in response to reoccurring Special Provisions (SP's) and other special situations. The intent of DS's is similar to that of SP's in that they are both project specific. However, unlike SPs, DSs can be re-used on multiple projects without being reviewed and approved each time.

## Checking the Specification List

Before drafting a new specification, check Project Scheduling System (PSS) to see if a DS already exists that suits the needs of the project.

- Start PSS and navigate to the "Projects" screen of the particular project.
- Click on the "Specifications" button on the right side of the screen.
- The "Specifications Titles" screen appears, and a list of available specifications is shown on the "Titles" tab in the middle part of the screen.
- The list can be sorted by number, description, status, effective date, expiration date, or controller by double-clicking on the desired heading.
- The history of changes made to a specification can be viewed by clicking the "History" tab.
- Click here to access the list of current [Developmental Specifications](#).

## Using an Existing DS

If a DS is found that will satisfactorily cover work on the project:

- Select the DS by clicking on its row in the list.
- The row highlights and the "Update" button at the bottom of the page becomes active.
- Click the "Update" button to add the highlighted specification to the list of titles at the top of the screen.

Many DS's have a controller that reviews requests to use the DS and determines if the requested use is appropriate. If the selected DS has a controller, an email is automatically sent to the controller and to the Specifications Section asking permission to use it. If the selected DS does not have a controller, no emails are sent and the designer is free to use the DS without any further approval.

If a DS that will satisfactorily cover work on the project cannot be found, the designer must write an SP or use an existing SP. Refer to Section [120A-3](#) for guidance.

## Submitting a New DS

New DSs must be approved by the spec committee. Since the committee meets only once a month, it is preferable to submit the proposed DS at least six months prior to plan turn-in. This provides adequate time to process and resubmit any changes that may be requested by the committee.

- Open the Specification Revision Submittal Form.doc file from the following directory:  
W:\Highway\Specifications\User Forms & Information\
- Fill out the pertinent information on the form and save a copy of the file in a convenient location.
- Following the guidelines in Section [120A-4](#), draft the DS using a document template or another DS as a guide.
- Save the proposed DS as a .doc file in a convenient location.
- Send an email to the appropriate spec committee representative (the representative for the Design Bureau is the [Methods Engineer](#)). Attach a copy of the Specification Revision Submittal Form and the proposed DS to the email.
- The spec committee representative will forward the information to the Specifications Section for inclusion on the next spec committee agenda.
- The spec committee will meet and decide whether the proposed DS will be implemented.
- Once approved by the committee, the Specifications Section will assign a number to the DS and enter its information into PSS.
- To add the new DS to the project, follow the steps outlined in “Using an Existing Developmental Specification,” above.

# Chronology of Changes to Design Manual Section: 120A-002 Developmental Specifications

3/4/2021	Revised Revised header. Changed Office of Design to Design Bureau.
6/25/2019	Revised Updated hyperlinks. Updated header logo and text.
2/10/2012	Revised Added hyperlink to current Developmental Specifications. Updated hyperlinks.
7/12/2010	NEW Moved from 1C-4.