

# Memorandum

*Making Conservation  
a California Way of Life*

To: DISTRICT DEPUTY DIRECTORS- DESIGN  
DISTRICT DEPUTY DIRECTORS- CONSTRUCTION

Date: March 6, 2020

From:  JANICE BENTON  
Chief  
Division of Design

 RACHEL FALSETTI  
Chief  
Division of Construction

Subject: **ARCHIVE USE – NON-STANDARD SPECIAL PROVISION (NSSP) PROCESS IMPROVEMENT**

In July 2019, a study was initiated to develop recommendations to improve the existing NSSP approval process. The study recommended establishing a centralized electronic archive to store all approved project-specific NSSPs as the first step in the process improvement initiative. The intent of the archive is to assist the District Office Engineer (DOE) specification engineers to quickly locate previously used NSSPs and help the specification owners in the decision to convert the NSSPs into Standard Special Provisions (SSPs). To implement the recommended process improvement, a NSSP archive has been created to store approved project-specific NSSPs.

For all projects submitted to Division of Engineering Services' Office Engineer, **DOEs need to upload all NSSPs onto the centralized NSSP archive** located on the following DES-OE 'O' drive:

O:\NSSP\_Archive\NSSPs for 2018 Standards

**The direct link to the archive is \\svgcemc5cifs1\HQOEVOL\NSSP\_Archive\**

A copy of the posting procedures is placed in the NSSP archive folder.

If you have any questions, please contact Paul Chung, Deputy Chief, Division of Design, at <paul.chung@dot.ca.gov> or (916) 653-1027.

cc: DISTRICT DIRECTORS  
DISTRICTS OFFICE ENGINEER

DISTRICTY DEPUTY DIRECTORS et al.

March 6, 2020

Page 2

bcc: THOMAS OSTROM, Chief, Division of Engineering Services  
PHILIP STOLARSKI, Chief, Division of Environmental Analysis  
JASVINDER BHULLAR, Chief, Division of Traffic Operations  
DENNIS AGAR, Chief, Division of Maintenance  
PAUL CHUNG, Deputy Chief, Division of Design  
RAMON HOPKINS, Deputy Chief, Division of Construction