



# *USCG MARINE SAFETY CENTER BULLETIN*

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BULLETIN 02-13  
November 19, 2013

## **Procedures for Submitting Plans and Supporting Information**

This bulletin outlines the requirements for submitting drawings and supporting calculations to the Marine Safety Center. MSC Bulletin 01-13 is superseded.

Our office is located in Arlington, Virginia. Please ensure that all mail or parcels are addressed to the following:

Commanding Officer (MSC)  
ATTN: Marine Safety Center  
US Coast Guard Stop 7410  
4200 Wilson Boulevard, Suite 400  
Arlington, VA 20598-7410

When addressing specific members of the MSC staff, use the individual's official title rather than their name as shown in the example below.

Commanding Officer (MSC)  
**Attn: Chief, Major Vessel Branch**  
US Coast Guard Stop 7410  
4200 Wilson Boulevard, Suite 400  
Arlington, VA 20598-7410

The U.S. Postal Service (USPS), United Parcel Service (UPS), Federal Express (FEDEX), and DHL are the acceptable parcel carriers for submissions to the MSC. Please note that ALL mail destined for MSC must be screened through DHS' Remote Delivery Site which may delay delivery of submissions to our office.

**Acceptable Formats:** Acceptable formats for electronic submittals include Microsoft Office application files, Adobe Acrobat, GHS, HECSALV, AutoCAD, Easy Power and STA Liftboat. If you have a document in a different format, please contact us to discuss alternatives.

**Acceptable Media:** MSC cannot accept information submitted on flash media devices such as USB thumb drives and memory cards. All electronic information must be submitted on CD, DVD, or via E-mail. DHS has instituted a mandatory screening program for all incoming mail. Submissions that included CDs or DVDs have been damaged during the screening process. If submitting via mail or parcel carrier, we recommend that submitters use paper CD sleeves or protective mailing envelopes and avoid sending CDs or DVDs in plastic "jewel" cases, which seem to be particularly affected by the screening process.

**E-mail Submissions:** E-mail submissions are welcome and must be sent to [msc@uscg.mil](mailto:msc@uscg.mil). The aggregate size of all attachments to an e-mail cannot exceed 10 MBs. The subject line of the e-mail cannot exceed 250 characters and must contain the applicable MSC Project Number (P0#####) or include the text “New Project.” Each e-mail submission will receive an automated e-mail response to confirm receipt. If your plan review submission is rejected by MSC’s e-mail multiple times or you do not receive a confirmation e-mail indicating that your submission has been processed, please contact the Electronic Commerce Officer at (703) 872-6730 for assistance.

**Required Information for Submission of Electronic Files:** The information listed below should be included in the body of the e-mail (as shown in enclosure (1)) with electronic files attached, or in the cover letter if disks/files are sent via conventional mail or parcel carrier. An example is provided in enclosure (1).

- Project Number (if e-mail, include in subject block)
- Vessel Name(s), Builder (Shipyard) and Hull Number
- System(s) (e.g. Bilge Piping, Intact Stability, Structural Fire Protections, General Arrangements, etc)
- Applicable CFR Subchapter and vessel routes (e.g. T, Coastwise)
- Official Number(s), CG Number(s), and/or IMO Number(s), if assigned
- Detailed list of attachments and enclosures, including Drawing Titles, Revisions, and File Names
- Contact Information, including Name, Phone, Address and e-mail
- Program submitted under, if applicable (i.e. NVIC 10-82, 10-92, 3-97), and a description of what action is requested. For e-mail submissions this can be included in the body of the e-mail, or in an attached “cover letter.”

**Providing “Approved” Plans to the Officer in Charge, Marine Inspection (OCMI):** As a condition of participation in the MSC’s Electronic Commerce Program, each submitter agrees to print a paper copy of any drawings that have been “Approved” or “Examined” and mail them to the appropriate OCMI with a copy of the corresponding MSC approval letter. In lieu of an actual stamp on the drawings marking them as “Approved” or “Examined,” the signed MSC approval letter bearing the approved plan’s title, vessel, revision and date will suffice as proof of an MSC approval.

**MSC Website:** The MSC website on the Coast Guard’s Homeport Internet portal can now be reached directly at <http://homeport.uscg.mil/msc>. The website includes a new section called “Plan Review Guidelines” which provides useful information to submitters regarding MSC’s plan review procedures.

J. P. NADEAU  
Captain, U.S. Coast Guard  
Commanding Officer

Enclosure: (1) Sample E-mail submitting CAD Drawings to the MSC for Review