



USCG MARINE SAFETY CENTER BULLETIN

BULLETIN 01-13
August 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 MSC Bulletin 01-09 is superseded.

Our office will be relocated to Arlington, Virginia on September 27, 2013. Any mail or parcels sent after September 27, 2013 should be addressed to:

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 MSC, by direction of the Department of Homeland Security (DHS), does not accept deliveries from DHL. The U.S. Postal Service (USPS), United Parcel Service (UPS), and Federal Express (FEDEX) are the only acceptable parcel carriers for submissions to the MSC.

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. 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 email 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 the subject line)
- Vessel Name(s), Builder (Shipyard) and Hull Number
- System(s) (e.g., Bilge Piping, Intact Stability, Structural Fire Protection, 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

Sample E-mail Forwarding CAD Drawings to the MSC for Review

From: jsmith@usmetal.com
Sent: Wednesday, February 11, 2007 4:35 PM
To: msc@uscg.mil
Subject: P012886 - M/V FAST BUILD, Bilge System

This is an electronic submittal of drawings for the following vessel:

M/V FAST BUILD, O.N. D344566
US Metal Fab Hull No. 999
220 X 60 X 12, Offshore Supply Vessel (L)
NVIC 10-92, CH 2
Oceans
Bilge System

The following are included as attachments:

- (1) Cover letter, dated 2/10/07, <cover.doc>
- (2) US Metal Fabricators Dwg. No. 98-011 Rev. C, Bilge Piping Arrangement, M/V FAST BUILD, 2 Sheets, dated 2/5/07, <98011.dxf>
- (3) US Metal Fabricators, Bill of Materials, Bilge System, M/V Fast Build, 1 Sheet, dated 2/5/98, <98011bom.dxf>

US Metal Fabricators
122 Shipyard Road
Anywhere, LA 70000

POC: Joe Smith jsmith@usmetal.com
(555) 555-0101

!!! Attachment !!! < cover.doc >
!!! Attachment !!! < 98011.dxf >
!!! Attachment !!! < 98011bom.dxf >