



USCG MARINE SAFETY CENTER BULLETIN

Procedure for Submitting Electronic Drawings and Supporting Calculations

BULLETIN #01-98
24 June 98

This bulletin is intended to outline the requirements for the submission of CAD drawings and supporting calculations to the Marine Safety Center (MSC) in an electronic format. Participation in this program is strictly voluntary and will be subject to the following requirements.

Acceptable Formats

The MSC uses Autodesk View 2.0 to review electronically submitted drawings on-screen. This software is capable of viewing over 225 file formats, including .dwg and .dxf as well as many raster and vector file formats, including Adobe Acrobat PDF files. For more information on which CAD formats are “viewable” with this software, please consult the Autodesk web site (www.autodesk.com). The MSC also uses GHS and HECSALV. We can accept files for these programs, or import data from AutoHydro, SHCP, and ASCII geometry files.

Types of Electronic Media

Due to its convenience and speed the large majority of electronic submissions will most likely be via e-mail. However, CD's, floppy disks and “Zip Disks” are also acceptable alternatives. Non e-mail submissions shall be sent to the MSC mailing address and should be accompanied by a standard cover letter. E-mail submissions shall be sent to ec@msc.uscg.mil. Multiples files (more than 3), or files larger than 1 MB should be compressed using WinZip or PK Zip. WinZip is available at www.winzip.com.

Required Information for E-mail Submissions

The subject block address of the e-mail shall contain the MSC Project Number (P00#####), if known. If the project number is unknown or involves a “New Project”, please include this text in the subject line of the e-mail. Information that will be required on ALL e-mail submissions is as follows:
(See attachment (1) for an example)

- Project Number (In Subject Block)
- Vessel Name(s) (if known), otherwise, Builder and Hull Number
- Official Number(s) (if known)
- Detailed List of Attachments, Including Drawing Titles, Revisions, and File Names
- Contact Information (Name, Phone, Fax, Address)
- Oversight Information (i.e. NVIC 10-82, 10-92, 3-97) (if applicable)

Electronic Commerce Program Enrollment

To begin sending plans to the MSC electronically, you will need to “enroll” in the program by sending us an e-mail to **ec@msc.uscg.mil** or letter with the word “enroll” in the subject header. The information we would like to see in this piece of correspondence is the company specific information normally found in a cover letter; Name, Address, POC, etc. Additionally, we ask that you provide us with the e-mail address you would like all of your project related replies to be sent. This will streamline the process, eliminating the need to include this information in each e-mail submission.

The Approval Process and Reply

- Enroll in the MSC Electronic Commerce Program by sending an e-mail to **ec@msc.uscg.mil** or letter to the MSC. Ensure the word “enroll” is in the subject line.
- Send an e-mail to **ec@msc.uscg.mil** with all the required information and attachments, including the MSC Project Number in the subject line.
- Upon reaching the plan reviewer a reply e-mail will be sent from the reviewer stating the reviewer’s name and contact information.
- After the review process is complete, an e-mail reply is sent to the submitter with any comments from the review and specific drawing and revision information about the approved plans. If a letter or fax was requested in the original e-mail, or is otherwise required (such as a stability letter), then a letter is mailed (or faxed) instead of the sending the reply via e-mail.
- As a condition of enrollment, each submitter must print a paper copy of the approved drawings and mail them to the appropriate Officer in Charge, Marine Inspection, along with a copy of the MSC correspondence. Since these drawings will not have an approved stamp, close attention must be paid to the revision number and date of the approved drawings. The approval letter/e-mail stating the approved plan’s title, vessel, revision, and date will suffice for proof of an MSC approval. The MSC will retain an electronic copy of each approved drawing to help resolve any potential questions that arise concerning revision accuracy.

Continuous Improvement

The MSC is open to changing the structure of this program to stay abreast of technology. Please keep us informed of how we can improve the program. If there is CAD software in use is that is unable to export a format readable by Autodesk View, please let us know so we can work together to achieve a solution. More information about the Marine Safety Center and its Electronic Commerce Program is available on our web site at **www.uscg.mil/hq/msc**.

J. G. LANTZ
Captain, U.S. Coast Guard
Commanding Officer

Enclosure: (1) Sample E-mail Forwarding 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, 1998 4:35 PM
To: ec@msc.uscg.mil
Subject: P005001 - 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 drawings are attached in .DXF format: (DWG format is preferred)

- (1) US Metal Fabricators Dwg. No. 98-011 Rev. C, Bilge Piping Arrangement, M/V Fast Build, 2 Sheets, dated 2/5/98, <98011.dxf>
- (2) 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 !!! < 98011.dxf >
!!! Attachment !!! < 98011bom.dxf >