



# *USCG MARINE SAFETY CENTER BULLETIN*

---

## **Procedure for Submitting Electronic Drawings and Supporting Calculations**

BULLETIN 02-07  
March 20, 2007

This bulletin replaces Bulletin 01-98 due to an e-mail address change at the Marine Safety Center (MSC). It outlines the requirements for submitting drawings and supporting calculations to the MSC in an electronic format under the MSC's Electronic Commerce Program. Submitters choosing to participate in this voluntary program are asked to follow the guidelines listed below.

### **Methods of Delivery**

- *As Attachment to E-mail:* Due to its convenience and speed, we expect most electronic submissions to be sent via e-mail. The MSC's e-mail address for plan review is [msc@uscg.mil](mailto:msc@uscg.mil). Our mail server will not process e-mail larger than 10 MB in size, so e-mail attachments exceeding this limit should either be divided up into multiple e-mails of less than 10 MB each or "zipped" into files of less than 10 MB each.
- *Electronic Media sent via Conventional Mail:* As an alternative to submitting electronic plans by e-mail, they may be saved on electronic media such as compact disc or USB drive and sent by conventional mail (US Mail, FedEx, UPS, etc.). Non e-mail submissions should be sent to the MSC mailing address listed below, and should be accompanied by a standard cover letter.

Commanding Officer  
USCG Marine Safety Center  
Room JR 10-0525  
2100 2nd Street SW  
Washington, DC 20593

### **Acceptable Formats**

Acceptable formats for electronic submittals include Microsoft Office application files, Adobe Acrobat, GHS, HECSALV, AutoCad, EasyPower, NAPA, Maestro, SeaSafe, and STA Liftboat. If you have a document in a different format, please contact us to discuss alternatives.

### **Required Information for Electronic Submissions** (See attachment (1) for an example)

The following listed information should be included in the body of the e-mail (if sent via e-mail), or on the cover letter (if sent via conventional mail). This will speed up the review by allowing us to process your submission without first opening the attachments. If submitting via e-mail, the MSC Project Number (P0#####) must be included in the subject block. If a Project Number has not yet been assigned, include the text "New Project" in the subject block.

- Project Number (if e-mail, include in subject block)
- Vessel Name(s), Builder (Shipyard) and Hull Number
- System
- Subchapter and routes requested
- Official Number(s), CG Numbers(s), and/or IMO Number(s)
- Detailed List of Attachments, Including Drawing Titles, Revisions, and File Names
- Contact Information (Name, Phone, Fax, Address)
- Program submitted under, if applicable (i.e. NVIC 10-82, 10-92, 3-97)

Also, be sure to provide a description of what it is you are requesting. For e-mail submissions this can be included in the body of the e-mail, or in an attached “cover letter”.

**Return Correspondence from MSC**

- Unless otherwise requested, we will respond to submissions in the manner they are received (i.e. e-mail submissions responded to by e-mail, letters with attached electronic media responded to by conventional mail).
- When plans are received via e-mail, a reply will be sent by e-mail to the submitter stating that the e-mail was received.
- After we complete our review, we will provide you with an official signed response letter. If we received your electronic submission by mail, you will be sent a hard-copy letter. If we received your submission via e-mail, our response will be e-mailed to you as a PDF attachment.

**Providing Approved Plans to the Officer in Charge, Marine Inspection (OCMI)**

As a condition of your participation in the MSC’s Electronic Commerce Program, you must print a paper copy of any drawings that have been “Approved” or “Examined” and mail them to the appropriate OCMI, along with a copy of the corresponding MSC approval letter. Since these drawings will not have an approval stamp, close attention must be paid to the revision number and date of the approved drawings or calculations. A signed MSC approval letter bearing the approved plan’s title, vessel, revision, and date will suffice as 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**

If you have suggestions that would allow us to better meet your electronic commerce needs, please let us know. Additional information about the Marine Safety Center is available through the USCG Homeport at [homeport.uscg.mil](http://homeport.uscg.mil).



B. D. BRANHAM  
 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, 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 >