

TO: All Design Section Staff  
FROM: Bijan Khaleghi  
DATE: November 9, 2015  
SUBJECT: Electronic Plan Sharing Policy

This memorandum supersedes the memorandum issued on May 9, 2009. The following procedure describes the Bridge Design Office or WSDOT consultants' electronic plan sharing policy with other WSDOT offices, consultants, contractors and other agencies:

Plan sheets prepared by the Bridge Design Office or WSDOT consultants may be electronically sent out to other WSDOT offices, consultants, contractors and other agencies in DWG or DGN format only if all of the following steps are taken:

1. Entire information in the title block is removed from the plan sheet.
2. A disclaimer reading "FOR INFORMATION ONLY" is printed diagonally across each plan sheet; and
3. A letter of disclaimer is sent as a cover or an attachment to the plan sheet(s), indicating that attached plans are for information only and that WSDOT has no responsibility for accuracy of the contents.

Bridge Office plan sheets may also be electronically shared if requested in PDF format. The title block on all sheets in a project will now contain a statement saying "PRELIMINARY NOT FOR CONSTRUCTION" to comply with WAC196-23-020. Examples of bridge plan sheets modified for electronic sharing are shown below for clarity.

Time spent modifying and submitting electronic plan sheets shall be charged to the job number provided by the construction PE's office.

This policy applies only to current projects under design or under contract. Historical or as-built plan sheets may only be shared in PDF format, and only if condition #3 is followed, as described above.

The Tech Note below describes the application and removal of the drawing border notes.

### **Background**

This memorandum establishes a consistent and uniform plan sharing policy with other WSDOT and non-WSDOT offices. The letter of disclaimer is to ensure that WSDOT has no responsibility for the accuracy of the contents.

If you have any questions regarding these issues, please contact [Dan.Puryear@wsdot.wa.gov](mailto:Dan.Puryear@wsdot.wa.gov) at 705-7225 or [Bijan.Khaleghi@wsdot.wa.gov](mailto:Bijan.Khaleghi@wsdot.wa.gov) at 705-7181.

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## Tech Note



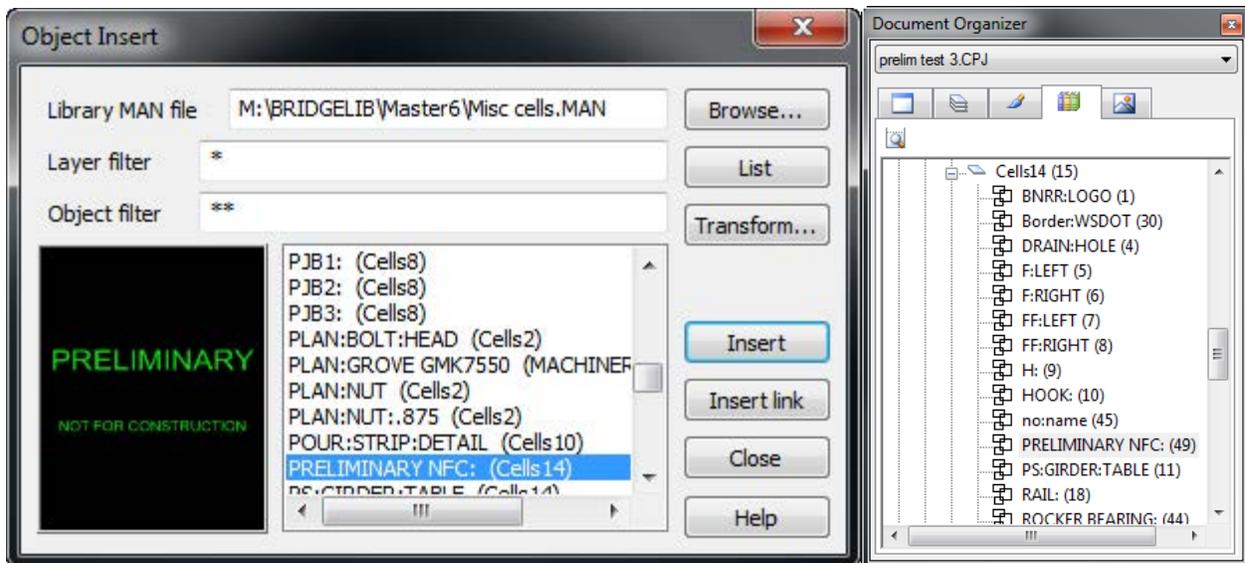
### **The Subject:**

This tech note details the application and removal of the drawing border note “PRELIMINARY NOT FOR CONSTRUCTION (NFC).”



The PRELIMINARY NFC statement in the WSDOT logo border frame (above) is automatically generated on each new sheet in a NEW project. For existing projects the note is an object in the “Misc cells, Cells14” Library collection and may be inserted using Object\_Insert or copy and paste from the Document Organizer Library; set your scale at 1:1. The addition of the border note is for WAC 196-23-020 compliance and as a function of Bridge Office risk reduction.

This note is intended to stay in-place through all review submittals and only to be removed for signing of AD documents.



### **The How:**

Removal of the PRELIMINARY NFC note is a three step sequence.

1. In your Mini Window Editor make Border layer Editable
2. On any sheet in your project set double click on the Preliminary note (the Border is an Assembly Object) this will make available the border items, including the note, for editing.

The blue background surrounding the border elements indicates that you have entered the assembly.

3. Last click on and highlight the PRELIMINARY NFC note and delete with your delete keyboard key. This will delete the note from all of the sheets in your project. **DO NOT DELETE ANYTHING ELSE WHILE IN THE ASSEMBLY!** Now double click anywhere in the blue background and you will exit the Border assembly.

Insertion of the PRELIMINARY NFC note for existing projects follows steps 1 and 2 above and then either Insert Object or, copy and paste from the Document Organizer onto the Border layer in the WSDOT logo frame.