

## Part 1 – Drawing Management Administrative Procedures

### Chapter 1 NUMBERING SYSTEM

1. **Number Assignment.** Identification numbers are assigned to Reclamation projects, divisions and units of projects, river basins, special studies, and other activities.

The eDRAWS system automatically generates all of the required drawing numbers for new drawings.

Drawing numbers generated by eDRAWS conform to the requirements defined by the Bureau of Reclamation numbering system described below.

2. **Drawing Numbers.** The official drawing number consists of the first three items below separated by dashes. All previous numbering schemes are obsolete.
  - A. **Project Number.** The project number (1 to 5 digits) corresponds to a Project and is assigned to facilitate management of all related drawings and records for that Project (see Appendix B – Link to the Master Project Tables).
  - B. **Station Number.** The station number (1 or 3 digits) indicates the originating office and/or office of record (see Appendix C – Station Numbers). The Denver Office station number “D” is the only single digit station.
  - C. **Sequence Number.** The sequence number is a unique number assigned to each drawing related to a Project to assist in the identification and retrieval of a specific drawing. Leading zeros are not permitted. The sequence number for new drawings is automatically generated by eDRAWS, beginning with 60,001.

Additional information that may be associated with a drawing number includes:

- D. Document Type: Bill of Material (BM), Data Sheet (DS), Duplicate (DU), EPA Superfund Site (EP), Figure – Sketch (FS), Image File (IM), Manufacturer (MF), Nameplate (NP), Other Agency (OA), Planetable (PT), Reclamation Drawing (RD), Reinforcement (RK), Structure List (SL), and Water Level (WL).
- E. **Sheet Number.** If a drawing is part of a series of drawings, sheet numbers shall be used to specify the position of the drawing in the series (i.e. Sheet 1, Sheet 2, etc.). Non-series drawings shall use “Sheet 1”. **No two sheets will have the same drawing sequence number.**

- F. Revision Number. Each revision will be consecutively numbered in the revision block in the appropriate location in the title block (see [Part 2, Drafting Standards, Figure 5](#)). This number is assigned by eDRAWS at the time of the revision. When revising a drawing where revision dates have been previously used instead of revision numbers, count the previous revisions reflected on the drawing and number the new revision accordingly. If this information is not available, contact the Drawing Manager for assistance to determine the appropriate revision number.
  
- G. Overlay Letter. Overlays are obsolete and no longer used for new drawings.