

Part 1 – Drawing Management Administrative Procedures

Chapter 7

DISTRIBUTION OF DRAWING FILES

1. Purpose.

Provide guidelines for distribution of drawing files for Reclamation construction projects. This document provides a decision/review process for distributing and recording content of files to be distributed during design, solicitation, construction, and post construction prior to transfer to O&M status (pre-bid, bid, post-award, and completion phases).

2. Definitions.

- A. Official Record Drawing. The Official Record Drawing is the electronically signed PDF rendition generated by eDRAWS following completion of the approval workflow process. For hardcopy drawings, the signed original or aperture card shall be scanned (PDF or TIFF) and loaded into eDRAWS to constitute the official record drawing. These files are visual representations of electronic drawing files in a non-proprietary, software independent format.
- B. Hardcopy Drawings. Reclamation drawings produced on paper or similar sheet medium, or in aperture card or microfilm format. No electronic drawing file used to create drawing.
- C. Electronic drawing files. Electronic drawing files store two and three dimensional design geometry, objects, data and metadata. Electronic drawing files are proprietary, native drawing file formats such as DWG (AutoCAD) and RVT (Revit). Electronic drawing file geometry, objects, data and metadata can be created, viewed, manipulated and printed.
- D. Working File (Drawings). Documents such as rough notes, calculations, or drafts assembled or created and used to prepare or analyze other documents.
- E. Drawing Manager. Reclamation employee typically within the Design Office responsible for preparing the drawings for transmittal.
- F. Project Manager. The project manager is appointed by the program office to oversee the project from initiation to project closeout. The project manager is responsible for coordinating among internal and external stakeholders.
- G. Design Team Leader. The design team leader is responsible for all design activities and design support during construction for the project. The design team leader, with the support of the design team members, is responsible for the use and distribution of drawings produced by the team.
- H. Non-Reclamation Design Partners. Other government agencies, irrigation districts or individuals working with Reclamation to prepare designs or provide regulatory reviews of designs. This definition extends to contractors hired by Reclamation or by these agencies, irrigation districts, or individuals to assist in the design related activities.
- I. Non-Reclamation Organization. Any non-Reclamation organization, individual or contractor who does not meet the criteria listed for a “non-Reclamation Design

Partner” but has a “need to know” as defined by Reclamation’s information security criteria in the Reclamation Manual Directives and Standards IRM 02-02 (<http://www.usbr.gov/recman/irm/irm02-02.pdf>)

- J. Pre-Bid Phase. Any point in the design process prior to the request for bids (Before BOOKC defined in the Final Design Process).
- K. Bid Phase. Any point after the request for bids and before contract award (BOOKC to AWARDC defined in the Final Design Process).
- L. Post Award (Construction) Phase. Any point after the official contract award date and prior to construction closeout (AWARDC to CONSTRC defined in the Final Design Process).
- M. Completion (Post Construction) Phase. Any point after construction closeout to contract completion (CONSTRC to COMP defined in the Final Design Process).

3. References.

- A. The Final Design Process Guideline. (<http://intra.usbr.gov/~tsc/guidance/design/index.html>) contains definitions of the various phases and milestones during design and construction that are referenced in this chapter.
- B. Reclamation Manual Directives and Standards IRM 02-02. (<http://www.usbr.gov/recman/irm/irm02-02.pdf>) describes the requirements and procedures for managing information, records, and data identified as For Official Use Only.
- C. Reclamation Manual Directives and Standards SLE 02-01. (<http://www.usbr.gov/recman/sle/sle02-01.pdf>) describes the requirements and procedures for identifying and safeguarding of sensitive but unclassified information identified as For Official Use Only.

4. Procedures for Distribution of Copies of Drawings.

- A. General.
 - i. Official Record Drawings and electronic drawing files provided to other Reclamation offices may be transmitted via email or on appropriate electronic media via formal letter. The email or letter shall list the drawing files (by file name and drawing number) being transmitted.
 - ii. Prior to sending files to organizations outside of Reclamation, a determination must be made whether the information depicted is “For Official Use Only” (FOUO) using current office procedures:
 - 1. If the drawings are FOUO, and the outside organization has a “need to know”, prior to releasing the drawings, representatives from the non-Reclamation organization must sign a Non-Disclosure Agreement (NDA), in accordance with SLE 02-01, Identifying and Safeguarding FOUO Information. These drawing files shall be compressed, encrypted, and password protected. The password shall be transmitted separately.
 - 2. If the drawings are non-FOUO, and it is appropriate to share electronic drawing files with non-Reclamation organizations and design partners the

files must be transmitted on appropriate electronic media via formal letter. The letter shall list the files (by file name and official record drawing number) being transmitted. These electronic drawing files shall be compressed, encrypted, and password protected. The password shall be transmitted separately.

- iii. An official record of transmittal shall be maintained by the design office.
- iv. The office or design group originating the drawing shall provide authorization for the Drawing Manager prior to transmitting electronic drawing files to a third party.
- v. For Reclamation drawings prepared for an external client (other Federal agency, state government, international agency, etc.), the client shall be contacted for approval before transmitting official record drawing and electronic drawing files to a third party.

B. Pre-bid Phase.

- i. Drawings may be distributed in any format to Reclamation offices and non-Reclamation Design Partners during pre-bid phase.
- ii. The design office may distribute electronic drawing files to non-Reclamation design partners and regulatory agencies with the completion of a signed Electronic Media Release form (included at the end of this chapter). The letter transmitting the files to these organizations shall include the following note:

“Please ensure copies of these drawing files are compressed, encrypted, and password protected.”

- iii. Distribution to non-Reclamation organizations will typically be limited to official record drawing format. Electronic drawing files may be distributed to non-Reclamation organizations with the completion of a signed Electronic Media Release form. In the electronic drawing file, a note (in a separate locked layer) shall be added to the left or above the title block of each electronic drawing file transmitted. This note is designed to avoid inadvertent production of multiple versions of each drawing.

- 1. In cases where the drawing is under development (i.e., all lines in the signature area are not yet signed), the Draft Stamp shall remain on the drawing and the following note shall be used:

“Please Note: This drawing is a working file. It is a copy of the current electronic version of the working file as of YYYY-MM-DD” (transfer date).

- 2. In cases where all lines in the signature area have been signed and an official record drawing exists, the following note shall be used:

“Please Note: This drawing is a copy of the current electronic version of the official record of the drawing as of YYYY-MM-DD” (transfer date).

- C. Bid Phase. During the bid phase, copies of drawings are distributed for purposes of preparing amendments to solicitations or for performing technical review.
- i. Drawings may be distributed in any format to Reclamation offices and non-Reclamation design partners during bid phase.
 - ii. Drawings distributed to non-Reclamation organizations will be limited to official record drawing format except upon request to the Contracting Officer or as defined in the service agreement.
 1. Clients. The service agreement will define distribution of electronic files and file format.
 2. Bidders.
 - a. General. In order to ensure an equitable bidding process, all bidders shall be provided with the same package of official record drawings.
 - b. Electronic drawing file format. Distribution to non-Reclamation organizations will typically be limited to official record drawing file format. See the Final Design Process Guideline, REVIEWC Milestone section for additional guidance. Upon request to the Contracting Officer by non-Reclamation organizations, files may be distributed in the electronic drawing file format with the completion of a signed Electronic Media Release form. The distribution of drawings addressed here will be completed by the Contracting Officer to which the request was presented. The letter transmitting the files to these organizations shall include the following note:

“Please ensure these drawing files are compressed, encrypted, and password protected.”

The electronic drawing files are to be complete, latest revision, clear of unused layers and clearly identifiable as specification drawings with current drawing title blocks, revision blocks and drawing numbers. Typed Tech Approval and Admin Approval signatures are to be removed from the drawings. The following disclaimer is to be inserted to the left or above the title block:

“Please note: The official record drawing is the digitally signed PDF version issued in the solicitation/contract documents or by amendment/modification. This electronic drawing file is a copy of the most current version of the official record drawing as of YYYY-MM-DD” (transfer date).

Transmittal letters accompanying electronic drawing files to bidders shall include the following disclaimer paragraph:

“Please note: The official record drawings are the digitally signed PDF version transmitted to you as part of the solicitation/contract documents or amendments. The electronic drawing files being provided by this transmittal corresponds to the most current solicitation/contract version of the official record drawings as of YYYY-MM-DD (transfer date). You are advised that electronic versions of drawings will not be automatically provided with amendments/modifications. In order for you to obtain any drawings provided by amendment/modifications, you must specifically request electronic drawings in writing. Some of the electronic drawing files may contain additional information that may have changed during the design process or was not utilized in the final drawing portion of the file. Any use of these drawings is at your own risk. You are cautioned that any changes made to an electronic drawing, by either you or your subcontractor(s) are at your own risk.”

- D. Post Award Phase and Completion Phase. During the post-award phase, drawings are distributed for purposes of preparing contract modifications or for performing technical review. During the completion phase, drawings are distributed for purposes of as-built documentation or contract completion review.
- i. Drawings may be distributed in any format to Reclamation offices and non-Reclamation design partners during post award and completion phases.
 - ii. Distribution to non-Reclamation organizations will typically be limited to official record drawing format. Electronic drawing format files may be released upon completion of a signed Electronic Media Release form and as defined in the service agreement.
 1. Clients. The service agreement or completion of a signed Electronic Media Release form will define distribution of electronic files and file format.
 2. Contractors.
 - a. Electronic drawing file format. Upon request to the Contracting Officer by non-Reclamation organizations files may be distributed in the electronic drawing file format with the completion of a signed Electronic Media Release form. The distribution of drawings addressed here will be done by the Contracting Officer or their staff to which the request was presented. The letter transmitting the files to these organizations shall also include the following note:

“Please ensure these drawing files are compressed, encrypted, and password protected.”

The electronic drawing files are to be complete, latest revision, clear of unused layers and clearly identifiable as specification drawings

with current drawing title blocks, revision blocks and drawing numbers. Typed Tech Approval and Admin Approval signatures are to be removed from the drawings.

Transmittal letters accompanying electronic drawing files to successful bidder (i.e., the contractor to whom the contract has been awarded) shall include the following disclaimer paragraph:

“Please note: the official record drawings are the digitally signed PDF version transmitted to you as part of the solicitation/contract documents or amendment/modifications. The electronic drawing files being provided by this transmittal correspond to the most current solicitation/ contract version of the official record drawings as of YYYY-MM-DD (transfer date). You are advised that electronic versions of drawings will not be automatically provided with contract modifications. In order for you to obtain any drawings provided by modifications, you must specifically request electronic drawings in writing. Some of the electronic drawing files may contain additional information that may have changed during the design process or was not utilized in the final drawing portion of the file. Any use of these drawings is at your own risk. You are cautioned that any changes made to an electronic drawing, by either you or your subcontractor(s) are at your own risk.”

5. Technical Responsibilities Related to Transmittal of Electronic Drawing Files to Non-Reclamation Organizations.

A. Reclamation Design Office

- i. Upon acceptance of the completed Electronic Media Release form, the Team Leader or Contracting Officer will notify the Drawing Manager which files are to be prepared for transmittal.
- ii. During Pre-Bid phase, the Team Leader prepares the letter for transmitting the electronic drawing files to the requesting entity.
 - Enclosures to requesting entity:
 - One copy of the appropriate electronic medium (e.g. CD, DVD, etc.)
 - drawing list
 - Enclosures to Project Manager:
 - One copy of drawing list
 - Enclosures to file copy:
 - One copy of the appropriate electronic medium (e.g. CD, DVD, etc.)
 - drawing list
- iii. During Bid, Post Award, and Completion Phases; the Team Leader prepares a memorandum for transmitting the electronic drawing files to the contracting officer.
 - Attachments to Contracting Officer:
 - Two copies of the appropriate electronic medium (e.g. CD, DVD, etc.)

- drawing list
- Attachments to file copy:
 - One copy of the appropriate electronic medium (e.g. CD, DVD, etc.)
 - drawing lists

B. Design Office Groups (for each drawing)

- i. Verify each electronic drawing file being transmitted is the most recent revision as contained in the solicitation/contract.
- ii. Purge unused layers, views, and blocks.
- iii. Revise the drawing files to add the notes described in section 4. as necessary.
- iv. Remove the Tech Approval and Admin Approval signatures.
- v. Drawing filenames shall conform to the Reclamation drawing number format plus the suffix "FC", in the manner of "PROJ-STA-SEQFC.dwg". "PROJ" signifies the project number, "STA" signifies the Station number, "SEQ" signifies the sequence number and "FC" signifies the file is a field copy that has been prepared for transmittal. An example is 212-100-60012FC.dwg.
- vi. Prepare files for transmittal using "eTransmit" in AutoCAD or "Briefcase" in eDRAWS. Electronic drawing files shall be saved to a self-extracting .zip file that contains the drawing file(s) and all other associated files. The transmittal shall include a list of all drawings and a readme file describing the use of the electronic drawing files.

C. Drawing Manager

- i. Create and label the appropriate electronic medium (e.g. CD, DVD, etc.), containing the electronic drawing files.
 - Label includes title, date and AutoCAD version and all appropriate information related to the Visual Identity Program.
- ii. Spot check the accuracy of the enclosures.
- iii. Retain file copy as part of the official record.

**U. S. BUREAU OF RECLAMATION
ELECTRONIC MEDIA RELEASE**

U.S. Bureau of Reclamation, Contract Number/Solicitation Number _____
This release for electronic media is dated the ____ day of _____ (month), ____ (year), between _____ (RECIPIENT) and U.S. Bureau of Reclamation, for the exchange of electronic media (CD ROMs, DVD, Flash Drives, External Hard Disk Drives, etc.) containing information on the _____ project (hereinafter referred to as the PROJECT) for use by the RECIPIENT.

Therefore, RECIPIENT and U.S Bureau of Reclamation (Reclamation), agree as follows:

1. All data and intellectual property contained on the electronic files remains the property of U.S. Bureau of Reclamation, and may not be copied or distributed to any other party without the written permission of U.S. Bureau of Reclamation.
2. The electronic files provided to RECIPIENT by U.S. Bureau of Reclamation, for the PROJECT may be used or adapted by RECIPIENT for their own use. If RECIPIENT chooses to alter in any way, in whole or in part, the electronic files provided for the PROJECT or any future project(s), RECIPIENT agrees that the use of the altered files shall be without liability or legal exposure to U.S. Bureau of Reclamation.
3. Because information and data provided electronically may be altered, whether inadvertently or otherwise, U.S. Bureau of Reclamation, reserves the right to retain copies of the electronic file(s) and to remove from the electronic files provided to RECIPIENT all identification (such as logo, surveyor's seal, etc.) reflecting the involvement of U.S. Bureau of Reclamation, in their preparation.
4. The electronic files are provided solely as a convenience to RECIPIENT by U.S. Bureau of Reclamation, and shall not be considered "Drawings of Record" or "Construction Documents." All documents considered "Drawings of Record" or "Construction Documents" will be hardcopy drawing sheets with signatures or scanned files of the hardcopy drawings with signatures.
5. RECIPIENT is advised to check all electronic media for viruses and malware before loading the files. RECIPIENT is solely responsible for intercepting and disabling viruses, if any, that may be transmitted with the electronic files and hereby agrees to indemnify and hold U.S. Bureau of Reclamation harmless from and against all claims of any type or nature asserted by RECIPIENT or any party as a result of viruses transmitted with the electronic files.
6. Files distributed electronically are subject to data erosion, erasure, and/or alteration, and computer systems and software become obsolete in time. By accepting these electronic files, RECIPIENT acknowledges these risks and agrees to waive all claims against U.S. Bureau of Reclamation, should data erosion, erasure, and/or alteration of these electronic files occur.
7. RECIPIENT agrees to defend, indemnify, and hold U.S. Bureau of Reclamation, harmless from all claims, injuries, damages, losses, expenses, and costs, including attorney's fees, arising out of breach of this agreement, or the modification or reuse of the electronic files.

ACCEPTED FOR RECIPIENT:

By: _____
Title: _____
Date: _____

RELEASED BY U.S. BUREAU OF RECLAMATION:

By: _____
Title: _____
Date: _____