

Design Memorandum

TO: All Design Section Staff

FROM: Bijan Khaleghi

DATE: May 6, 2009

SUBJECT: Electronic Plan Sharing Policy

This memorandum supersedes the memorandum issued on July 6, 2006.

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 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. PDF files need to only include the disclaimer noted in step 2 above. Examples of bridge plan sheets modified for electronic sharing are shown 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 sent to other WSDOT offices may only be shared in PDF format, and only if condition #3 is followed, as described above.

PDF files for all active contract plans are also available at:

Externally accessible: <ftp://ftp.wsdot.wa.gov/contracts>

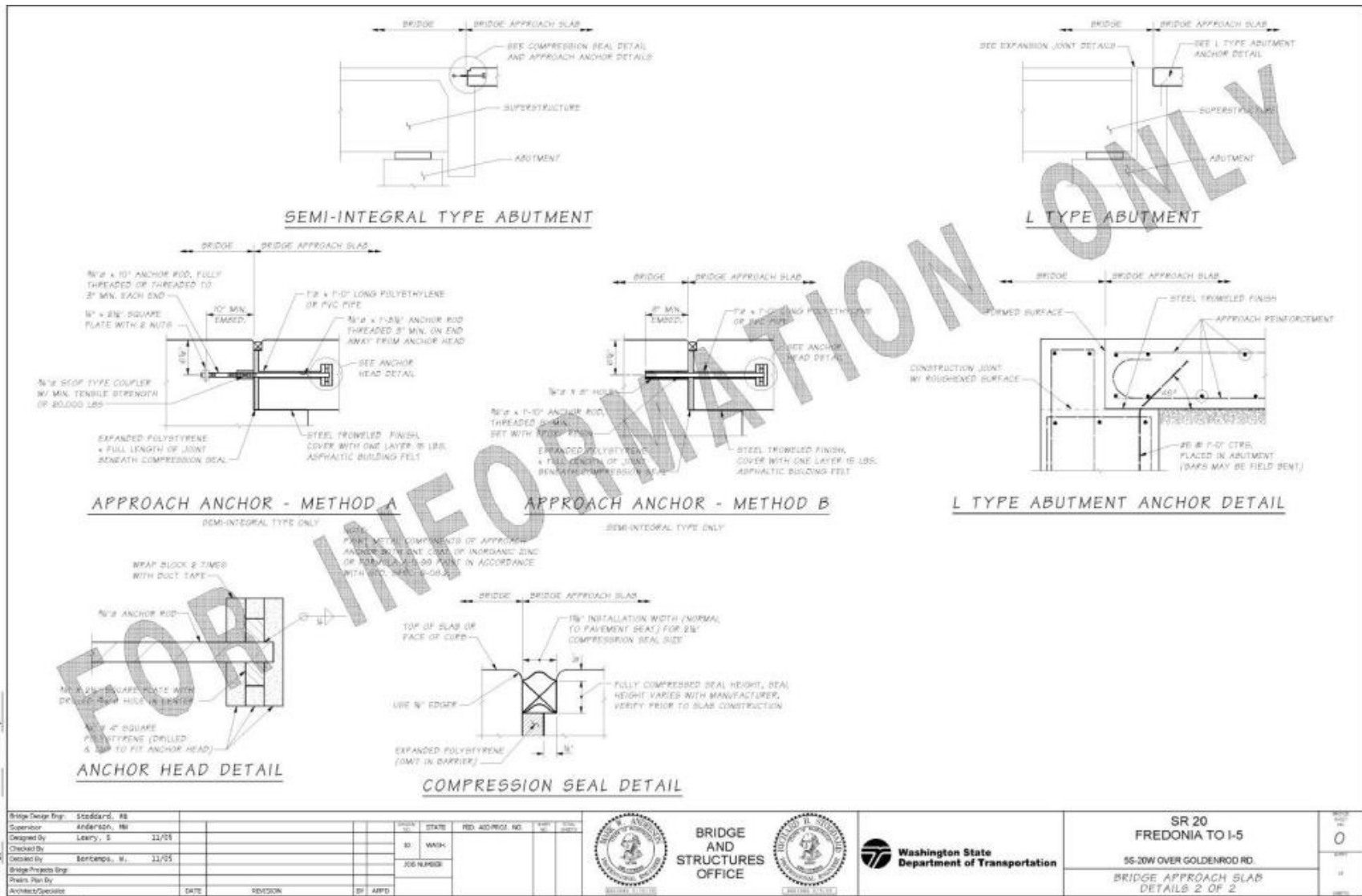
Internally accessible: <\\wsdot\\resources\\topics\\publish\\ftp\\contracts>

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 Jeff Rudeen at 705-7198 or Bijan Khaleghi at 705-7181.

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Example of bridge plan sheet for electronic sharing – PDF Format

