

TO: All Design Section Staff
FROM: Amy Leland
DATE: September 13, 2024
SUBJECT: Electronic File Sharing
NUMBER: 2024-06

This design memorandum provides revisions to the Bridge Design Manual M 23-50.23 and shall be considered active after the date of this memorandum. This memorandum updates the Electronic File Sharing Policy.

Bridge Design Manual Revisions

Section 11.2.4.B shall be revised and amended with the following:

11.2.4.B Electronic File Sharing Policy

CAD files will be shared as part of contract advertisement in accordance with the WSDOT Plans Preparation Manual M22-31, Division 7, section 700.01(4) Reference Information.

~~When sharing CAD files, all title block information shall be removed from the plan sheet for each file that is shared.~~ Any disclaimers regarding content or accuracy shall be covered by the WSDOT Plans Preparation Manual M22-31, Division 7, section 700.01(4) Reference Information and any documents, specifications, or provisions referenced therein.

~~Files that are shared after the initial AD submittal shall meet the conditions specified above and shall include a File Request Enclosure and Disclaimer Letter. See Appendix 11.4-A8 for the File Request Enclosure and Disclaimer Letter template. Any time spent modifying and submitting electronic files shall be charged to the job or work order number provided by the construction PE's office. This policy applies only to current projects under design or under contract.~~

~~For files that are shared after the initial AD submittal shall meet the conditions specified above as well as include a letter of disclaimer 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. This letter of disclaimer shall also include a list of each file included in the file package being shared.~~

~~Bridge Office plan sheets may also be electronically shared if requested in PDF format. PDF files need to only include a letter of disclaimer as mentioned above. Time spent modifying and submitting electronic plan sheets shall be charged to the job or work order number provided by the construction PE's office.~~

Design Memorandum

~~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 shall include a letter of disclaimer as mentioned above.~~

Historical files or as-built plans and any associated CAD files must be requested through the public disclosure request process in accordance with Section 1.3.9 Public Disclosure Policy Regarding Bridge Plans. CAD files shared as part of the public disclosure request will be provided as-is in their current file format and will not be translated or otherwise modified for requestor use. The requestor is responsible for any software that may be needed to read and otherwise access the information within the provided files. Files shared as part of the public disclosure request shall include a File Request Enclosure and Disclaimer Letter (see Appendix 11.4-A8)

Chapter 11 shall be updated to include Appendix 11.4-A8:

Appendix 11.4-A8 File Sharing Enclosure and Disclaimer Letter



File Request Enclosure and Disclaimer Letter

Date: DD/MM/YYYY

Requestor:

<Name of requesting party>

<Contact Information>

Request Information:

<Job No. or Contract No. if applicable>

<Structure Name and No. if applicable>

<Project Name if applicable>

<Item(s) being requested>

Disclaimer:

The files provided herein are not to be used as part of the contract and therefore are intended to be used for **informational purposes only**. WSDOT has no responsibility for the accuracy or completeness of the content within the enclosed files and therefore bears no responsibility for any content produced by internal or external parties using the enclosed files. Any party utilizing the enclosed files for any production or deliverable items will assume all responsibility for the accuracy and completeness of their work and should therefore verify the accuracy, completeness, and usability of the enclosed files they intend to use prior to conducting any design work.

Enclosure List:

<List of enclosed files / documents>

Background

Historically the Bridge Office design staff has been removing title block and stamp information from the CAD sheets when meeting the requirements specified in the WSDOT Plans Preparation Manual M22-31, Division 7, Section 700.01(4) Reference Information. Other WSDOT PS&E offices were not removing any information when providing their CAD sheets.

Upon further discussion, it was deemed unnecessary to remove title block and stamp information from the CAD sheets for the following reasons:

- Title block information is already available through the signed PDF plan set.
- Stamps, including the image of the signature is available through the signed PDF plan set.
- Stamps are not valid unless digitally signed using a valid digital signature, which is not part of the CAD file.
- Various requirements, back-checks, and validation processes already in place would prevent potential misuse of this information.
- All information is subject to public disclosure.

To limit risk and ensure proper handling of state-owned documents and information, it was deemed necessary to specify that all files relating to structures or projects not currently under contract (as-builts, legacy CAD files, etc.) are only to be made available through the public disclosure request process. In an effort to reduce any workload and cost to WSDOT, and in-turn the taxpayers of Washington State, as well as to protect the files from any inadvertent modification or corruption, no additional effort will be made to translate or otherwise modify the files in any way. This section of the memorandum also puts any software requirements to read the provided files on the requestor.

Contact Information

If you have any questions regarding this policy memorandum, please contact:

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