



USCG

MARINE SAFETY CENTER

BULLETIN

BULLETIN 01-15
October 30, 2015

Procedures for Submitting Plans and Supporting Information

This bulletin outlines the requirements for submitting drawings and supporting calculations to the Marine Safety Center. MSC Bulletin 01-13 is superseded.

Conventional Mail

Our office will be relocated to Washington, D. C. on **November 19th, 2015**. After November 19th, our new main phone number will be (202) 795-6729. The move will take place during normal working hours, we expect our office to be offline November 19th – 20th and have reduced office services for a few days prior to and after the move. Our 24x7 SERT watch will be accessible throughout the move for salvage emergencies via the duty phone (202) 327-3985. Please use the information below regarding our new address when sending mail or parcels to MSC.

Commanding Officer
Marine Safety Center
US Coast Guard Stop 7430
2703 Martin Luther King Jr Ave SE
Washington DC 20593-7430

When addressing specific members of the MSC staff, use the individual's official title rather than their name as shown in the example below.

Commanding Officer (MSC)
Attn: Chief, Major Vessel Branch
US Coast Guard Stop 7430
2703 Martin Luther King Jr Ave SE
Washington DC 20593-7430

Please note that the U.S. Coast Guard, by direction of the Department of Homeland Security (DHS), no longer accepts deliveries from DHL. United States Postal Service (USPS), United Parcel Service (UPS), and Federal Express (FEDEX) are the only acceptable parcel carriers for submitting plans and supporting information to MSC.

Acceptable Media

Due to more stringent information security requirements, MSC no longer accepts information submitted on flash media devices such as USB thumb drives and memory cards. All electronic information must be submitted on CD, DVD, or via E-mail. DHS has instituted a mandatory screening program for all incoming mail. As a result, most mail that is submitted to MSC is subjected to this screening process. Several recent submissions that included CDs or DVDs have been damaged during the screening process. We recommend that submitters avoid sending CDs or DVDs in plastic “jewel” cases which seem to be particularly affected by the screening process. Paper CD sleeves or protective mailing envelopes are currently the best option for sending electronic information via conventional mail.

Required Information for Electronic Submissions (See attachment (1) for an example)

E-mail submissions are welcome and must be sent to msc@uscg.mil. The following listed information should be included in the body of the e-mail (if sent via e-mail), or on the cover letter (if sent via conventional mail). This will speed up the review by allowing us to process your submission without first opening the attachments. If submitting via e-mail, the MSC Project Number (P0#####) must be included in the subject block. If a Project Number has not yet been assigned, include the text “New Project” in the subject block.

- Project Number (if e-mail, include in subject block)
- Vessel Name(s), Builder (Shipyard) and Hull Number
- System
- Subchapter and routes requested
- Official Number(s), CG Number(s), and/or IMO Number(s)
- Detailed list of attachments, including Drawing Titles, Revisions, and File Names
- Contact Information (Name, Phone, Fax, Address)
- Program submitted under, if applicable (i.e. NVIC 10-82, 10-92, 3-97)

Also, be sure to provide a description of what it is you are requesting. For e-mail submissions this can be included in the body of the e-mail, or in an attached “cover letter”.

Acceptable Formats

Acceptable formats for electronic submittals include Microsoft Office application files, Adobe Acrobat, GHS, HECSALV, AutoCad, Easy Power, NAPA, Maestro, SeaSafe, and STA Liftboat. If you have a document in a different format, please contact us to discuss alternatives.

Electronic Commerce Technical Support

MSC accepts electronic submissions via E-mail up to 10 MB in file size. Occasionally, submissions that are less than 10 MB are rejected by MSC’s E-mail server. In addition, electronic submission E-mails with subject lines exceeding 250 characters will not be processed by our electronic submission and tracking system.

For files sizes above 10MB and less than 2GB you may submit correspondence via the ARMDEC Safe Access File Exchange at <https://safe.armdec.army.mil/SAFE/>

Please note that a warning will appear advising users to not use a group email accounts when you enter msc@uscg.mil, however, authorization for the Coast Guard to use this file exchange has been granted by the site administrators.

If your plan review submission is rejected by MSC's E-mail multiple times or you do not receive a confirmation email indicating that your submission has been processed, please contact the Electronic Commerce Officer at (202) 795-6773 for assistance.

Return Correspondence from MSC

- Unless otherwise requested, we will respond to submissions in the manner they are received (i.e. e-mail submissions responded to by e-mail, letters with attached electronic media responded to by conventional mail).
- When plans are received via e-mail, reply will be sent by e-mail to the submitter stating that the e-mail was received.
- After we complete our review, we will provide you with an official signed response letter. If we received your electronic submission by mail, you will be sent a hard-copy letter. If we received your submission via e-mail, our response will be e-mailed to you as a PDF attachment.

Providing Approved Plans to the Officer in Charge, Marine Inspection (OCMI)

As a condition of your participation in the MSC's Electronic Commerce Program, you must print a paper copy of any drawings that have been "Approved" or "Examined" and mail them to the appropriate OCMI, along with a copy of the corresponding MSC approval letter. Since these drawings will not have an approval stamp, close attention must be paid to the revision number and date of the approved drawings or calculations. A signed MSC approval letter bearing the approved plan's title, vessel, revision and date will suffice as proof of an MSC approval. The MSC will retain an electronic copy of each approved drawing to help resolve any potential questions that arise concerning revision accuracy.

MSC Website

The MSC website on the Coast Guard's Homeport Internet portal can now be reached directly at <http://homeport.uscg.mil/msc>. The website includes a section called "Plan Review Guidelines" which provides useful information to submitters regarding MSC's plan review procedures.

Support Contractor Processing Submissions to MSC

The Marine Safety Center uses support contractor personnel to assist with the processing and evaluation of plans, drawings and supporting calculations for certain electrical and vessel security plans submitted to the MSC for approval. Only MSC Government employees are authorized to approve the plans and drawings. The use of support contractor personnel is essential for MSC to expedite technical review and approval of the drawings and supporting calculations.

The Marine Safety Center takes the security and protection of submitters' information seriously. The Coast Guard has a non-disclosure agreement with the support contractor that

requires them to take all reasonable steps to protect the information against any unauthorized release or disclosure and prohibits support contractor personnel from using or releasing any submitted information. The clause also advises the support contractor that a breach of its obligations or restrictions may subject the contractor to criminal, civil, administrative, and contractual actions in law and equity for penalties, damages, and other appropriate remedies by the United States and civil actions for damages and other appropriate remedies by the party submitting the data. The support contractor also must ensure that its employees are subject to internal use and non-disclosure obligations prior to the employees being provided access to or use of any of the submitters' data. The plans, drawings and information submitted will only be accessed and used for the sole purpose of furnishing independent and impartial technical evaluation directly to the Government in support of the Government's management and oversight of the Marine Safety program. All submitted information is maintained and accessed through the Marine Safety Center's information management system.

In spite of these significant protections, if a submitter has remaining concerns about the Marine Safety Center's use of support contractors for the review of electrical or vessel security plans, the submitter should communicate these concerns in writing either with their initial submission and request other alternatives available to process the submission (e.g. a specific non-disclosure agreement). Unless a submitter notifies the Marine Safety Center of its concerns in writing within 5 days of the submission, the Coast Guard will consider this as consent to have support contractor personnel review the electrical and vessel security plans, drawings and calculations.

Continuous Improvement

If you have suggestions that would allow us to better meet your electronic commerce or general plan review submission needs, please let us know.

J. W. MAUGER
Captain, U. S. Coast Guard
Commanding Officer

Enclosure: (1) Sample E-mail Forwarding CAD Drawings to the MSC for Review