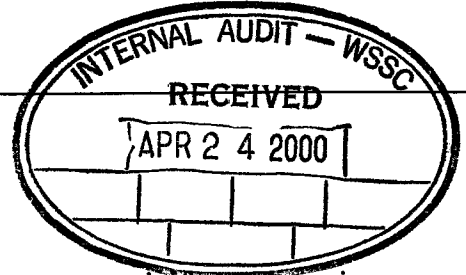


# STANDARD PROCEDURES OF THE WASHINGTON SUBURBAN SANITARY COMMISSION

<b>ORIGINATOR &amp; POSITION</b> Paul C. Li, P.E., Chairman CADD Standards Committee <i>Paul C. Li</i>	<b>SP NUMBER</b> PD-2000-01 SUPERSEDES	<b>APPROVE BY/DATE</b> Michael J. Crean, P.E. Chief Operating Officer <i>Michael J. Crean</i>	<b>EFFECTIVE DATE</b> <i>3/17/00</i>	<b>PAGE</b> 1 OF 4
<b>SUBJECT: ADDITION, DELETION, OR REVISION OF COMPUTER AIDED DESIGN AND DRAFTING (CADD) STANDARDS</b>				



## I. PURPOSE

1. To establish a procedure that will control and ensure consistent electronic deliverable products produced for the Washington Suburban Sanitary Commission (WSSC).
2. To establish a design and drafting procedure to add, delete, or revise the computer aided design and drafting (CADD) standards.

## II. POLICY

1. It is the responsibility of the CADD Standard Committee (Appendix A) to evaluate and revise the existing CADD standards, and create new standards requested by the users.
2. It is the responsibility of all office managers to require their employees and, through their project managers all consultants, and contractors to use these standards for all electronic deliverable products such as contract plans, sketches, or reports.

## III. DEFINITIONS

1. Computer Aided Design and Drafting (CADD)

It is a computer application used in the development and management of various documents in electronic format. It can vary from a single line or point to complicated and complex three-dimensional facilities.

2. Computer Aided Design and Drafting (CADD) Standards

It is a developed uniform approach to presentation graphics and associated attributes. Presentation graphics typically consist of drawing elements such as lines, arcs, shapes, text, and their attributes (line color, line width, and line type).

3. Internal Users

The internal users are defined as all employees *and on-site contractors* of Washington Suburban Sanitary Commission (WSSC).

4. External Users

The external users are defined as anyone who is not a WSSC employee and does not have the access to the network system of WSSC.

IV. ACCESS

1. Internal Users

Any internal user can download a copy of the standards from Microsoft Explore in the computer workstation. The user can also set up the base drawings using drawing set up utility in the CADD program.

2. External Users

Any external user can download a hard copy and the base drawing set up procedures of the standards from "Doing Business with WSSC" on the WSSC web site (<http://wssc.dst.md.us>).

V. PROCEDURE

1. As of the date of approval of this procedure, WSSC CADD standards will be effective immediately.
2. The core team members (Appendix A) of the CADD Standards are the contact persons to all users.
3. At any time, anyone can submit comments and suggestions using the Revision Request Form in the hard copy of these standards to the contact persons.
4. The CADD Standard Committee will meet in the first week of January, April, June, and September, unless otherwise dictated by an urgent need, to evaluate, discuss, and recommend any deletion, revision, or addition to these standards. Under an emergent situation, the Chairman can call a special meeting.

5. The CADD Standard Committee will decide whether to approve the changes and will notify the requestor of the decision. The approved changes will immediately be incorporated into the online document. All internal users will be notified by e-mail. All external users will be notified by the individual project manager.

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APPENDIX AMembers of CADD Standard Committee

Paul Coverstone	Applications Software Section
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Jeffrey Edgin	Maintenance Information Support Section - Mapping Unit
Austin Freeman	Project Management Section
Dan Higgins	Applications Software Section
Paul Li	Project Development Division
Betty Langley-Lyles	Systems Maintenance Division
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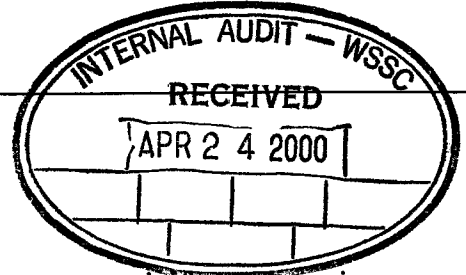


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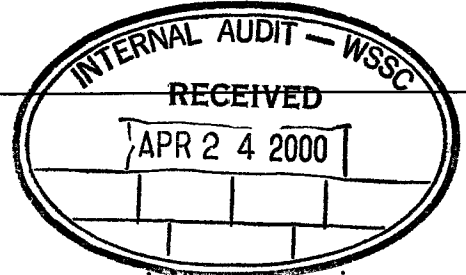


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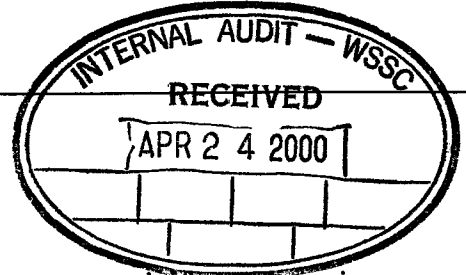
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