

## 7.3 Electronic Delivery

Drawing sets shall be saved to electronic media such as a DVD, CD-ROM, or portable drive. In some cases, transfer of files via File Transfer Protocol (FTP) may be permitted. AutoCAD's eTransmit function may be used for informal exchange of drawings (e.g., as an email attachment), but the formal submittal of drawings shall not be provided using eTransmit and shall be provided in a proper directory structure and not compressed to maintain external reference overlaying. When submitting drawings electronically, the following requirements must be met:

- Physical media must be labelled with the SFO contract number and name, as they appear on the fully executed copy of the contract; the prime consulting firm's name, the date of the submittal, the title of the drawing set and the review status. If any drawing, file, or additional information provided on the media contains SSI, then the media must be labelled with the statement SENSITIVE SECURITY INFORMATION along with the SSI distribution limitation statement indicated above. If multiple physical media devices are delivered together as a set, the label must indicate a sequence number and the total number in the sequence.
- Appropriate color table (.ctb) files shall be included.
- A tabulated Index of Sheets (.doc or .xls) shall be included. The table shall be titled "Electronic File Submittal Index—Contract 'XXXX'" and have three columns: Electronic (AutoCAD) File Name, Drawing Number and Drawing Title. In addition, the table shall include a listing of file names and descriptions of external references. The description shall be placed under the heading of Drawing Title.
- The final drawings must be tiled into Paper Space, layer set to 0, zoomed to extents and purged prior to saving and closing.