



CADD

Standard Operating Procedure

WASTE
REDUCTION
& DISPOSAL
DIVISION

Divisional

The following guidelines and attached level structure have been developed to standardize the CADD (Computer Aided Design and Drafting) procedures within our Division:

Guidelines:

1. When creating a new drawing, use the appropriate seed file (preferably NAD83.DGN). File drawings by location (i.e. Arizona, Miramar, etc.) in the appropriate subdirectories. Follow established file storage methods for all drawings.
2. DO NOT make changes to base topography maps unless instructed to do so by CADD supervisor. They will be tagged as read only files and stored in a separate directory in the future and are to be used as reference files only.
3. Follow the attached level structure to the maximum extent possible. There are enough empty levels for “special entities”. Try to keep text and elements on separate levels in case someone else needs to overlay these elements in another drawing.
4. Try to avoid the duplication of files and work that may have been done already. Use reference files as much as possible. Make sure to check the ‘save entire path’ box in case file is moved. Keep project drawings under development by you on personal H: drive, JAZ disk, or hard drive (c:/ d:). Completed or as-built drawings are to be stored on the shared network drive (s:\).
5. Document problems and any work-arounds you may have discovered. Problems can only be fixed if we report and document their existence.
6. Use standard City title block for all “official” drawings. Put name and revision date in title block on all drawings when changes are made.

Benefit of Compliance to Instruction:

- Everyone knows where to find everything
- Standardization of drawings

Consequence of Non-Compliance to Instruction:

- Hundreds of hours of lost man-hours
- Lost or corrupt files
- Disciplinary action for improper work performance

Environmental Management System (EMS) – ISO 14001

Process Map #: N/A

Reviewed by: Mike Thompson, *Project Officer II*

Approved by: Kip Sturdevan, *Deputy Environmental Services Director, WRAD*

The on-line version and secured hardcopy are the controlled documents. The secured hardcopy will be identified by a “Controlled Copy” stamp (in red) and WRAD Deputy Director signature. Any other documents are uncontrolled. Verify revision level status on-line or contact the EMR.