

**WISCONSIN DEPARTMENT OF  
TRANSPORTATION  
BUREAU OF AERONAUTICS**

**GUIDELINES FOR  
ELECTRONIC RECORD  
DRAWINGS (AS-BUILTS)**

**September 25, 2020**

# PROCEDURE

## **Bureau of Aeronautics**

The Bureau of Aeronautics (BOA) will provide timely and accurate information to consulting firms on technical advancements and changes in the construction plans submittal procedures. The bureau is also responsible for the distribution of construction plans, proposals, and the integrity of WisDOT's file uploading process via File Transfer Protocol (FTP).

## **General**

All construction plans, including as-built construction plans will be submitted to BOA in the Adobe Acrobat Portable Document Format (PDF). The document requirements for preparing PDF construction and as-built construction plans to BOA are listed below.

1. All PDF files shall be compatible with Adobe Acrobat version 9. PDF files created with higher-version compatibility are not acceptable. If using a higher version of Acrobat, it must be made compatible with Acrobat version 9.
2. PDFs created from scanned hardcopy are generally not acceptable. One exception is sheets including an inked registration seal. These must be scanned in monochrome at 300 dots per inch (dpi). The JPEG image format should not be used when scanning title sheets.
3. All PDF files shall be landscape oriented 11x17, 22x34, or 24x36 inch documents unless otherwise approved by BOA.
4. All fonts utilized in the plan shall be embedded in the PDF file.
5. All plan sheets shall be combined to form a single PDF file. The file name will need the following syntax: BOAProjectNumber.pdf (Example: MSN1005.pdf)
6. The document initial view shall be set to Bookmarks and Page with magnification set to Fit in Window.
7. To facilitate navigation within the plan, bookmarks in the Navigation Pane will be named according to the page title of each page from the title block (Example: A bookmark created for the "Title Page" of the plan set will need to be called "Title Page").
8. The following project information shall be included in the PDF Document Summary
  - Title: Construction Project ID, Project Title
  - Subject: Airport Name, FAA Location ID, County
  - Author: Consultant and Consulting Firm
  - Keywords: Project IDs, project year, airport city name, contractor names, company names
9. Document Security shall be set to No Security.
10. All PDF files shall be optimized for Fast Web View with accessibility tags added to each document.
11. All PDF files shall become the property of the Department and the airport owner.

The title page for each project will need to be scanned by the consultant with the required signatures already on the document before scanning; otherwise the set of plans will not be accepted.

The consultant must submit the PDF document(s) to the [BOA Project Manager](#) who will review it for acceptability then forward to internal BOA staff to be archived. As-built plans can be submitted to the Bureau of Aeronautics using one of the two methods listed below.

1. Emailed to the [BOA Project Manager](#), please make sure to include the project ID and name of airport in your email.
2. Posted on BOA's FTP Server

The following FTP site will allow you to upload files to the Bureau of Aeronautics. Please use the Internet Explorer (IE) browser to access the FTP drop zone below.

<https://ftp.dot.wi.gov/dropzone/04ab8ea2>

Note: Newer browser versions of Chrome, Edge, Safari, and Firefox may display a security error due to the existing encryption ciphers used on our FTP site. A project is currently underway to upgrade this service, making it more compatible with newer browsers. Any future changes and instructions resulting from this upgrade will be posted here in this document.

Once you have successfully uploaded your file(s) to the site, please notify the [BOA Project Manager](#) and Joseph Rodefled at the Bureau of Aeronautics via [email](#). Include the project ID, Airport Name, and location of the uploaded files within your message.

If you experience any difficulty using the FTP process please contact Joseph D. Rodefled at 608-266-1825, or you may send him an [email](#).