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## IMPORTANT NOTES.

- All coordinates should be in State plane.
- Boundaries are supposed to be polygons. Line boundaries will be rejected.
- Do not send boundary with Layout template.
- For AutoCAD files, only LWPolyline layers will be processed.
- If project is a circle, it will have to be processed manually so don't begin email subject line with Digital boundary...
- Always verify your submission with PDF in email response or find project in Digital Boundary Viewer app.
- If you send a TEXT file, coordinates should be in linear sequence, not random.
- TMS numbers are required to easily identify projects. If TMS is not available replace TMS number in email subject line with "N/A".
- Maximum length of TMS field is 50 characters. Best to select parent boundary TMS.


## 1. WHAT FILES CAN I SUBMIT?

The automated system accepts three types of file formats. These include ArcMap Shapefiles[.shp], AutoCAD[.dwg] and Text files[.txt].

## 2. HOW TO SUBMIT A SHAPEFILE.

### New Project Submission.

- Zip files up. Content should include at least ['dbf', 'prj', 'shp', 'shx'].
- Rename zip file to project name. See below.

 Project Name Goes Here.zip

- Add file as email attachment.
- Email subject line should begin with "Digital Boundary".
- Subject line format should be Digital Boundary, Project name, #TMS Number#. See figure below.

From dnxxy@ugcc.com

To  Ocrmdigbound


Digital Boundary for Project Name Goes Here| # 540-00-00-035#

- Send Email to [ocrmdigbound@dhec.sc.gov](mailto:ocrmdigbound@dhec.sc.gov)
- Done!

### Update Existing Project,

- Rename zip file to project name as shown above.
- Add file as email attachment.
- Email subject line should begin with "Digital Boundary" and end with "boundary update".
- Subject line format should be Digital Boundary, Project name, #TMS Number#, boundary update. See figure below.

From dnxxy@ugcc.com

To  Ocrmdigbound


Digital Boundary for Project Name Goes Here| # 540-00-00-035# - Boundary update

- Send Email to [ocrmdigbound@dhec.sc.gov](mailto:ocrmdigbound@dhec.sc.gov)
- Done!

### Rename Existing Project.

- No zip file needed.
- Email subject line should begin with "Project Rename" or "Rename Project".
- Subject line format should be Project Rename, Old Project name, New Project, See figure below.

From dnxxy@ugcc.com


To  Ocrmdigbound

Rename Project\*\*Old Project Name\*\*New Project Name|

### 3. HOW TO SUBMIT AN AUTOCAD FILE.


#### New Project Submission.

- Rename CAD file to project name. See below.

 Project Name Goes Here.dwg

- Add CAD file as email attachment.
- Email subject line should begin with "Digital Boundary".
- Subject line format should be Digital Boundary, Project name, #TMS Number#. See figure below.

From dnxy@ugcc.com

To  Ocrmdigbound


Digital Boundary for Project Name Goes Here| # 540-00-00-035#

- Send Email to [ocrmdigbound@dhec.sc.gov](mailto:ocrmdigbound@dhec.sc.gov)
- Done!

#### Update Existing Project,

- Rename CAD file to project name as shown above.
- Add file as email attachment.
- Email subject line should begin with "Digital Boundary" and end with "boundary update".
- Subject line format should be Digital Boundary, Project name, #TMS Number#, boundary update. See figure below.

From dnxy@ugcc.com


To  Ocrmdigbound

Digital Boundary for Project Name Goes Here| # 540-00-00-035# - Boundary update

#### Rename Existing Project.

- No CAD file needed.
- Email subject line should begin with "Project Rename" or "Rename Project".
- Subject line format should be Project Rename, Old Project name, New Project name, See figure below.

From dnxy@ugcc.com

To  Ocrmdigbound

Rename Project\*\*Old Project Name\*\*New Project Name|

#### 4. HOW TO SUBMIT A TEXT FILE.

##### New Project Submission.

- Create Text file.
- Rename TEXT file to project name. See Figure below.

 ABC Substation Phase 1      4/7/2020 2:49 AM      Text Document      1 KB

- Enter boundary vertex coordinates as shown below [Northings, Eastings].


2639905.64, 682605.98  
2640229.64, 682731.78  
2640136.25, 682953.20  
2639770.84, 682811.28

- If your project has multipart boundaries (Multipart boundary project has multiple part boundaries.), your coordinate format should look like figure below, where part number is the arbitrary number assigned to each boundary [Part Number, Northings, Eastings].

1, 2639405.64, 662655.98  
1, 2640186.25, 632923.20  
1, 2239779.84, 672881.28  
1, 2633381.91, 669900.54  
1, 2440269.64, 662741.78  
2, 2633866.59, 670535.66  
2, 2633537.64, 670907.29  
2, 2633075.31, 670671.60  
2, 2633381.91, 632927.20  
3, 2640186.25, 632943.20  
3, 2633537.64, 670907.29  
3, 2633075.31, 670671.60  
3, 2632963.67, 670298.99

- Add TEXT file as email attachment.
- Email subject line should begin with "Digital Boundary".
- Subject line format should be Digital Boundary, Project name, #TMS Number#. See figure below.

From      dnxxy@ugcc.com

To       Ocrmdigbound

Digital Boundary for Project Name Goes Here | # 540-00-00-035#

- Send Email to [ocrmdigbound@dhec.sc.gov](mailto:ocrmdigbound@dhec.sc.gov)
- Done!

### Update Existing Project,

- Create and name TEXT file as shown above.
- Enter boundary vertex coordinates as shown above.
- Add file as email attachment.
- Email subject line should begin with "Digital Boundary" and end with "boundary update".
- Subject line format should be Digital Boundary, Project name, #TMS Number#, boundary update. See figure below.

From dnx@ugcc.com

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To Ocrmdigbound

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Digital Boundary for Project Name Goes Here| # 540-00-00-035# - Boundary update

### Rename Existing Project.

- No TEXT file needed.
- Email subject line should begin with "Project Rename" or "Rename Project".
- Subject line format should be Rename Project, Old Project name, New Project name, See figure below.

From dnx@ugcc.com

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To Ocrmdigbound

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Rename Project\*\*Old Project Name\*\*New Project Name|

## 5. HOW TO UPDATE/RENAME OLD PROJECTS (2017-2019).

If your project is an old project submitted between 2017 and 2019, you can update or rename it using the automated system. The steps below will show you how. However, if your project was submitted before 2017 you will have to submit it to be manually updated. In such a situation do not begin your Email subject line with Digital boundary.

### Update Existing Project.

- Rename AutoCAD/text/Shapefile to project name. See below.

 Project Name Goes Here.dwg

- Add file as email attachment.
- Subject line format should be Digital Boundary, Project name, #TMS Number# boundary update# Old. See figure below.

From dnx@ugcc.com

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To Ocrmdigbound

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Digital Boundary for Project Name Goes Here| # 540-00-00-035# - Boundary update#OLD

## Rename Existing Project.

- You **DO NOT** need a Text/ AutoCAD/Shapefile to rename a project.
- Subject line format should be Rename Project \*\*Old Project name\*\*New Project name\*\*Old, See figure below.

From dnx@ugcc.com

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To  Ocrmdigbound

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Rename Project\*\*Old Project Name\*\*New Project Name\*\*OLD

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