FILE NAMING CONVENTIONS

10/28/08

ERMS Format (also to be the File Name)	[Submittal] [Description] [Des #] for [Bridge, Roadway, Contract] Services

Submittal:	Abbr. Submittal:
Engineer's Report	ENG
Bridge Inspection	BRI
Hydraulics	HYD
Survey (Also need CD and Hard Copies)	SVY
Structure Size & Type	SST
Grade Review	GR
Stage 1	STG1
Preliminary Field Check	PFC
Environmental	ENV
Fish & Wildlife	FW
Woody Revegetation	WdyRvg
Preliminary Right-of-Way	PRW
Final Right-of-Way	FRW
Preliminary Hearing	PHRG
Final Hearing	FHRG
Stage 2	STG2
Geotechnical	GEO
Pavement Design	PvmtDgn
Foundation Review	FoundRvw
USACE 404 Permit	404Corps
US Coast Guard Bridge Permit (Section 9)	CstGdBr
US Coast Guard Const., Dumping, Dredging Permit	CstGdCDD
USACE Levee Permit	LeveeCorps
IDNR Const. in a Floodway Permit	DNR
IDNR Lake Preservation Act Permit	LakePres
County Drain Permit	CoDrain
FAA Navigable Airspace/Tall Structure Permit	FAA
National Pollutant Discharge Elimination System Permit	NPDES
Rule 5 Erosion Control Permit	Rule5
IDEM 401 Water Quality Permit	401Wtr
Final Field Check	FFC
Final Check Prints	FCP
Stage 3	STG3
Final Tracings	FT
Traffic	TRAF
Railroad	RR
Utility	UTIL

Description:	Abbr. Description:
Asbestos Report	AsbRpt
Asbestos Certification (14-1D)	AsbCert
Bridge Search Data Form (59-BSD)	BSDF
Consultant Project Input Form (05-27)	ConProjInFrm
Contract Preparation Documents Form (14-1C)	ContPrepDoc
Correspondence	Corresp
Deeds	Deeds
Design Approval Packet Transmittal Cover Memo (7-2I)	DgnAppMemo
Design Computations (ALL Comps - includes Geotechnical Criteria Comps, Hydraulic Comps, Inlet Spacing Comps, Intersection Sight Distance Comps, Level 1 Comps, Maintenance of Traffic Comps)	DgnComps
Draft Design Summary Report (7-2A or 7-2B)	DDSR
Draft Engineer's Report	DraftEngRpt
Draft Environmental Document	DraftEnvDoc
Cost Estimate	Est
Environmental Review Plans	EnvRvwPlans
Evaluation/Rating Form - Design Plan Process	EvalFrm
Final Design Summary Report (7-2A or 7-2B)	FDSR
Final Engineer's Report	FinalEngRpt
Final Environmental Document	FinalEnvDoc
Form	Frm
Geotechnical Report	GeoRpt
Geotechnical Review of FPCP Form (18-Geo)	GeoRevFrm
Geotechnical Review of FPCP Plans	GeoRevPlans
Inspection Report	InspRpt
Limited Review Certification (6-Ltd Cer)	LmtRevCert
Limited Review Checklist (6-Ltd Chk)	LmtRevChk
Level 1 Design Criteria Checklist (40-8B)	Lvl1Chk
Level 1 Design Exception Request (40-8C or 40-8D)	Lvl1Exc
Level 2 Design Exception Request	Lvl2Exc
Level 3 Design Exception Request	Lvl3Exc
Location Control Route Survey Plat	LCRSP
[Previous Submittal] Mark-ups	[Previous Submittal] MrkUps
Pay Item List	PayItmLst
Permit Application (9-4A, B, C, D, E, F(02), F(20), F(29), F(45), F(46))	PermitApp
Permits (All permit approvals combined for Final Tracings)	Permits
Permit Review Plans	PermitRvwPlans
Plans with Cross Sections (if file too large, separate plans & cross sections)	PlansXsect
Plans	Plans
Pictures	Pics
Preliminary Draft Design Summary Report (7-2A or 7-2B)	PDDSR
Proprietary Material Use Justification Form (17-1A)	ProprMtrlFrm
Public Hearing Request	PubHearReq
Public Hearing Transcript	PubHearTr
Public Hearing Comments and Resolutions	PubHearCom
Quality Assurance Form (6-2A)	QAFrm
Quantity Calculations	QtyCalcs
Request	Request
Response to Comments Letter	RespLtr
R/W Funding - Land, Improvements & Damages Letter	LIDLtr
R/W Clear Certification Letter	RWCert
Railroad Special Provisions	RRSP
Railroad Flagging Contract	RRFlaggingCont
Schedule	Schedule
Scope/Env/Permit Form (7-1A)	EnvirFrm
Scour Report	ScourRpt
Special Provisions (Recurring and Unique)	SplProv
Special Provisions Menu	SplProvMenu
Summary of Commitments (7-4A)	Commit
Summary of Design Exceptions	SumDgnExc
Survey Book Checklist (23-2A)	SvyBookChk
Survey Book	SvyBook
Topography	Topo
Transmittal Letter	TransLtr
Utility Coordination Certification (10-2B)	UtilCert
Utility Coordination Waiver (10-2D)	UtilWaiver
Cross Sections	Xsect