

PROJECT FILE NAMING CONVENTIONS

revised 04/22/20

Submittal:	Sub. Abbreviation:
Bridge Inspection (Bridge Scoping Report)	BrlInsp
Bridge Rehab Final Plans	BRFPSP
Bridge Rehab Preliminary Field Check	BRPFC
Bridge Rehab Preliminary Plans	BRPPS
Construction Change	ConstChg
Engineer's Report	EngRpt
Environmental	ENV
Final Field Check	FFC
Final Hearing	FHRG
Final Right-of-Way	FRW
Final Tracings*	FT
Geotechnical	GEO
Grade Review (Road)	GR
Hydraulics (See Note 7.)	HYD
Load Rating	LOADRTG
Pavement Design	PVMTDGN
Preliminary Field Check	PFC
Preliminary Right-of-Way	PRW
Public Hearing	PHRG
Railroad	RR
Stage 1	STG1
Stage 2	STG2
Stage 3	STG3
Survey	SVY
Traffic	TRAF
Utility	UTIL

Permits Description	Descr. Abbreviation
County Drain Permit	CoDrain
FAA Navigable Airspace/Tall Structure Permit	FAA
IDEM 401 Water Quality Permit	401Wtr
IDNR Const. in a Floodway Permit	DNR
IDNR Lake Preservation Act Permit	LakePres
National Pollutant Discharge Elimination System Permit	NPDES
Rule 5 Erosion Control Permit	Rule5
US Coast Guard Bridge Permit (Section 9)	CstGdBr
US Coast Guard Const., Dumping, Dredging Permit	CstGdCDD
USACE 404 Permit	404Corps
USACE Levee Permit	LeveeCorps

Description:	Descript. Abbreviation:
[Previous Submittal] Mark-ups	[Previous Submittal] MrkUps
10-Week Letter	10WkLtr
Abbreviated Engineer's Assessment	AbbEngRpt
All Projects Commitments Report	Commit
Asbestos Certification (14-1D)	AsbCert
Asbestos Report	AsbRpt
Bridge Load Rating Memo	LoadRtgMemo
Bridge Search Data Form (previously 59-BSD)	BSDF
Contract Preparation Documents Form (14-1C)	ContPrepDoc
Correspondence	Corresp
Cost Estimate	Est
Cross Sections	Xsect
Deeds	Deeds
Demolition Letter	DemoLtr
Design Computations (including but not limited to – roadway design, bridge design, traffic design, hydraulic approval memo, scour memo, inlet spacing, intersection sight distance, maintenance of traffic)	DgnComps
Draft Engineer's Report	DraftEngRpt
Draft Environmental Document	DraftEnvDoc
Environmental Consultation Form (7-3C)	EnvConFrm
Environmental Review Plans	EnvRvwPlans
Experimental Features Approval (if applicable)	ExperFeatAppr
Final Engineer's Report	FinalEngRpt
Final Environmental Document	FinalEnvDoc
Final Pavement Design	FinalPvmtDgn
Foundation Review	FndRvw
Geotechnical Report	GeoRpt
Geotechnical Review of Final Check Prints Form (107-5A)	GeoRvwFrm
Geotechnical Review of Final Check Prints Plans	GeoRvwPlans
Geotechnical Waiver	GeoWaiver
Guarantees / Warrant Approvals	Guar/Warr Appr
Historic Bridge Alternatives Analysis – Draft (See Note 6.)	DraftHBAA
Historic Bridge Alternatives Analysis – Final (See Note 6.)	FinalHBAA
Incentive/Disincentive Clauses	IncenDisincenClau
Initial Financial Plan	InitFinPlan
Interchange Justification Report	IIRpt
Inspection Report	InspRpt
Level 1 Design Criteria Checklist (40-8B) (include Level 1 computations)	Lvl1Chk
Level 1 Design Exception Request (40-8C or 40-8D)	Lvl1Exc
Level 2 Design Exception Request	Lvl2Exc
Load Rating Review Plans (Load Rating Request Form sent via email)	LoadRtgRvwPlans
Location Control Route Survey Plat	LCRSP
Official Detour Route (if not on plans)	OfficialDetRte
Pay Item List	PayItmLst
Permit Application	PermitApp
Permit Review Plans	PermitRvwPlans
Permits (All permit approvals and conditions combined for Final Tracings)	Permits
Pictures	Pics
Plans	Plans
Existing Plans	ExistingPlans
Plans with Cross Sections (if file too large, separate plans & cross sections)	PlansXsect
Proprietary Material Use Justification Form (17-1A)	PropMtrlFrm
PS&E Checklist (FHWA-Indiana)	FhwaInPscChk
PS&E Bundling Information Page	BIP
Public Hearing Comments and Resolutions	PubHearCom
Public Involvement Request (include request cover letter and summary)	PubHearReq
Public Hearing Transcript	PubHearTr
Quality Assurance Form (6-2A)	QAFrm
Quantity Calculations	QtyCalcs
R/W Clear Certification Letter	RWCert
R/W Funding - Land, Improvements & Damages Letter	LIDLtr
Railroad Coordination Certification	RRCert
Railroad Flagging Contract	RRFlaggingCont
Railroad Special Provisions	RRSplProv
Relocation Plans (for Utility)	RelocPlan Utility Company
Request	Request
Response to Comments Letter	RespLtr
Schedule	Schedule
Scour Report	ScourRpt
Special Provisions (Recurring)	SplProv
Special Provisions (Unique)	UnqSplProv
Special Provisions Menu (Recurring)	SplProvMenu
Special Provisions Menu (Unique)	UnqSplProvMenu
Summary of Design Exceptions	SumDgnExc
Survey Book	SvyBook
Survey Book Checklist (23-2A)	SvyBookChk
Traffic Control Plan Checklist	TrafCtrlPlanChk
Traffic Management Plan	TrafMangPlan
Topography	Topo
Transmittal Letter	TransLtr
Utility Coordination Certification (See Note 5.)	UtilCert
Warrant Report (Lighting or Signal)	WarrantRpt
Woody Revegetation	WdyRvg

*The file naming convention and abbreviations are essential for locating specific types of submittals within ERMS. For Final Tracings, the required ERMS document type and file format for submissions to Contract Administration are included on the Final Tracings Checklist.

Notes:

Access to ERMS is available through the INDOT Technical Applications Pathway (ITAP) <https://itap.indot.in.gov/>. Use the File Upload URL (Multiple File Upload Tool, MFUT) to submit multiple files to ERMS.

1. ERMS File Name (Title) should use the following format.

[Submittal] [Description]⁽¹⁾ [Des #] for [Bridge, Roadway, Contract] Services⁽²⁾

⁽¹⁾Within the MFUT, the “make editable” check box can be used when a description is not available for the document being uploaded.

⁽²⁾Additional information can be added to the end of the format, e.g. Rev. #1, Part 1 of 2, Pages 105-231, using the “Extra Information” field.

ENV 401Wtr 0000000 for Bridge Services Rev#1

2. See pages 2-3 for the naming convention of documents to be reviewed outside of a typical Road or Bridge project.

3. See page 4 for the naming convention of Right-of-Way Engineering files.

4. Descriptions shown in italics are documents available on the Editable Documents webpage at <http://www.in.gov/dot/div/contracts/design/dmforms/>

5. Utility Coordination documents are available from the Utility Application (UTA). Access must be requested through ITAP. See the Utilities webpage at <http://www.in.gov/indot/3787.htm>

6. A Historic Bridge Alternatives Analysis template is available from the Historic Bridges Inventory Summary and Results webpage at <http://www.in.gov/indot/2531.htm>

7. See [Hydraulics webpage](#), under submitting for Small Structure Hydraulic Memo and Bridge Scour templates, instructions, and associated naming convention.

PROJECT FILE NAMING CONVENTIONS

The following guidance applies to submittals through ERMS prior to Final Tracings. To better identify files within submitted through ERMS that need to be reviewed separately, outside of a typical bridge or road review, the following naming convention should be used.

[Submittal] [Description] [Des #] for [Environmental, Geotechnical, Hydraulics, Pavement Design, Traffic] Services

a. **Environmental** **ENV** [Description] [Des #] for Environmental Services

ENV DraftEnvDoc 0000000 for Environmental Services

ENV DraftHBAA 0000000 for Environmental Services

Permits **ENV** [Permit Abbr. or PermitRevPlans] [Des #] for Environmental Services

ENV 404Corps 0000000 for Environmental Services

ENV PermitRevPlans 0000000 for Environmental Services

Stormwater Quality Manager Level Determination

(May 2020) Stormwater Quality Manager Level recommendation should be indicated on the Stage 2 Transmittal Letter (or Final Plans for projects without a Stage 2 submittal).

b. **Geotechnical** **GEO** [Description] [Des #] for Geotechnical Services

c. **Hydraulics** **HYD** [Description] [Des #] for Hydraulics Services

*Small Structure Hydraulic Memos and Bridge Scour Memos will have a different naming convention. See [Hydraulics Office webpage](#), under Submitting Documents.

Hydraulic Memos: [prelim][HydroMemo] [culvert number, incl. "CV"] [MM-DD-YYYY]

prelim HydroMemo CV 067-060-45.62 04-30-2018

Scour Memos: [prelim][ScourMemo][bridge file number] [MM-DD-YYYY]

prelim ScourMemo 67-60-05148 04-30-2018

d. **Load Rating**

(May 2020) For load rating requests are no longer submitted in ERMS. Designer should submit directly through the Load Rating Request Application (LRRR). LRRR is available through [ITAP](#).

e. **Pavement Design** **PVMTDGN** Request [Des #] for Pavement Design Services

f. **Traffic** **TRAF** [Description] [Des #] for Traffic Services

For traffic items (signing, lighting, and signals) submit traffic plan sheets and design calculations separately.

PROJECT FILE NAMING CONVENTIONS

The following guidance applies to Right-of-Way Engineering submissions.

File (1):	File Title (2) (3) (4) (5):	Comments
Right of Way Engineering Documents (6)	CODE# PARCEL# ENG	Revised right of way engineering documents should include “REVISED” in the title (e.g. CODE# PARCEL# ENG REVISED)
Right of Way Plans	CODE# RW PLANS	A partial set of Right of Way Plans should include “PARTIAL” in the title (CODE# PARTIAL RW PLANS)
Staking Reports	CODE# LAE FORMS CODE# EXCEL SIGN REPORT LIST CODE# POINT COMPARISON REPORT CODE# SURVEY NOTICES	Staking Reports will be in 5 separate files. The parcel number entered into ERMS will be ALL for total project staking or parcel number staked separated by commas.
T&E Report	CODE# PARCEL# T&E	Supplemental T&E reports should include “SUPP” in the title (e.g. CODE# PARCEL# T&E SUPP)
Transmittal Letter	CODE# TRANSLTR DATE	One transmittal letter for each Abstracting, Engineering, and R/W Plan submittal regardless of the number of parcel (e.g. 1 parcel file uploaded = 1 Transmittal Letter, 10 parcel files uploaded = 1 Transmittal Letter)

- (1) If the file size exceeds 40 Mb, files should be broken into parts and the title modified accordingly (e.g. CODE# PARCEL# T&E PART1)
- (2) Title should be in ALL CAPS
- (3) CODE# is the 4-digit Land Acquisition Code.
- (4) PARCEL#. Do not include leading zeros. PARCEL001 will be PARCEL1. Parcel number attributes will only apply to the specific parcel except in the case of a partial set of r/w plans which will contain multiple parcel numbers.
- (5) DATE is in the MM-DD-YYYY format
- (6) Right of Way Engineering Documents should be scanned into a single file and include the following:
 1. Transfer Documents
 2. Legal Descriptions
 3. R/W Parcel Plats
 4. Memo to File, Appraisers and Buyers (RER)- if necessary
 5. L-10 form
 6. Memos-if necessary
 7. Reference materials-if necessary
 8. COGO Computation Sheets
 9. Area Computations form
 10. Parcel Documentation Sheet
 11. Consultant R/W Engineering Quality Assurance Form (See Editable Documents page at <http://www.in.gov/dot/div/contracts/design/dmforms/>)
 12. A “Revision, Correction, Elimination Parcel Routing Sheet” should be included first if necessary with the parcel change noted and date of change.