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FILE NAMING CONVENTIONS

(REVISED 10/31/2013)

This is a guide to document names. Older documents may have different naming conventions. If you have any questions, you may contact the Public Records Center using the information listed above.

	File Type	Naming Convention
Facility Files (File ID 10)	Plot Plan Review	PLOT PLAN REVIEW
	Inspection Report	INSPECTION REPORT
	Request for Records	REQUEST FOR RECORDS
	Annual Compliance Package	ACP
	Miscellaneous Compliance Documents	MISC COMPLIANCE DOCS
	LPG Installation Application	LPG INSTALL APP
	Change of Ownership	CHANGE OF OWNERSHIP
	Notification	NOTIFICATION
	Registration	REGISTRATION
	Oil Gas Leak #####	OGL #####
	Oil Upgrade #####	OUP #####
	Acknowledgement Letter #####	ACK #####
	Oil Suspected Release	OSR #####
	UST Leak/Report Form	LEAK REPORT FORM
	Minor Equipment Repair/Replacement	MINOR EQPT RR
	Inspection Report with Corrections	INSPECTION REPORT CORR
	Oil Consumer Complaint	OCP XXXX
Oil Technical Assistance	OTA XXXX	
Oil Site Investigation	OSI XXXX	
Letters (File ID 1)	Site Summary Form Request	SSF FORM REQUEST
	Site Characterization Request	SCR REQUEST
	Corrective Action Plan Request	CAP REQUEST
	Corrective Action Plan Modification Request	CAP MODIFICATION REQUEST
	Corrective Action Plan Approval	CAP APR
	Corrective Action Plan Denial	CAP DNL
	Corrective Action Plan Modification Approval	CAP MOD APR
	Corrective Action Plan Modification Denial	CAP MOD DNL
	MTBE Assessment Request	MARS REQUEST
	MTBE Pathway Elimination	MARS ELIM
	MTBE Pathway Denial	MARS DNL
	No Further Action Letter	NFA
	Other Notable Correspondence	ONC (EPA CLASS V UIC and Well Abandonment)
	Confirmed Release Report	CRR
	Report Cover	Report Cover

	File Type	Naming Convention
Reports (File ID 2)	Site Summary Form	SSF
	Site Characterization Report	SCR
	Surface Release Characterization Report	SRCR
	Closure Report	CLSR RPT
	Corrective Action Plan	CAP
	Corrective Action Plan Implementation	CAP IMP
	Corrective Action Plan Modification	CAP MOD
	MRR	X QTR (YEAR) MRR
	MTBE Assessment Report Submittal	MARS
	No Further Action Report	NFAR
	Other Notable Report	ONR
	Second Level Site Assessment	2 LVL SITE ASSMNT
	Soil Disposal	SOIL DSPSL
	Tank Closure Report	TANK CLOSURE REPORT
	Temporary Closure Report	TEMP TANK CLOSURE REPORT
	Tracking Form	TRACKING FORM