



Naming Protocol and Abbreviations

We apply this naming protocol to all of our documents. This ensures we can search for and find relevant documents easily. There may be some odd documents that don't seem to fit. Report these files to whomever is responsible for file hygiene. Below are some common examples of document naming. The Employee Manual also contains common abbreviations and acronyms. These can be updated as necessary.

Basic naming protocol:

Date(most recent)_**location**(if applicable)_**name**(of document shortened when possible)_**Type**(of document or report)

- All dates use the Year.Month.Day format. If a document only has a month and year, we use 00 for the Day. For example, use 2016.11.00 for November 2016
- All locations use Airport Abbreviations. For example, JNU for Juneau, HOM for Homer, ADQ for Kodiak
- All names are shortened or abbreviated if possible. For example, Ltr for Letter, TK 2 for Tank 2, Std for Standard, or MFG for Manufacturing. Sometimes a word can't easily be abbreviated so do your best – Approv for Approval, Inspec for Inspection
- All Inspections that are “in progress” should also have the title “Working Folder”

Examples for:

Inspections

2002.03.30_JNU_653_TK 2_IS

Translation – On March 30, 2002, in Juneau, an API 653 Standard inspection was performed on Tank 2 while it was In-Service (contained oil, diesel, etc.) For tanks that are empty, we would replace the 'IS' at the end of the name with 'OS' (Out-of-service)

Note: Even if the inspection is done over the course of a couple days, we'll use the beginning date of the inspection. This is so that we can know when the next inspection is due.

Common Abbreviations and Acronyms for File Names:

Name/Term	Abbreviation/Acronym
Alaska Pollutant Discharge Elimination System	APDES
API 570	570
API 653	653
Application	App
Assessment	Assess
Automatic Tank Gauge	ATG
Checklist	Chklst
Compliance	Compl
Contingency Plan	CPlan
Email	EML
Environmental	Env
Facility Response Plan	FRP
Information	Info
In-service	IS
Inspection	Inspec
Letter	Ltr
Multi-Sector General Permit	MSGP
Notice of Intent	NOI
Notice of Violation	NOV
Oil Discharge Prevention and Contingency Plan	ODPCP
Oil Water Separator	OWS
Out-of-Service	OS
Owner Requested Limit	ORL
Phase I Environmental Site Assessment	Phase I ESA
Pre-Approved Emission Limit	PAEL
Revision	Rev
Spill Prevention, Control and Countermeasure	SPCC
Storm Water Pollution Prevention Plan	SWPPP
Tank	TK