	REVISION DATE: January 23, 2015
Alameda County Environmental Cleanup Oversight Programs (LOP and SCP)	PREVIOUS REVISIONS: December 16, 2014 June 19, 2013 June 15, 2011 March 26, 2009 April 29, 2008 ISSUE DATE: June 16, 2006
SECTION: Miscellaneous Administrative Topics & Procedures	SUBJECT: File Names for Electronic Reports
Format: REPORT NAME	

Format: REPORT_NAME_R_YYYY-MM-DD Ex: SWI_R_VOL1_2006-05-25

LOP and SLIC INCOMING REPORTS AND LETTERS		
Document Name	Abbreviation File Name= Abbreviation + Date (yyyy- mm-dd)	
Abandoned Well Information/Water Supply Well Information	ABWELLINF_R	
Addendum	ADEND_R (added after report name)	
Additional Information Report	ADD_R	
Analytical Reports (Loose data sheets not in report)	ANALYT_R	
Case File Scanned By OFD	CASE_FILE	
Cleanup and Abatement Report	CAO_R	
Conduit Study/Well Search/Sensitive Receptor/Well Survey/Preferential Pathway Study	COND_WELL_R	
Corrective Action Plan (CAP)	CAP_R	
Correspondence	CORRES_L	
Court Injunctions	INJ_L	
DWR Confidential Well Logs (Report containing)	report name_R_CONFIDENTIAL_YYYY- MM-DD (Ex: SWI_R_CONFIDENTIAL_YYYY-MM-DD)	
DWR Well Completion Report-Confidential (Loose well logs)	DWR_WELL_CONFIDENTIAL_YYYY- MM-DD (Date of Well Log)	
ESI/DAR (Environmental Site Investigation, Data Assessment Report	ESI_R	
Excavation Report	EX_R	
Extension Request Letter	EXT_RQ_L	
Feasibility Study	FEASSTUD_R	
Groundwater Monitoring/Quarterly Summary Report	GWM_R	
Interim Remedial Action Plan	IRAP_R	
Interim Remediation Results (lincludes Pilot Test Reports, Vapor Mitigation Reports, Soil Management	IR_R	

Extraction Reports) LAWSUIT_R Lawsuit LAWSUIT_R Migration Control Report MIG_R Miscellaneous Report/Soil Sample MISC_SAMP_R Notification Letter NOT_L NPDES Miscellaneous Reports NPDES_R Pay for Performance PFP_R Phase 1 Environmental Assessment Report PHASE1_R Photos PHOTO Preliminary Site Assessment Report/Phase 2 PSA_R Remedial Action Plan RAP_R Remedial Action Plan RDIP_R Remedial Colsure RFC(_L or_R) Risk Assessment Report REM_R Request for Closure RFC(_L or_R) Risk Assessment Report RISK_R Risk Assessment Report RISK_R Risk Assessment Report REM_R Request for Closure RFC(_L or_R) Risk Assessment Report RISK_R Risk Assessment Report RISK_R Stet Conceptual Model/Conceptual Site Model SCM_R Site Health & Safety Plan SFTY_PLAN_R Site Management SITE_SUM_R Soil and Water Investigation Report (Includes soil gas/wapor reports, indoor, additional site investigation, well installation, site characterization SOUL_DSPL_R Soil and Water Investigation Report (Includes soil gas/wapor reports, indoo	Reports, Free Product Removal Reports, & Dual-Phase	
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	UST Sampling Report	UST_SAMP_R

USTCF 5 Year Review	USTCF_5YR
USTCF issued Public Notice	USTCF_PP_L
Well Construction Report (limited to water supply wells)	WELL_CST_R
Well Decommissioning Report (well destruction/abandonment)	WELL_DCM_R
Work Plan	WP_R

LOP and SLIC ACEH OUTGOING LETTERS AND CASE FILE DOCUMENTATION		
Document Name	Abbreviation File Name= Abbreviation + Date (yyyy-mm-dd)	
90 Day Letter	90D_L	
CAP Approval	CAP_AP_L	
RP Certification of Public Notice	CAP_CERT_L	
CAP Public Participation Letter	CAP_PP_L	
CAP Public Participation Letter to RP	CAP_PPRP_L	
Cleanup and Abatement Order	CAO_L	
Closure Public Participation Letter	CL_PP_L	
Closure Package (Letter, RACC, Summary, Deed Restriction)	CLOS_L	
Correspondence/Fund Requests	CORRES_L	
Deed Restriction	DEED_L_ (Copied from CLOS_L_)	
Directive Letter containing Public Notice and/or Landowner request form	DIR_PP_L	
Directive Letter (Landowner form, site management requirements, well decommission scheduling prior to closure of PP, copy of PP to all RPs)	DIR_L	
Enforcement	ENF_L	
Enforcement Referral Letter	ENF_REF_L	
Extension Approval Letter	EXT_AP_L	
Extension Denial Letter	EXT_DNY_L	
GeoTracker info	GEOTRACK_R	
Late Letter	LATE_L	
List of Landowners Forms	LNDOWNR_F_DATE	
Mailing List for Public Notice in Excel Format	MAIL_CL_PP_DATE	
Maps & Assessor's Parcel Information	MAPS_ASSESSOR (no date)	
Meeting Minutes	MEETING	
Miscellaneous Letter	MISC_L	
New Landowner Letters	LNDOWNR_REQ_L	
Notice of Responsibility	NOR_L	
Phone Log	PHONE_LOG	
Photos	РНОТО	
Post Closure Monitoring	PCMP_L	
Project Schedule	PROJ_SCH	
QA/QC Checklist (confidential)	QAC_report name	
Responsible Parties Information	RPINFO_L_DATE OF THE LETTERHEAD	
Site Visit/Inspection Report	SITEVISIT_R	
Transfer Letter	TRANS_L	
UST Permit	UST_PRMT	