

EPEA Approval Industrial Monitoring Documentation Submission Naming Guideline

Industrial Monitoring Submission Guideline

Naming Convention:

Please note: *Italicized words in the naming conventions are optional*

<Description or letter code>-<8 Digit Approval Number>-<Monitoring Year>-<comments>

Where <8 Digit Approval Number> is the approval number padded with zeros, excluding renewal and amendments. For example 00000112 not 112-01-01.

In the conventions below, <comments> are optional for all file names.

<comments> may consist of an additional descriptor required by the Director, or a version number for amended submissions.

Please submit all documents as specified in the Acceptable Formats for EPEA Approval and Code of Practice Records and Submission Coordinates document found on the department's website at:

- [EPEA Approval Process](#)

Notes:

- Original submission document does not need to be identified as such; however, amended submissions must be clearly identified with a V01, V02, etc. in the comments.
- For email submission, the Subject name of an email submission must contain the document name (Example: SAR-00000112-2019).
- For email submission, please submit files larger than 100MB in separate emails (and separate PDF documents).
- For ETS submission, refer to the ETS training manuals on the [ETS Support and Online Learning](#) website.
- Date (if required) must be in YYYYMMDD format.
- The naming convention for the Annual Emissions Inventory Report can be found in the Annual Emissions Inventory Report Standard and Guidance Document on the [AMD website](#).
- If CEMS station identifier or industrial ambient air station identifier is required in the naming convention, it must adhere to the identifier provided by Air Data Stewardship (air.reporting@gov.ab.ca).
- Airsheds must use the 5-digit station identifier assigned to each ambient station, with leading zeros if necessary.

Please contact **Environmental Data Stewardship** regarding any monitoring related reports as per approval requirements that are not listed below.

Record/Report Type	Naming Convention:
Air Industrial Records	
Annual Industrial Air Monitoring Reports	<p>IAM-<8 Digit Approval Number>-<Monitoring Year>-<comments></p> <p>Example: IAM-00000112-2019.pdf</p>
Monthly Industrial Air Monitoring Reports	<p>IAM-<8 Digit Approval Number>-<Monitoring Year><Month>-<comments></p> <p>Where <month> is represented by a number 01 for Jan, 02 for Feb, etc.</p> <p>Example: IAM-00000112-201901.pdf</p>
Quarterly Industrial Air Monitoring Reports	<p>IAM-<8 Digit Approval Number>-<Monitoring Year>-<Q#>-<comments></p> <p>Where <Q#> represents the appropriate Quarter the submission refers to. i.e. Q1 represents the 1st quarter (Jan to March), Q2 represents the 2nd quarter (Apr to Jun), etc.</p> <p>Example: IAM-00000112-2019-Q1.pdf</p>
Industrial Ambient XML File (continuous, intermittent, passive and/or dustfall)	<p>AMB-<8 Digit Approval Number>-<Monitoring Year><Month>-<comments></p> <p>Where <month> is represented by a number 01 for Jan, 02 for Feb, etc.</p> <p>Example: AMB-00000112-201901.xml</p>
Certified Laboratory Analysis Report (for non-continuous data)	<p>LAB-<8 Digit Approval Number>-<Monitoring Year><Month>-<comments></p> <p>Where <month> is represented by a number 01 for Jan, 02 for Feb, etc.</p> <p>Example: LAB-00000112-201901.pdf</p>

Record/Report Type	Naming Convention:
Ambient Calibration Report (for continuous ambient data)	CAL-<8 Digit Approval Number>-<Monitoring Year><Month>-<comments> Where <month> is represented by a number 01 for Jan, 02 for Feb, etc. Example: CAL-00000112-201901.pdf
AMD Excel Forms (monthly) – 1, 2, 3, 5, 6, 8, 10, 12	AMD#-<8 Digit Approval Number>-<Monitoring Year><Month>-<comments> Where AMD# is the AMD Form number (1, 2, 3, 5, 6, 8, 10, or 12). Where <month> is represented by a number 01 for Jan, 02 for Feb, etc. This must be submitted as an Excel file (.xlsx). Example: AMD1-00000112-201901.xlsx
AMD Excel Forms (quarterly) – 1, 2, 3, 5, 6, 8, 10, 12	AMD#-<8 Digit Approval Number>-<Monitoring Year>-<Q#>-<comments> Where AMD# is the AMD Form number (1, 2, 3, 5, 6, 8, 10, or 12). Where <Q#> represents the appropriate Quarter the submission refers to. i.e. Q1 represents the 1 st quarter (Jan to March), Q2 represents the 2 nd quarter (Apr to Jun), etc. This must be submitted as an Excel file (.xlsx). Example: AMD1-00000112-2019-Q1.xlsx
AMD Excel Forms (annual) – 1, 3, 5, 8	AMD#-<8 Digit Approval Number>-<Monitoring Year>-<comments> Where AMD# is the AMD Form number (1, 3, 5, or 8). This must be submitted as an Excel file (.xlsx). Example: AMD1-00000112-2019.xlsx

Record/Report Type	Naming Convention:
AMD Forms XML File (monthly) – 1, 2, 3, 5, 6, 8, 10, 12	<p>AMD#-<8 Digit Approval Number>-<Monitoring Year><Month>-<comments></p> <p>Where AMD# is the AMD Form number (1, 2, 3, 5, 6, 8, 10, or 12). Where <month> is represented by a number 01 for Jan, 02 for Feb, etc. This must be submitted as an XML file (.xml).</p> <p>Example: AMD1-00000112-201901.xml</p>
AMD Forms XML File (quarterly) – 1, 2, 3, 5, 6, 8, 10, 12	<p>AMD#-<8 Digit Approval Number>-<Monitoring Year>-<Q#>-<comments></p> <p>Where AMD# is the AMD Form number (1, 2, 3, 5, 6, 8, 10, or 12). Where <Q#> represents the appropriate Quarter the submission refers to. i.e. Q1 represents the 1st quarter (Jan to March), Q2 represents the 2nd quarter (Apr to Jun), etc. This must be submitted as an XML file (.xml).</p> <p>Example: AMD1-00000112-2019-Q1.xml</p>
AMD Forms XML File (annual) – 1, 3, 5, 8	<p>AMD#-<8 Digit Approval Number>-<Monitoring Year>-<comments></p> <p>Where AMD# is the AMD Form number (1, 3, 5, or 8). This must be submitted as an XML file (.xml).</p> <p>Example: AMD1-00000112-2019.xml</p>
Source Emission Survey Reports	<p>SES-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the survey in YYYYMMDD format.</p> <p>Example: SES-00000112-2019-20190101-Stack A.pdf</p>

Record/Report Type	Naming Convention:
AMD7 Manual Stack Survey Summary Excel Form	<p>AMD7-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the survey in YYYYMMDD format. This must be submitted as an Excel file (.xlsx).</p> <p>Example: AMD7-00000112-2019-20190101-Stack A.xlsx</p>
AMD7 Manual Stack Survey Summary XML File	<p>AMD7-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the survey in YYYYMMDD format. This must be submitted as an XML file (.xml).</p> <p>Example: AMD7-00000112-2019-20190101-Stack A.xml</p>
Relative Accuracy Test Audit Reports	<p>RATA-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the audit in YYYYMMDD format.</p> <p>Example: RATA-00000112-2019-20190101-Stack A.pdf</p>
AMD9 RATA Summary Excel Form	<p>AMD9-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the audit in YYYYMMDD format. This must be submitted as an Excel file (.xlsx).</p> <p>Example: AMD9-00000112-2019-20190101-Stack A.xlsx</p>

Record/Report Type	Naming Convention:
AMD9 RATA Summary XML File	<p>AMD9-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the audit in YYYYMMDD format. This must be submitted as an XML file (.xml).</p> <p>Example: AMD9-00000112-2019-20190101-Stack A.xml</p>
Source Emission Survey and RATA Combined Reports	<p>SES RATA-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the survey in YYYYMMDD format.</p> <p>Example: SES RATA-00000112-2019-20190101-Stack A.pdf</p>
Cylinder Gas Audits Reports	<p>CGA-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the survey in YYYYMMDD format.</p> <p>Example: CGA-00000112-2019-20190101-Stack A.pdf</p>
AMD4 CGA Summary Excel Form	<p>AMD4-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the survey in YYYYMMDD format. This must be submitted as an Excel file (.xlsx).</p> <p>Example: AMD4-00000112-2019-20190101-Stack A.xlsx</p>
AMD4 CGA Summary XML File	<p>AMD4-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the survey in YYYYMMDD format. This must be submitted as an XML file (.xml).</p> <p>Example: AMD4-00000112-2019-20190101-Stack A.xml</p>

Record/Report Type	Naming Convention:
Ambient Site documentation	<p>Ambient Site Doc-<8 Digit Approval Number>-<Monitoring Year>-<Unique Station Identifier> <comments></p> <p>Example: Ambient Site Doc-00000112-2019-00000112-C-1.pdf</p>
Ambient Proposal	<p>Ambient Proposal-<8 Digit Approval Number>-<Monitoring Year>-<Unique Station Identifier>-<type of monitoring> <comments></p> <p>Example: Ambient Proposal-00000112-2019-00000112-C-1-CAM.pdf</p>
Continuous Emissions Monitoring System Plan	<p>CEMS Monitoring Plan-<8 Digit Approval Number>-<Date>-<Unique Identifier> <comments></p> <p>Where <Date> is the date of the submission in YYYYMMDD format.</p> <p>Example: CEMS Monitoring Plan-00000112-20190101-Stack B21.pdf</p>
Quality Assurance Plans	<p>QAP Plan-<8 Digit Approval Number>-<Monitoring Year>-<Date> <comments></p> <p>Where <Date> is the date of the last revision in YYYYMMDD format.</p> <p>Example: QAP Plan-00000112-2019-20190101.pdf</p>
Audit Reports	<p>AUDIT-<Audit Type>-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Station Identifier>-<comments></p> <p>Where <Date> is the date of the audit in YYYYMMDD format and <Audit Type> is:</p> <ul style="list-style-type: none"> CEMS - for a CEMS audit CAM - for Continuous Ambient Monitoring Station Facility Audit - third party facility audit QAP Audit - Quality Assurance Plan Audits <p>Example: AUDIT-CAM-00000112-2019-20190101-00000112-C-1.pdf</p>

Record/Report Type	Naming Convention:
Special Air Reports as per Approval Requirements (fugitive emissions, emission reduction, etc.)	SAR-<Name of report>-<8 Digit Approval Number>-<Monitoring Year>-<comments> Example: SAR-Fugitive Emissions Report-00000112-2019.pdf
Combined Annual Report (multiple medias i.e. Air, wastewater, etc. in one report)	CMB-<8 Digit Approval Number>-<Monitoring Year>-<Type of Media Included>-<comments> Example: CMB-00000112-2019-Air Wastewater.pdf
Combined Quarterly Report (multiple medias i.e. Air, wastewater, etc. in one report)	CMB-<8 Digit Approval Number>-<Monitoring Year>-<Q#>-<Type of Media Included>-<comments> Where <Q#> represents the appropriate Quarter the submission refers to. i.e. Q1 represents the 1st quarter (Jan to March), Q2 represents the 2nd quarter (Apr to Jun), etc. Example: CMB-00000112-2019-Q2-Air Wastewater.pdf
Combined Monthly Report (multiple medias i.e. Air, wastewater, etc. in one report)	CMB-<8 Digit Approval Number>-<Monitoring Year>-<Month>-<Type of Media Included>-<comments> Where <month> is represented by a number 01 for Jan, 02 for Feb, etc. Example: CMB-00000112-201901-Air Wastewater.pdf
Continuous Ambient Monitoring Notifications	Notification CAM-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<comments> Where <Date> is the date of the notification in YYYYMMDD format. Example: Notification CAM-00000112-2019-20190101.pdf
Startup Notifications	Notification Startup-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<comments> Where <Date> is the date of the notification in YYYYMMDD format. Example: Notification Startup-00000112-2019-20190101.pdf

Record/Report Type	Naming Convention:
<p>Scheduled Shutdown Notifications</p>	<p>Notification Shutdown-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<comments></p> <p>Where <Date> is the date of the notification in YYYYMMDD format.</p> <p>Example: Notification Shutdown-00000112-2019-20190101.pdf</p>
<p>Source Emission Survey/Relative Accuracy Test Audit Notifications – AMD11 Stack Survey and RATA Notification Excel Form</p>	<p>Source Emission Survey/Relative Accuracy Test Audit Notifications have been replaced by AMD Stack Survey and RATA Notification Form (AMD11).</p> <p>AMD11-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the notification in YYYYMMDD format. This must be submitted as an Excel file (.xlsx).</p> <p>Example: AMD11-00000112-2019-20190101-Stack A, B, C.xlsx</p>
<p>Source Emission Survey/Relative Accuracy Test Audit Notifications – AMD11 Stack Survey and RATA Notification XML File</p>	<p>Source Emission Survey/Relative Accuracy Test Audit Notifications have been replaced by AMD Stack Survey and RATA Notification Form (AMD11).</p> <p>AMD11-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the notification in YYYYMMDD format. This must be submitted as an XML file (.xml).</p> <p>Example: AMD11-00000112-2019-20190101-Stack A, B, C.xml</p>

Record/Report Type	Naming Convention:
Airshed Records	
Airshed Ambient XML File (continuous, intermittent and/or passive)	AMB-<Airshed/Area Operator Acronym>-<Monitoring Year><Month>-<comments> Where <month> is represented by a number 01 for Jan, 02 for Feb, etc. Example: AMB-FAP-201901.xml
Airshed Certified Laboratory Analysis Report (for non-continuous data)	LAB-<Airshed/Area Operator Acronym>-<Monitoring Year><Month>-<comments> Where <month> is represented by a number 01 for Jan, 02 for Feb, etc. Example: LAB-FAP-201901.pdf
Airshed Ambient Calibration Report (for continuous ambient data)	CAL-<Airshed/Area Operator Acronym>-<Monitoring Year><Month>-<Unique Station Identifier>-<comments> Where <month> is represented by a number 01 for Jan, 02 for Feb, etc. Unique Station Identifier is optional. If submitting one calibration report for all stations within an airshed, the Unique Station Identifier would not be provided. Example: CAL-FAP-201901-01234.pdf CAL-FAP-201901.pdf
Airshed Annual Air Monitoring Reports	<Airshed/Area Operator Acronym>-<Monitoring Year>-<comments> Example: FAP-2019.pdf
Airshed Monthly Air Monitoring Reports	<Airshed/Area Operator Acronym>-<Monitoring Year><Month>-<comments> Where <month> is represented by a number 01 for Jan, 02 for Feb, etc. Example: FAP-201901.pdf

Record/Report Type	Naming Convention:
Airshed Ambient Site documentation	<p>Ambient Site Doc-<Airshed/Area Operator Acronym>-<Date>-<Unique Station Identifier> <comments></p> <p>Where <Date> is the date of the last revision in YYYYMMDD format. For a passive network (all passives in one site document), provide range of Unique Station Identifiers.</p> <p>Example: Ambient Site Doc-FAP-20190101-01234.pdf Ambient Site Doc-FAP-20190101-02258-02264.pdf</p>
Airshed Ambient Monitoring Notifications	<p>Notification-<Airshed/Area Operator Acronym>-<Date> <comments></p> <p>Where <Date> is the date of the notification in YYYYMMDD format.</p> <p>Example: Notification-FAP-20190101.pdf</p>
Airshed Monitoring Plan	<p>Airshed Monitoring Plan-<Airshed/Area Operator Acronym>-<Date> <comments></p> <p>Where <Date> is the date of the last revision in YYYYMMDD format.</p> <p>Example: Airshed Monitoring Plan-FAP-20190101.pdf</p>

Record/Report Type	Naming Convention:
Soil Records	
Soil Monitoring Program Reports	<p>SMR-<8 Digit-Approval Number>-<Monitoring Year> There are usually 2 requirements in a 10 year Approval</p> <p>Example: SMR-00048309-2012 SMR-00048309-2017</p>
Soil Management Program Proposal	<p>Soil Mgmt Program Proposal-<8 Digit-Approval Number>-<Monitoring Year></p> <p>Optional report based on results found in Soil Monitoring Reports. If required, date is 6 months after previous Soil Monitoring Report.</p> <p>For example, if Soil Monitoring Report was due September 30, 2011: Soil Mgmt Program Proposal-00048309-2012</p>
Soil Management Program Report	<p>Soil Mgmt Program Report-<8 Digit Approval Number>-<Monitoring Year></p> <p>Example: Soil Mgmt Program Report-00048309-2013</p>

Record/Report Type	Naming Convention:
Waste Records	
Annual Hazardous Waste Management Report	<p>HWR-<8 Digit Approval Number>-<Monitoring Year></p> <p>Example: HWR- 00048309-2011 HWR- 00048309-2011-V01</p>
Monthly Hazardous Waste Management Report	<p>HWR-<8 Digit Approval Number>-<Monitoring Year>-<Month></p> <p>Where <Month> represented numerically for example 01 for Jan, 02 for Feb. etc.</p> <p>Example: HWR- 00048309-2011-02</p>
Quarterly Hazardous Waste Management Report	<p>HWR-<8 Digit Approval Number>-<Monitoring Year>-<Q#></p> <p>Where <Q#> represents the appropriate Quarter the submission refers to. i.e. Q1 represents the 1st quarter (Jan to March), Q2 represents the 2nd quarter (Apr to Jun), etc.</p> <p>Example: HWR- 00048309-2011-Q2</p>

Record/Report Type	Naming Convention:
Water Records	
Annual Industrial Water Monitoring Reports	<p>IWW-<8 Digit Approval Number>-<Monitoring Year></p> <p>Example: IWW-00000111-2015 IWW-00000111-2015-V01</p>
Monthly Industrial Water Monitoring Reports	<p>IWW-<8 Digit Approval Number>-<Monitoring Year>-<Month></p> <p>Where <Month> represented numerically for example 01 for Jan, 02 for Feb. etc.</p> <p>Example: For the monthly monitoring report for January 2012 IWW-00000111-2012-01</p>
Annual Groundwater Monitoring Reports	<p>GWR-<8 Digit Approval Number>-<Monitoring Year></p> <p>Example: GWR-00000111-2011</p>
Groundwater Monitoring Proposals	<p>GWP-<8 Digit Approval Number>-<Monitoring Year></p> <p>Usually only required once on a specified date</p> <p>Example: GWP-00000111-2011</p>