

## EPEA Approval Municipal Monitoring Documentation Submission Naming 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 00000111 not 111-01-01.

<comments> may consist of an additional descriptor required by the Director or Data Management group. In the conventions below <comments> are assumed optional for all file names, but are not depicted in the examples.

Please submit all documents to the appropriate email address as outlined in the Acceptable Formats for EPEA Approval and Code of Practice Records and Submission Coordinators document found on the department's website at:

- [Apply for EPEA Approval](#)

### Notes:

- Original submission document does not need to be identified as such; however, amended submissions must be clearly identified with a V01, V02, etc.
- The Subject name of the email must contain the document name, **and start with MUNI**  
Example: IAM-00000112-2010
- Please submit files larger than 100MB in separate emails (and separate PDF documents). Each report identified below needs to be submitted as a separate document.
- Date (if required) must be in YYYYMMDD format.

- If a unique station identifier is required in the naming convention it must adhere to the name identified in the EPEA application or approval (if applicable).
- Any other Monitoring related reports as per Approval Requirements that are not listed below, please contact **AEP Data Management Team**

Record/Report Type	Naming Convention: Please note, <i>Italicized</i> words in the naming conventions are optional
<b>Annual Municipal Report</b>	<p><b>MMR-&lt;8 Digit Approval Number&gt;-&lt;monitoring year&gt;-&lt;version number&gt;</b></p> <p>Example: MMR-00000112-2015 MMR-00000112-2015-V01</p>
<b>Monthly Municipal Report</b>	<p><b>MMR-&lt;8 Digit Approval Number&gt;-&lt;monitoring year&gt;-&lt;month*&gt;-&lt;version number&gt;</b></p> <p>* month represented by a number 01 for Jan, 02 for Feb, etc.</p> <p>Example: MMR-00000112-2015-01 MMR-00000112-2015-01-V01</p>
<b>Municipal Soil Monitoring Report</b>	<p><b>SMR-&lt;8 Digit Approval Number&gt;-&lt;monitoring year&gt;-&lt;name*&gt;</b></p> <p>* where &lt;name&gt; is your community name</p> <p>Example: SMR-00000112-2015- <i>YourCommunityName</i></p>

Record/Report Type	Naming Convention: Please note, <i>Italicized</i> words in the naming conventions are optional
<b>Municipal Soil Monitoring Proposal</b>	<p><b>SMP-&lt;8 Digit Approval Number&gt;-&lt;monitoring year&gt;-&lt;name*&gt;</b>  * where &lt;name&gt; is your community name</p> <p>Example:  SMP-00000112-2015- <i>YourCommunityName</i></p>
<b>Municipal Soil Management Report</b>	<p><b>Soil Mgmt Report-&lt;8 Digit Approval Number&gt;-&lt;monitoring year&gt;-&lt;name*&gt;</b>  * where &lt;name&gt; is your community name</p> <p>Example:  Soil Mgmt Report-00000112-2015- <i>YourCommunityName</i></p>
<b>Municipal Soil Management Proposal</b>	<p><b>Soil Mgmt Proposal-&lt;8 Digit Approval Number&gt;-&lt;monitoring year&gt;-&lt;name*&gt;</b>  * where &lt;name&gt; is your community name</p> <p>Example:  Soil Mgmt Proposal-00000112-2015- <i>YourCommunityName</i></p>
<b>Municipal Groundwater Monitoring Report</b> <i>(associated with wastewater systems)</i>	<p><b>GWR-&lt;8 Digit Approval Number&gt;-&lt;monitoring year&gt;-&lt;name&gt;</b></p> <p>Example:  GWR-00000112-2015- <i>YourCommunityName</i></p>
<b>Municipal Groundwater Monitoring Proposal</b> <i>(associated with wastewater systems)</i>	<p><b>GWP-&lt;8 Digit Approval Number&gt;-&lt;monitoring year&gt;-&lt;name&gt;</b></p> <p>Example:  GWP-00000112-2015- <i>YourCommunityName</i></p>

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<b>Municipal Solid Waste (Biosolids) Report</b>	<b>Biosolids-&lt;8 Digit Approval Number&gt;-&lt;monitoring year&gt;-&lt;name&gt;</b>  Example: Biosolids-00000112-2015- <i>YourCommunityName</i>
<b>Municipal Irrigation Report</b>	<b>Irrigation-&lt;8 Digit Approval Number&gt;-&lt;monitoring year&gt;-&lt;name&gt;</b>  Example: Irrigation-00000112-2015- <i>YourCommunityName</i>
<b>Municipal Landfill Reports (Solid Waste Management)</b>	<b>WasteMgmt-&lt;8 Digit Approval Number&gt;-&lt;monitoring year&gt;-&lt;name&gt;</b>  Example: WasteMgmt-00000112-2015- <i>YourCommunityName</i>
<b>Municipal Special Reports:</b> <ul style="list-style-type: none"> <li>• Construction/Upgrade Reports/Studies</li> <li>• Operations Plans</li> <li>• Stormwater Management Reports</li> <li>• Environmental Performance Plans</li> <li>• Drinking Water User Agreement</li> <li>• All Special Reports as required within the conditions of the approval</li> </ul>	<b>&lt;Report Name&gt;-&lt;8 Digit Approval Number&gt;-&lt;Submission Date (YYYYMMDD)&gt;-&lt;name&gt;</b>  Examples: Operations Plan-00000112-20150101- <i>YourCommunityName</i> Drinking Water Safety Plan-00000112-20150101- <i>YourCommunityName</i> Raw Water Assessment-00000112-20150101- <i>YourCommunityName</i> Waterworks Risk Assessment-00000112-20150101- <i>YourCommunityName</i> Drinking Water Quality User Agreement-00000112-20150101- <i>YourCommunityName</i>

Record/Report Type	Naming Convention: Please note, <i>Italicized</i> words in the naming conventions are optional
<b>Notification, Release, Discharge</b> <ul style="list-style-type: none"> <li>• Start-Up Notification</li> <li>• Commencement of Opertaion</li> <li>• Notice to Discharge a Wastewater System</li> <li>• Shut-Down Notifications</li> </ul>	<p><b>NRD-&lt;8 Digit Approval Number&gt;-&lt;Date of Notification (YYYYMMDD)&gt;-&lt;name&gt;-comments</b></p> <p>Example:  NRD-00000112-20150101-<i>YourCommunityName</i>-Start Up  NRD-00000112-20150101-<i>YourCommunityName</i>-Wastewater Discharge</p>