



AQD FILE NAMING CONVENTIONS

Source Files to the Internet: VN, Staff Reports, Stack Testing, etc.

AQD utilizes one of three kinds of unique identifiers for each source.

- A Source Registration Number (SRN) is a letter followed by four digits, e.g. A0000.
- An identifier beginning with “U” followed by eight digits is considered an Unregistered Facility.
- An identifier beginning with “EN” is for a dry-cleaning Establishment Number.

The naming format used will be:

- SRN_TYPE_YYYYMMDD.pdf or U00000000_TYPE_YYYYMMDD.pdf
 - YYYY = four-digit year
 - MM = two-digit month (use leading zeroes)
 - DD = two-digit day (use leading zeroes)
- Additional files of the same type (with the same date) use “TYPE#”, for example: SRN_TYPE1_YYYYMMDD.PDF, SRN_TYPE2_YYYYMMDD.PDF, etc.

Stack Test Report Executive Summary

- SRN_TEST
 - Example: A0000_TEST_20131001.pdf
 - *Note: Stack test report executive summaries are not reviewed by AQD prior to being posted.*

Enforcement Documents

- SRN_ACO (Administrative Consent Order)
 - Example: A0000_ACO_20131001.pdf or U00000000_ACO_YYYYMMDD.pdf
- SRN_AFO (Administrative Fine Order)
 - Example: A0000_AFO_20161001.pdf or U00000000_AFO_YYYYMMDD.pdf
- SRN_CJ (Consent Judgment)
 - Example: A0000_CJ_20131001.pdf or U00000000_CJ_YYYYMMDD.pdf
 - *Note: Issued ACOs, AFOs, and CJs have a ##-YYYY assigned.*
- SRN_DJ (Default Judgement)
 - Example: A0000_DJ_20211007.pdf or U00000000_DJ_YYYYMMDD.pdf
- SRN_ENFN (Enforcement Notice)
 - Example: A0000_ENFN_20161001.pdf or U00000000_ENFN_YYYYMMDD.pdf
 - *Note: Issued ACOs, AFOs, CJs, and ENFNs have a ##-YYYY assigned.*
- SRN_STIP (Stipulation)
 - Example: A0000_STIP_20191001.pdf or U00000000_STIP_YYYYMMDD.pdf

Inspection Reports

- SRN_SAR (Staff Activity Report)
 - Example: A0000_SAR_20131001.pdf or
U00000000_SAR_YYYYMMDD.pdf
- SRN_FCE (Full Compliance Evaluation)
 - Example: A0000_FCE_20131001.pdf
 - *Note: FCE reports are completed for ROP and opt-out sources.*

Violation Notices

- SRN_VN (Violation Notice)
 - Example: A0000_VN_20131001.pdf or
U00000000_VN_YYYYMMDD.pdf
- SRN_RVN (Response to Violation Notice)
 - Example: A0000_RVN_YYYYMMDD.pdf or
U00000000_RVN_YYYYMMDD.pdf
 - *Note: Date in file name should be the date on document, not date received.*

Dry Cleaning Violation Notices

- EN_DCVN (EN = Establishment Number)
 - Example: EN6500001_DCVN_20131001.pdf
 - *Note: the first two digits after “EN” represent the county number, similar to a “U” number.*

Asbestos Violation Notices

- SRN_ASBN (Asbestos Violation Notice)
 - Example: A0000_ASBN_20131001.pdf or
U00000000_ASBN_YYYYMMDD.pdf
- SRN_RASBN (Response to Asbestos Violation Notice)
 - Example: A0000_RASBN_20131001.pdf or
U00000000_RASBN_YYYYMMDD.pdf

Surface Emission Monitoring

- SRN_SEM (Surface Emission Monitoring)
 - Example: A0000_SEM_20131001.pdf or
U00000000_SEM_20131001.pdf

Permit to Install (PTI)

- PTIs are issued in a #-YY format. Each application is assigned a number (#) when received. Each calendar year the numbers are restarted at 1.

Renewable Operating Permits (ROP)

- [File Naming Conventions for ROPs](#)