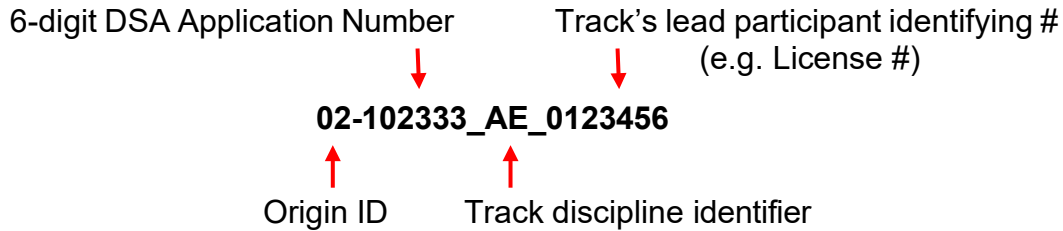


1.4 DSAbbox Naming Standards

DSAbbox Folder Naming Standards

The DSA Regional Office designated staff create folders within the DSAbbox for current projects. The folder names are titled using the following structure:



DSAbbox File Naming Standards

Documents that are uploaded to DSAbbox must adhere to the file naming standards as shown in Figure 1 below. Note the differences between hyphens (-) and underscores (_) in the file name:

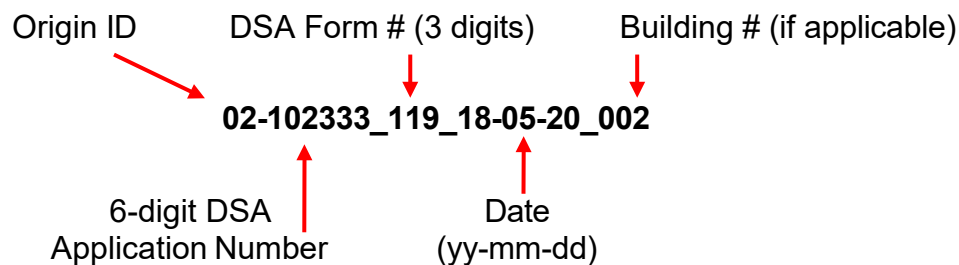


Figure 1 -- Samples of File Names

<i>Document Type</i>	<i>Naming Standard</i>
Field Trip Note DSA135	02-100100_135_18-05-20_001
Job File Review DSA119	02-100100_119_18-05-20
Stop Work Notices DSA351	02-100100_351_18-05-20

The form number and date are required in the specified format to facilitate reporting with in DSAbbox. Figure 2 illustrates the file naming standard and the location where the generated files should be uploaded.

1.4 DSAbbox Naming Standards

Figure 2 -- DSAbbox File Naming Standards for External-Submitted Forms

External Forms	Track	Folder where document is placed	File Name
I. DSA 005 (PI and SI Qualification Record)	AE	Origin ID-App #_005 PI Qualifications	
DSA 005-PI (For General Project Inspector)			Origin ID-App #_005PI_PI Cert. #
DSA 005-PI (For Replacement PI)			Origin ID-App #_005PI_PI Cert. #
DSA 005-SI (For Special Inspector)			Origin ID-App #_005SI_PI Cert. #
DSA 005-AI (For Assistant Inspector)			Origin ID-App #_005AI_PI Cert. #
II. DSA 006-PI (PI Verified Report)	PI	Origin ID-App #_006-PI Verified Reports	Origin ID-App #_006PI_Date_PI Cert. #
III. DSA 006-AE (AE Verified Report)	AE	Origin ID-App #_006-AE Verified Reports	Origin ID-App #_006AE_Date_AE license #
IV. DSA 006-C (Contractor Verified Report)	Contractor	Origin ID-App #_006-C Verified Reports	Origin ID-App #_006C_Date_Contractor's License #
V. DSA 102-IC (Const. Start / Insp. Card Req.)	AE	Origin ID-App #_102-IC Start of Construction	Origin ID-App #_102-IC_Submission Date
VI. DSA 103 (Statement of T&I)	AE	Origin ID-App #_103 Test & Inspection	Origin ID-App #_103_AE License #
VII. DSA 130 (Certificate of Compliance)	PI	Origin ID-App #_130 Certificate of Compliance	Origin ID-App #_130_Date_Manufacturer
VIII. BRB (Certificate of Compliance)	PI	Origin ID-App #_BRB Certificate of Compliance	Origin ID-App #_BRB_Date_Manufacturer
IX. DSA 151 (PI Notifications)	PI	Origin ID-App #_151 Notifications	Origin ID-App #_151_Date_PI Cert. #
X. DSA 152 (Project Inspection Card)	PI	Origin ID-App #_152 Inspection Card	
DSA 152 (Specific Building or Site)	PI	Origin ID-App #_152_Card #	Origin ID-App #_152_Card#_Bldg #
XI. DSA 154 (Notice of Deviation)	PI		
DSA 154 (Submitted)		Origin ID-App_#154 Deviation Notices	Origin ID-App #_154_#_PI Cert. #
DSA 154 (Resolved)		Origin ID-App#_154 Deviation Notices Resolved	Origin ID-App #_154_R-#_PI Cert. #
XII. DSA 155 (PI Semi-Monthly)	PI	Origin ID-App #_155 Semi-Monthly Reports	Origin ID-App #_155_Report Date_PI Cert. #
XIII. DSA 156 (Commencement or Completion of Work)	PI	Origin ID-App #_156 Commencement or Completion of Work	Origin ID-App #_156_Date_PI Cert. #
XIV. 168 (Final Project Cost)	Owner/District	Origin ID-App #_168 Final Project Cost	Origin ID-App #_168_Date
XV. DSA 291 (Lab Verified Report)	LAB	Origin ID-App #_291 Lab Verified Reports	Origin ID-App #_291_Date_Lab LEA #
XVI. DSA 292 (Special Inspector Verified Report)			
DSA 292 (not under lab)	Owner/District	Origin ID-App #_292 SI Verified Reports	Origin ID-App #_292_Date_SI Cert. #
DSA 292 (under lab)	LAB	Origin ID-App #_292 SI Verified Reports	Origin ID-App #_292_Date_Lab LEA #
XVII. DSA 293 (Geotech Verified Report under lab)	LAB	Origin ID-App #_293 Geotech Verified Reports	Origin ID-App #_293_Date_Lab LEA#
DSA 293 (Geotech Verified Report not under lab)	Owner/District	Origin ID-App #_293 Geotech Verified Reports	Origin ID-App #_293_Date_Geotech License #

1.4 DSABox Naming Standards

Electronic Back Check and Plan Review File Naming Standards

This file naming system is for use by the Design Professionals (DP) and DSA during the Electronic Back Check and Plan Review. DP's establish file names prior to submitting their files into the Project Folder. DSA renames files when returning them for review.

The file naming system comprises up to five terms, separated by an underscore.

Term:	1	2	3	4	5
Description:	APPNO _ INC _ DOCTYPE _YY-MM-DD _DISCIPLINE				
Example:	02-114987_INC1_SPC_18-05-20_SSS				

Term 1 (APPNO):

The **APPLICATION NUMBER** comprising the two-digit regional office number, dash and six-digit project number. (Example: **02-114987**)

Term 2 (INC):

The **INCREMENT** (if required). This term is to be use with multiple increment. (Example: **INC01, INC02, etc.**).

Term 3 (DOCTYPE):

The **DOCUMENT TYPE** comprising the file from a standard list of:

DWG: Working Drawings

SPC: Project Manual and Specifications

STC: Structural Calculations

FAC: Fire Alarm Component Submittal

ACS: Access Compliance Component Submittal

ENG: Energy Calculations

Term 4 (YY-MM-DD):

The **DATE** the document was created to communicate the document version. (Example: **18-05-20**)

Term 5 (DISCIPLINE):

The **DISCIPLINE** is added by the reviewer when returning reviewed files with comments. It will be SSS, FLS, or ACS. This term is omitted for documents uploaded by the DP. (Example: **02-114987_INC1_SPC_18-05-20_SSS**)

1.4 DSAbbox Naming Standards

The Lead Plan Reviewer will rename the file by replacing the discipline with the letter “A” when the document is approved. (Example: **02-114987_INC1_DWG_18-05-20_A**)