
California Environmental Protection Agency

 **Air Resources Board**



**HANDOUT
FOR
DOCUMENT MANAGEMENT
SYSTEM WORKSHOP**

Version 1.0

February 1, 2006

TABLE OF CONTENTS

1. DIRECTORY TREE	1
1.1 ON-ROAD DIRECTORY TREE.....	1
1.2 OFF-ROAD DIRECTORY TREE.....	3
2. DOCUMENT TYPES AND ASSOCIATED METADATA PARAMETERS.....	5
3. CROSS REFERENCE OF WORKFLOW TEMPLATE AND DOCUMENT TYPES.....	9
4. FILE NAMING CONVENTION	10

LIST OF FIGURES

Figure 1 On-Road PC/LDT Directory Tree.....	1
Figure 2 On-Road PC/LDT Directory Tree with Assigned Document Types.....	2
Figure 3 Off-Road SIME Directory Tree	3
Figure 4 Off-Road SIME Directory Tree and Assigned Document Types.....	4

LIST OF TABLES

Table 1 – On-Road Document Type and Associated Metadata	5
Table 2 – Off-Road Document Type and Associated Metadata	7
Table 3 – List of Workflow Templates for On-Road Light-Duty Category	9
Table 4 – List of Workflow Templates for Off-Road Spark Ignition Marine Engine Category .	9
Table 5 – File Naming Convention for On-Road Light-Duty Vehicles	11
Table 6 – File Naming Convention for On-Road Heavy-Duty Vehicles/Engines.	12
Table 7 – File Naming Convention for Motorcycle and ATVs	13
Table 8 – File Naming Convention for Off-Road Documents	14

1. DIRECTORY TREE

This handout contains the directory for the On-Road Light Duty Category (LD) and the Off-Road Spark Ignition Marine Engine (SIME) categories. The directory tree of the other categories will be made available prior to their scheduled phase-in. The complete phase-in schedule will be presented in the workshop.

The directory tree provides a standardized structure to facilitate the organization, storage, and retrieval of documents. Each manufacturer will have a folder that can only be accessed by the manufacturer and authorized ARB staff.

1.1 On-Road Directory Tree

Figure 1 shows the basic directory tree for the on-road class of passenger car (PC) and light duty truck (LDT). These two vehicle classes are combined in the DMS as PC/LDT since these vehicles are certified within the same test group. Inside each manufacturer folder are subfolders for each category that it certifies. Each category subfolder is further divided by the model years. The same directory structure is used for the Medium Duty Vehicle (MDV) class.

Figure 1 On-Road PC/LDT Directory Tree

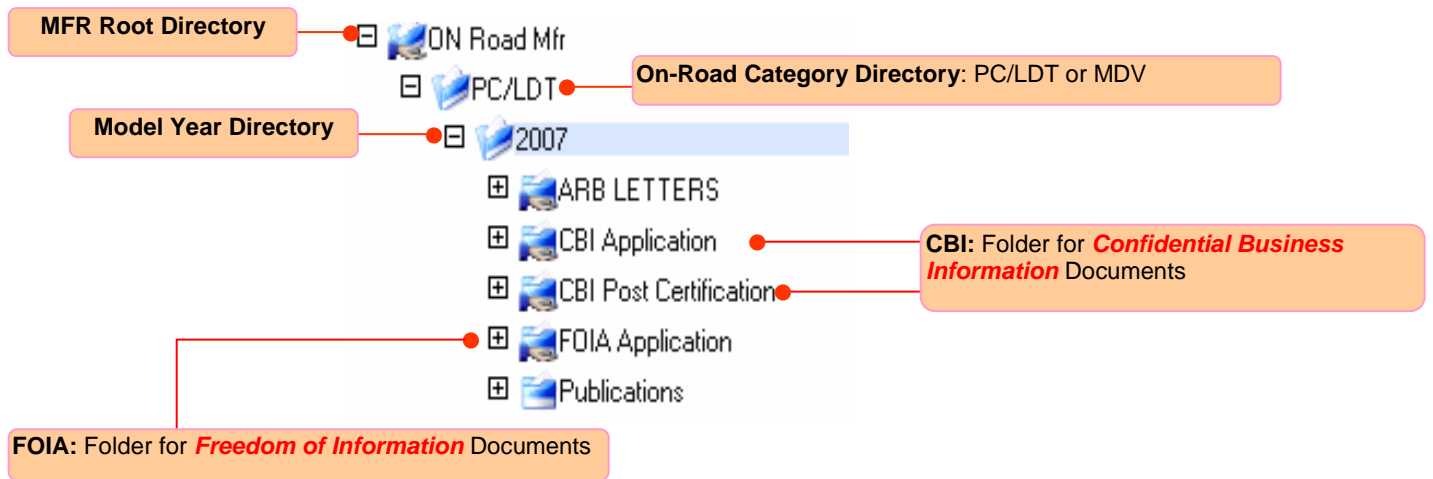
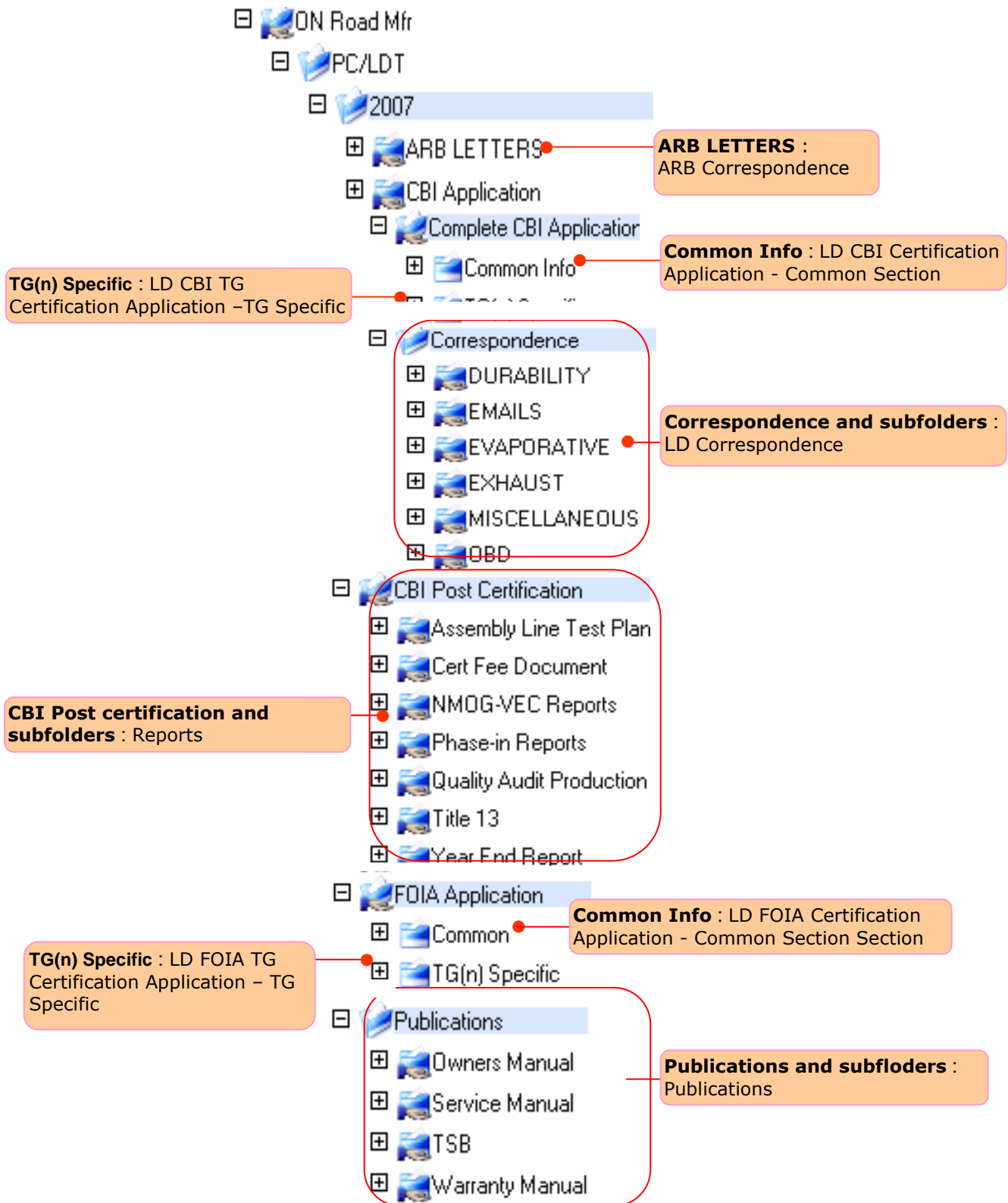


Figure 2 shows the expanded On-Road directory tree. Each folder is specifically named to help in the correct placement of documents uploaded to the DMS. The folders and subfolders are organized in accordance with CAP2000 certification procedures. Documents must be uploaded into the correct folders in the lower level of the directory tree structure. This will facilitate the review process and help maintain folder organization.

To help maintain “TG(n) Specific” folder organization, manufacturers create subfolders using the name of each test group they are planning to certify. The manufacturer will upload all certification documents of a test group into the proper test group subfolder. Subfolders must be created for both CBI and FOI versions of the application.

Figure 2 On-Road PC/LDT Directory Tree with Assigned Document Types



1.2 Off-Road Directory Tree

Figure 3 shows the basic Off-Road directory tree for the Spark-Ignition Marine Engine (SIME) category. Inside each manufacturer folder are subfolders for each category that it certifies. Each category subfolder is further divided by the model years. The same structure will be used for all other off-road categories, except the off-road motorcycle and all-terrain vehicle categories which follows the On-Road directory tree.

As Figure 3 shows, exhaust documents are further divided into two main groups: **Common** - for documents associated with multiple engine families and **Engine Family Specific** - for documents specific to an engine family. To help ensure Engine Family folder organization, manufacturers create subfolders using the name of each engine family that they are planning to certify. The manufacturer will upload all certification documents of the engine family into the proper engine family subfolder. Subfolders must be created for both confidential business information (CBI) and freedom of information (FOI) versions of the application. Manufacturers must upload in the FOI folder a copy of the CBI document without the confidential information. On the other hand, if a document does not contain confidential information only upload it to the FOI folder. Please do not create a copy of a FOI document on the CBI folder.

Figure 3 Off-Road SIME Directory Tree

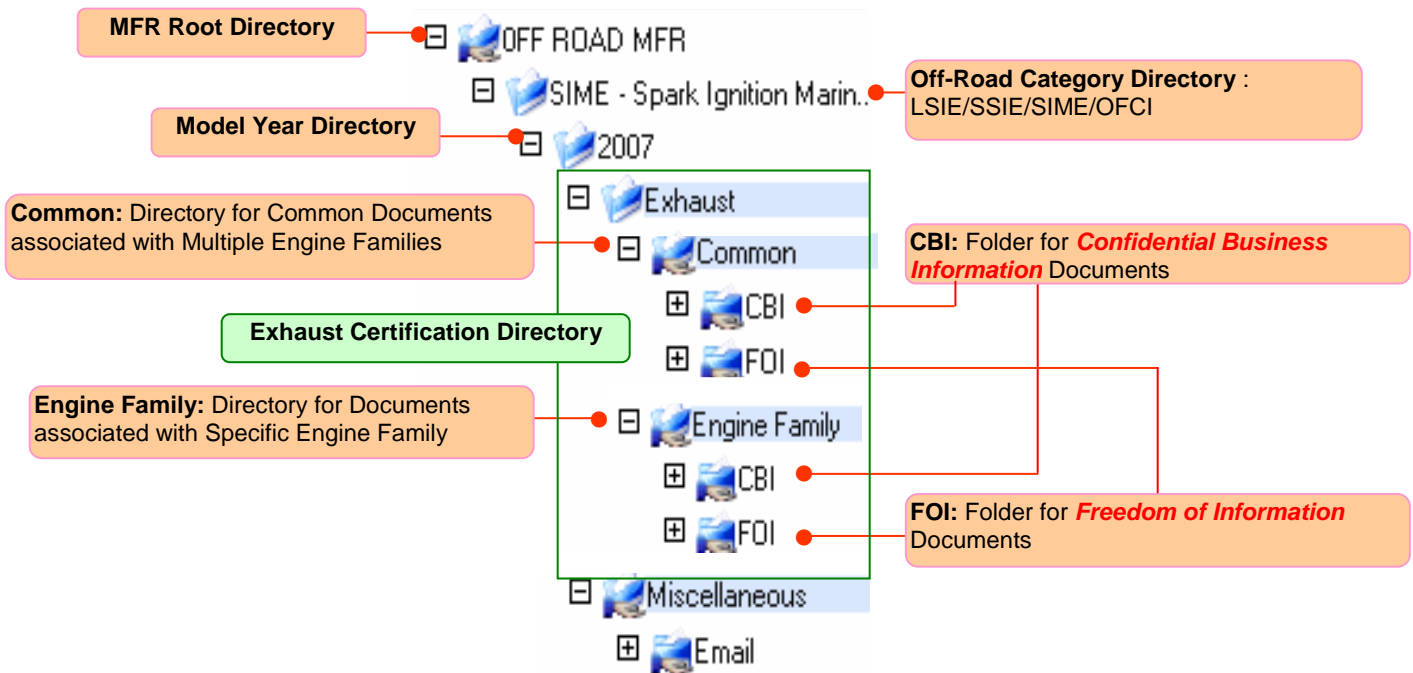
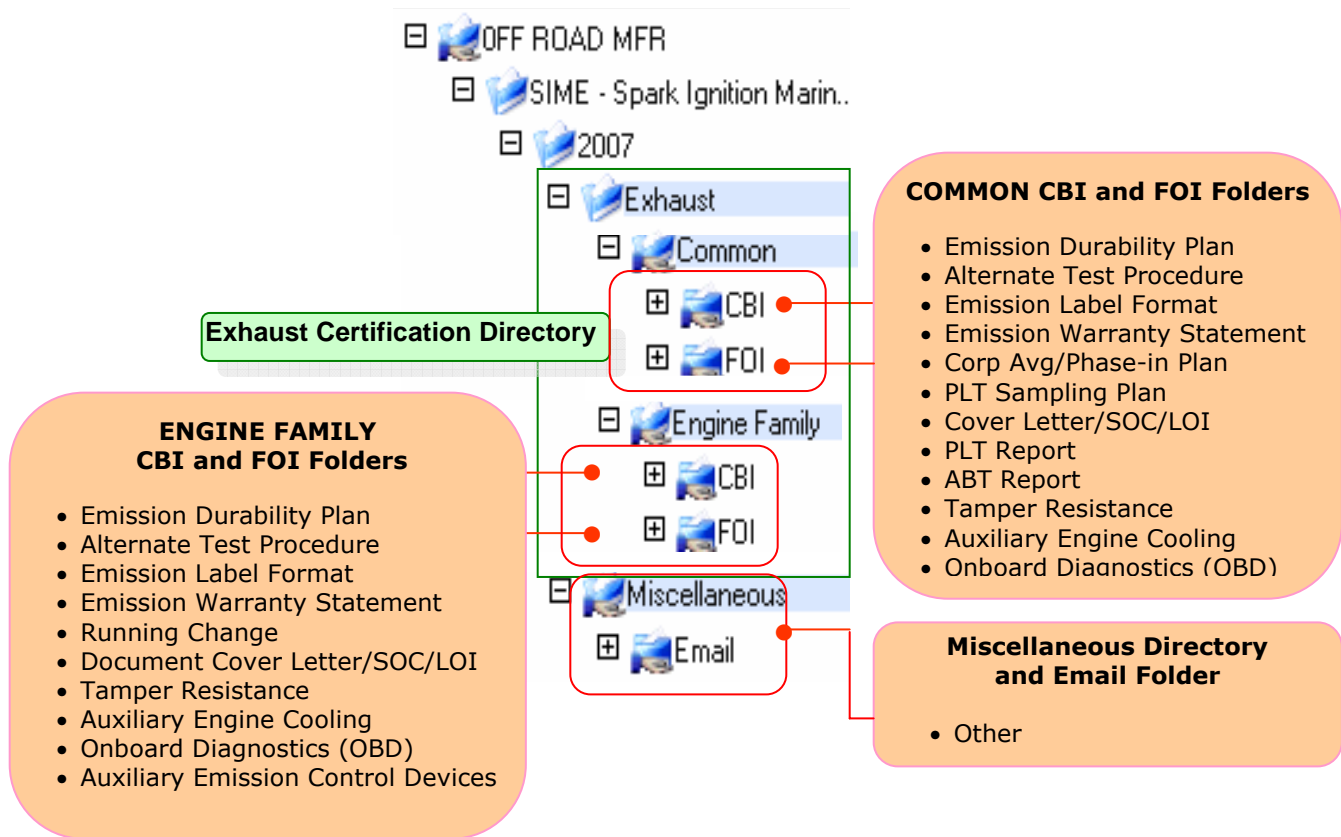


Figure 4 shows the folders in the expanded SIME directory tree. The types of documents that can be uploaded into each folder are also indicated. Documents must be uploaded in the correct folders in the lower levels of the directory tree structure. This will facilitate the review process and help maintain folder organization. Document types have been assigned to particular folders as indicated in figure 4 based on the intended contents.

Figure 4 Off-Road SIME Directory Tree and Assigned Document Types



2. DOCUMENT TYPES AND ASSOCIATED METADATA PARAMETERS

A document uploaded into the DMS repository must have the metadata that describes the document. **Table 1** provides the metadata parameters for each On-Road Light Duty Document Type. **Table 2** provides the metadata parameters for each Off-Road Document Type.

Table 1 – On-Road Document Type and Associated Metadata

Document Type	Description	Metadata Name	Valid Values
LD FOIA Certification Application-Common Section	Common Section of Certification Application FOIA Version	Manufacturer	
		Model Year	
		Application Type	Final Part 1 Final Part 2
		Vehicle Class	PC PC/LDT LDT MDV
		Upload Date	
LD FOIA TG Certification Application-TG Specific	Specific Test Group Application for Certification FOIA Version	Manufacturer	
		Model Year	
		Test Group	
		Application Type	Final Part 1 Final Part 2
		Vehicle Class	PC PC/LDT LDT MDV
		Upload Date	
LD CBI Certification Application-Common Section	Common Section of Certification Application CBI Version	Manufacturer	
		Model Year	
		Application Type	CPP Initial Part 1 Update Part 1 Final Part 1 Initial Part 2 Update Part 2 Final Part 2
		Vehicle Class	PC PC/LDT LDT MDV
		Upload Date	
LD CBI TG Certification Application-TG Specific	Specific Test Group Application for Certification CBI Version	Manufacturer	
		Model Year	
		Test Group	
		Application Type	Initial Part 1 Update Part 1 Final Part 1 Initial Part 2 Final Part 2 Running Change Field Fix
		Vehicle Class	PC PC/LDT LDT MDV
		Upload Date	

Table 1 – On-Road Document Type and Associated Metadata (Cont.)

Document Type	Description	Metadata Name	Valid Values
LD Correspondence	Manufacturer Correspondence	Manufacturer	
		Model Year	
		Upload Date	
		Correspondence Type	Evap
			Exhaust
			Durability
SFTP			
Reports (Post Cert)	Periodic Reports Submitted by Manufacturer	Report Type	OBDD
			Misc
			Quarterly Prod. Report
			NMOG/VEC Report
			Cert Fee Document
			Year End Production Report
			Assembly Line Procedure/Functional Test Plan
			Title 13
		Phase-in Plans	
		Upload Date	
		Model Year	
Publications (Post Cert)	Publications (i.e. service manuals, owners manuals, warranty books, etc.)	Manufacturer	
		Publication Type	Warranty Manual
			Owners Manual
			Service Manual
			TSB
		Publication Date	
Model Year			
Model(s)			

Table 2 – Off-Road Document Type and Associated Metadata

Document Type	Description	Metadata Name	Valid Value		
ABT Report	Manufacturers Averaging Banking, and Trading (ABT) Initial, End-of-Year, and Final Reports <i>Common</i>	Manufacturer			
		Model Year			
		Approval Number			
		Category	SSIE/LSIE/OFCI/SIME		
		Report Type	Initial/End-of-year/Final		
Alternate Test Procedure	Special Test Procedures used by the engine manufacturer <i>Engine Family or Common</i>	Manufacturer			
		Submission Date			
		Approval Number			
		Category	SSIE/LSIE/OFCI/SIME		
Auxiliary Emission Control Devices (AECD)	Manufacturers Documents related to Emission Control Devices <i>Engine Family or Common</i>	Manufacturer			
		Model Year			
		Number of applicable EFs			
		List Engine Family Names			
		Approval Number			
		Device Type	Mechanical/ECM/PCM		
		Control Type	Idle/full throttle/intermediate/other		
		Applicability	Engine Family/Evap Family/Common		
Auxiliary Engine Cooling (SORE)	Information relating to Engines' Auxiliary Cooling method <i>Engine Family or Common</i>	Manufacturer			
		Submission Date			
		Cooling method	AC/Blower/Fan/NA/Other		
		Approval Number			
		Applicability	Engine Family/Evap Family/Common		
		Corporate Average Plan	Plans used by manufacturer's who participate in the Averaging, Banking, and Trading (ABT) program. <i>Common</i>	Manufacturer	
				Model Year	
Type of Credit	credit/debit				
Trading	Yes/No				
Submission Date					
Category	SSIE/LSIE/OFCI/SIME				
Approval Num					
Cover Letter or Statement of Compliance Letter /Letter of Intent (will make allowances for additional information)	Outlines the Engine Family being certified, the statement of compliance and any additional information the manufacturer wishes to convey to the cert. engineer LOI: Outlines Manufacturer's intent to certify engines for sale in California <i>Engine Family or Common</i>	Manufacturer			
		Model Year			
		Category	SSIE/LSIE/OFCI/SIME		
		Submission Date			
		Applicability	Engine Family/Evap Family/Common		
EPA Certificate of Conformity	The US EPAs Certificate of conformity <i>Engine Family</i>	Manufacturer			
		Model Year			
		Certificate Number			
		Effective Date			
		Issue Date			
		FEL	Yes/No		
		Engine Family			
Emission Durability Plan	Emission Durability Test Plans <i>Engine Family or Common</i>	Manufacturer			
		Submission Date			
		Approval Number			
		DF Hours			
		Category	SSIE/LSIE/OFCI/SIME		
		Emission Type	Evaporative/Exhaust		
		Applicability	Engine Family/Evap Family/Common		

Table 2 – Off-Road Document Type and Associated Metadata (Cont.)

Document Type	Description	Metadata Name	Valid Value
Emission Label Format	Format that the manufacturer intends to use for its emission labels <i>Engine Family or Common</i>	Manufacturer	
		Submission Date	
		Engine Family Name	
		Approval Number	
		Label Type	Engine/Air Index/Other
		Category	SSIE/LSIE/OFCI/SIME
		Applicability	Engine Family/Evap Family/Common
Emission Warranty Statement	The warranty statement that the manufacturer submits <i>Engine Family or Common</i>	Manufacturer	
		Submission Date	
		Engine Family Name	
		Approval Number	
		Category	SSIE/LSIE/OFCI/SIME
		Applicability	Engine Family/Evap Family/Common
Internal Document	Documents used and distributed by ARB Staff and strictly for ARB internal use	Submission Date	
		Type	Letter/Email/Mailout MAC/Other
		Subject	
		Category	SSIE/LSIE/OFCI/SIME
Onboard Diagnostics (OBD) (Marine)	Onboard Diagnostics information <i>Engine Family or Common</i>	Manufacturer	
		Year Submitted	
		Approval Number	
		Applicability	Engine Family/Evap Family/Common
		Category	
Other	Any Additional Documents that Manufacturers wish to submit <i>Engine Family or Common</i>	Manufacturer	
		Submission Date	
		Applicability	Engine Family/Evap Family/Common
		Engine Family Name	
PLT Sampling Plan	Production Line Testing sample plan submitted by manufacturers <i>Common</i>	Manufacturer	
		Model Year	
		Approval Number	
		Plan Type	1%/CumSum
		Submission Date	
		Category	SSIE/LSIE/OFCI/SIME
Phase-In Plan	Plans used by manufacturers to outline their intentions to meet new regulations or production requirements <i>Common</i>	Manufacturer	
		Model Year	
		Type of Credit	credit/debit
		Trading	Yes/No
		Submission Date	
		Category	SSIE/LSIE/OFCI/SIME
		Approval Num	
		Phase-in Period (Month)	
Running Change Document	Supporting documents related to changes made to engine family after the engine has been certified <i>Engine Family</i>	Manufacturer	
		Model Year	
		Engine Family Name	
		EO Number	
		Change Made	ECS, Model, Part, Corrections, Other
		Submission Date	
		Category	SSIE/LSIE/OFCI/SIME
Tamper Resistance	Manufacturers documents relating to their meeting tamper resistance requirements <i>Engine Family or Common</i>	Manufacturer	
		Submission Date	
		Approval Number	
		Parts Manufacturer	
		Category	SSIE/LSIE/OFCI/SIME
		Applicability	Engine Family/Evap Family/Common

3. CROSS REFERENCE OF WORKFLOW TEMPLATE AND DOCUMENT TYPE

In ARB DMS, the workflow template is defined based on specified document type(s) and its review and approval processes. Tables 3 and 4 summarized available workflow templates for On-Road LD and Off-road SIME document types, respectively.

Table 3 – List of Workflow Templates for On-Road Light-Duty Category

No.	Workflow Template Name	Document Types
1	LD FOIA Application Submission	<ul style="list-style-type: none"> LD FOIA Certification Application Common Section LD FOIA TG Certification Application – TG Specific FOIA
2	LD CBI Application Submission	<ul style="list-style-type: none"> LD CBI Certification Application Common Section LD CBI TG Certification Application - TG Specific
3	LD Correspondence Submission	<ul style="list-style-type: none"> LD Correspondence
4	LD CBI Post Certification Submission	<ul style="list-style-type: none"> Reports
5	LD Publication Submission	<ul style="list-style-type: none"> Publications

Table 4 – List of Workflow Templates for Off-Road Spark Ignition Marine Engine Category

No.	Workflow Template Name	Document Types
1	Approval of Certification Support Documents	<ul style="list-style-type: none"> Emission Durability Plan Alternate Test Procedure Emission Label Format Emission Warranty Statement Corp Avg/Phase-in Plan PLT Sampling Plan Cover Letter/SOC/LOI Running Change Document Tamper Resistance Onboard Diagnostics (OBD) Auxiliary Emission Control Devices
2	Approval of Mfr ABT or PLT Report	<ul style="list-style-type: none"> ABT Report PLT Report
3	Approval of Auxiliary Engine Cooling Method	<ul style="list-style-type: none"> Auxiliary Engine Cooling

4. FILE NAMING CONVENTION

In order for the new electronic system to work properly, ALL manufacturers must use a standardized electronic file naming convention and submission process.

The file naming convention for the various categories are shown in the following tables:

Table 5 - File Naming Convention for On-Road Light-Duty Vehicles

Table 6 - File Naming Convention for On-Road Heavy-Duty Vehicles/Engines

Table 7 - File Naming Convention for On-Road and Off-Road Motorcycle and ATVs

Table 8 - File Naming Convention for Off-Road Documents

Table 5 – File Naming Convention for On-Road Light-Duty Vehicles

A name of a document file consists of four sections as shown below:

Confidentiality_ Applicability_ Information Type_ Version Indicator. PDF

Each section has elements as listed in the following table:

<p><u>Section 1</u> Confidentiality (3 characters + underscore)</p>	<p><u>Section 2</u> Applicability (12 characters + underscore)</p>	<p><u>Section 3</u> Information Type (7 characters + underscore)</p>	<p><u>Section 4</u> Version Indicator ⁽⁵⁾ (3 characters)</p>
<ul style="list-style-type: none"> • CBI_: a confidential file that will not be released to the public • FOI_: a non-confidential file manufacturer removes confidential information from a CBI file so it is readily releasable to the public after vehicles/engines are introduced into commerce 	<ul style="list-style-type: none"> • ⁽¹⁾XXXXX_COMMON_: any Common Information submittals • ⁽²⁾XXXX_CORRESPO_: Correspondence • XXXXXXXXXXXX An individual Test Group related file <p><i>Note:</i> ⁽¹⁾ "XXXXX" is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code + vehicle category code" ⁽²⁾ "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code"</p>	<p style="background-color: yellow; text-align: center;">Application for Certification</p> <ul style="list-style-type: none"> • APPIPT1_: Initial Part 1 Application submittal • APPIPT2_: Initial Part 2 Application submittal • APPFPT1_: Final Part 1 Application submittal • APPFPT2_: Final Part 2 Application submittal • APPUPT1_: Update Part 1 Application submittal • APPRCnn_: Running change • APPPFnn_: Field fix (Where nn= 01 ~99 in numerical order) <p style="background-color: yellow; text-align: center;">Other Stand Alone Documents (To be updated as needed)</p> <p><u>Request for Approval ("RFA*⁽³⁾"):</u></p> <ul style="list-style-type: none"> • RFA*LAB_: label content • RFA*DFP_: durability plan • RFA*PL2_: LEV2 phase-in plan • RFA*MTP_: Modified Test Procedure • RFA*NMG_: NMOG Fleet Average Compliance Plan • RFA*WAR_: Warranty Content • RFA*SFP_: Supplemental FTP • RFA*TPF_: Functional Test Plan • RFA*EVP_: Evaporative Plan <p><u>Correspondence (LTR*):</u></p> <ul style="list-style-type: none"> • LTR*CPP_: Certification Preview Plan <p><u>Compliance Reports (CR#*⁽⁴⁾):</u></p> <ul style="list-style-type: none"> • CR#*PDR_: Quarterly Production report • CR#*NMG_: NMOG report • CR#*VEC_: Vehicle Equivalent report • CR#*FEE_: Certification fee report • CR#*SER_: Service Manual • CR#*WAR_: Warranty Statement <p><i>Note:</i> ⁽³⁾ "*" alphanumeric ⁽⁴⁾ "#" should be 0, 1, 2, 3,... etc. represents Report No.1 or first quarter, Report No.2 or second quarter,....</p>	<ul style="list-style-type: none"> • R00: original • R01: 1st revision • R02: 2nd revision • R03 etc. <p><i>Note:</i> ⁽⁵⁾ EPA ONLY Do not include version indicator for ARB</p>

Table 6 – File Naming Convention for On-Road Heavy-Duty Vehicles/Engines

A name of a document file consists of four sections as shown below:

Confidentiality_ Applicability_ Information Type_ Version Indicator. PDF

Each section has elements as listed in the following table:

<p><u>Section 1</u> Confidentiality (3 characters + underscore)</p>	<p><u>Section 2</u> Applicability (12 characters + underscore)</p>	<p><u>Section 3</u> Information Type (7 characters + underscore)</p>	<p><u>Section 4</u> Version Indicator⁽⁶⁾ (3 characters)</p>
<ul style="list-style-type: none"> • CBI_: a confidential file that will not be released to the public • FOI_: a non-confidential file manufacturer removes confidential information from a CBI file so it is readily releasable to the public after vehicles/engines are introduced into commerce 	<ul style="list-style-type: none"> • ⁽¹⁾ XXXXX_CORRES_: Correspondence • ⁽²⁾ XXXXXyyyyyZZZ_: any related engine family information submittals • ⁽³⁾ XXXXX_COMMON_: any Common Information submittals <p><i>Note:</i></p> <p>⁽¹⁾ "XXXXX" is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code + vehicle category code" "XXXXE" to be used for evaporative family and are the first five characters of the mfr's evaporative family name, it consists of "model year + EPA MFR code + Evaporative category code"</p> <p>⁽²⁾ "XXXXX" is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code + vehicle category code"; "yyyy" is the engine displacement in liters; "ZZZ" is the manufacturer's own engine family designator</p> <p>⁽³⁾ "XXXXX" is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code + vehicle category code"</p>	<p style="background-color: yellow;">Application for Certification</p> <ul style="list-style-type: none"> • APP_INI_: Initial Application submittal • APP_Cnn_: Running change • APP_Fnn_: Field fix (Where nn= 01 ~99 in numerical order) • CPPXXXX_: Certification Preview Plan (Where XXXX= model year) <p style="background-color: yellow;">Other Standalone Documents (To be updated as needed)</p> <p><u>Request for Approval ("RFA*⁽⁴⁾"):</u></p> <ul style="list-style-type: none"> • RFA*LAB_: label content • RFA*DFP_: durability plan • RFA*PHS_: phase-in plan • RFA*STP_: Special Test Procedure • RFA*NTE_: Not_to_Exceed request • RFA*WAR_: Warranty Statement • RFA*OBD_: On-Board Diagnostics • RFA*TRM_: Tamper Resistance method • RFA*ABT_: Averaging, Banking, Trading Plan • RFA*ACD_: Auxiliary Emission Control Device document <p><u>Correspondence (LTR*):</u></p> <ul style="list-style-type: none"> • LTR*CPP_: Certification Preview Plan <p><u>Compliance Reports (CR#⁽⁵⁾):</u></p> <ul style="list-style-type: none"> • CR#*PDR_: Production report • CR#*FLT_: Fleet Average report • CR#*PHS_: Phase-in Compliance report • CR#*FEE_: Certification fee report • CR#*SER_: Service Manual • CR#*ABT_: Averaging Banking Trading Summary <p><i>Note:</i></p> <p>⁽⁴⁾ "*" alphanumeric</p> <p>⁽⁵⁾ "#" should be 0, 1, 2, 3,... etc. represents Report No.1 or first quarter, Report No.2 or second quarter, ...; for end of year summary report "#" should be 9</p>	<ul style="list-style-type: none"> • R00: original • R01: 1st revision • R02: 2nd revision • R03 etc. <p><i>Note:</i></p> <p>⁽⁶⁾ EPA ONLY Do not include version indicator for ARB</p>

Table 7 – File Naming Convention for On-Road and Off-Road Motorcycle and ATVs

A name of a document file consists of four sections as shown below:

Confidentiality_ Applicability_ Information Type_ Version Indicator. PDF

Each section has elements as listed in the following table:

<p><u>Section 1</u> Confidentiality (3 characters + underscore)</p>	<p><u>Section 2</u> Applicability (12 characters + underscore)</p>	<p><u>Section 3</u> Information Type (7 characters + underscore)</p>	<p><u>Section 4</u> Version Indicator ⁽⁷⁾ (3 characters)</p>
<ul style="list-style-type: none"> • CBI_: a confidential file that will not be released to the public • FOI_: a non-confidential file manufacturer removes confidential information from a CBI file so it is readily releasable to the public after vehicles/engines are introduced into commerce 	<ul style="list-style-type: none"> • ⁽¹⁾Engine Family Name_: an individual engine family related file • ⁽²⁾XXXXX_COMMON_: any Common Information submittals • ⁽³⁾XXXXARB_RED_: California Red Sticker vehicles • ⁽⁴⁾Evaporative Family Name_: Individual evaporative family related file (for LDT/LDV/HDV); however, for California <p><i>Note:</i> ⁽¹⁾ See Major Step 2 of this Guidance for engine family naming convention ⁽²⁾ "XXXXX" is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code + vehicle category code" ⁽³⁾ "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code" ⁽⁴⁾ "XXXXE" are the first five characters of the mfr's evaporative family name, it consists of "model year + EPA MFR code + Evaporative category code"</p>	<p>Application for Certification</p> <ul style="list-style-type: none"> • APP_INI_: Initial Application submittal • APP_FIN_: Final Application submittal • APP_Cnn_: application running change • APP_Fnn_: application field fix (Where nn= 01 ~99 in numerical order) <p>Other Standalone Documents (To be updated as needed)</p> <p>Request for Approval (RFA*⁽⁵⁾):</p> <ul style="list-style-type: none"> • RFA*LAB_: label content • RFA*DFP_: durability plan • RFA*CAP_: Corp. Ave. plan • RFA*PLT_: Production Line Testing Plan • RFA*STP_: Special Test Procedure • RFA*ABT_: Averaging, Banking , Trading Plan • RFA*WAR_: Warranty Content • RFA*FTP_: Functional Test Plan • RFE*PHS_: Phase In Plan <p>Correspondence (LTR*):</p> <ul style="list-style-type: none"> • LTR*LOI_: Letter of Intent <p>Compliance Reports (CR#*⁽⁶⁾):</p> <ul style="list-style-type: none"> • CR#*DRE_: Defect report • CR#*PDR_: Production report • CR#*ABT_: ABT report • CR#*PLT_: Production Line Test report • CR#*VIN_: Vehicle VIN report • CR#*CAR_: Corporate Averaging report • CR#*VER_: Voluntary emission recall report • CR#*QTR_: Quarterly Production Report (ARB only) <p><i>Note:</i> ⁽⁵⁾ "*" alphanumeric ⁽⁶⁾ "#" should be 0, 1, 2, 3,... etc. represents Report No.1 or first quarter, Report No.2 or second quarter, ...</p>	<ul style="list-style-type: none"> • R00: original • R01: 1st revision • R02: 2nd revision • R03 etc. <p><i>Note:</i> ⁽⁷⁾ EPA ONLY Do not include version indicator for ARB</p>

Table 8 – File Naming Convention for Off-Road Documents

A name of a document file consists of four sections as shown below:
Confidentiality_ Applicability_ Information Type_ Version Indicator⁽⁶⁾. PDF

Each section has elements as listed in the following table:

Section 1 Confidentiality (3 characters + underscore)	Section 2 Applicability (12 characters + underscore)	Section 3 Information Type (7 characters + underscore)	Section 4 Version Indicator⁽⁶⁾ (3 characters)
<ul style="list-style-type: none"> • CBI_: a confidential file that will not be released to the public • FOI_: a non-confidential file manufacturer removes confidential information from a CBI file so it is readily releasable to the public after vehicles/engines are introduced into commerce 	<ul style="list-style-type: none"> • ⁽¹⁾XXXXXyyyyyZZZ_: any related engine family information submittals • ⁽²⁾XXXXX_COMMON_: any Common Information submittals • ⁽³⁾XXXXE*yyZZZZ_: Individual evaporative family related file for California <p><i>Note:</i></p> <p>⁽¹⁾ XXXXX is the first five characters of a mfr's engine family name, it consists of "model year + EPA MFR code + vehicle/engine category code"; "yyyy" is the engine displacement in liters; "ZZZ" is the manufacturer's own engine family designator</p> <p>⁽²⁾ "XXXX" is the first four characters of an EF name, e.g. "model year + EPA MFR code"</p> <p>⁽³⁾ "XXXXE" are the first five characters of the mfr's evaporative family name, it consists of "model year + EPA MFR code + Evaporative category code"; "yy" is the ARB evap/permeation code; "ZZZZ" is the manufacturer's own evaporative family designator</p>	<p style="text-align: center;">Application for Certification</p> <ul style="list-style-type: none"> • APP*Cnn_: application running change • APP*Fnn_: application field fix (Where nn= 01 ~99 in numerical order) <p style="text-align: center;">Other Standalone Documents (To be updated as needed)</p> <p>Request for Approval ("RFA*⁽⁴⁾"):</p> <ul style="list-style-type: none"> • RFA*LAB_: label content • RFA*DFP_: durability plan • RFA*PHS_: Phase In Plan • RFA*CAP_: Corp. Ave. plan • RFA*PLT_: Production Line Testing Plan • RFA*ATP_: Alternative Test Procedure • RFA*ABT_: Averaging, Banking , Trading Plan • RFA*WAR_: Warranty Content • RFA*OBD_: On-Board Diagnostics • RFA*TRM_: Tamper-resistance • RFA*ACD_: Auxiliary Emission Control Device • RFA*ECA_: Engine Cooling (Auxiliary) • RFA*EVP_: Evaporative Plan • RFA*OTH_: Other document <p>Correspondence (LTR*):</p> <ul style="list-style-type: none"> • LTR*LOI_: Letter of Intent • SOCXXXX_: statement of compliance (Where XXXX = model year) <p>Compliance Reports (CR#⁽⁵⁾):</p> <ul style="list-style-type: none"> • CR#*DRE_: Defect Report • CR#*ABT_: Averaging Banking Trading Summary • CR#*QTR_: Quarterly Production Report (ARB Only) • CR#*PLT_: Production Line Test report • CR#*PHS_: Phase-in Compliance Report <p><i>Note:⁽⁴⁾ "*" alphanumeric</i></p> <p><i>⁽⁵⁾ "#" should be 1,2,3... etc. Represents Report No. 1 or first quarter, Report No. 2 or second quarter, ...; for end of year summary report "#" should be 9</i></p>	<ul style="list-style-type: none"> • R00: original • R01: 1st revision • R02: 2nd revision • R03 etc. <p><i>Note:</i></p> <p>⁽⁶⁾ EPA Only. Do not include version indicator for ARB</p>