California Environmental Protection Agency

Air Resources Board



HANDOUT FOR DOCUMENT MANAGEMENT SYSTEM WORKSHOP

Version 1.0 February 1, 2006

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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.

MFR Root Directory

On-Road Category Directory: PC/LDT or MDV

Model Year Directory

ARB LETTERS

CBI Application
CBI: Folder for Confidential Business Information Documents

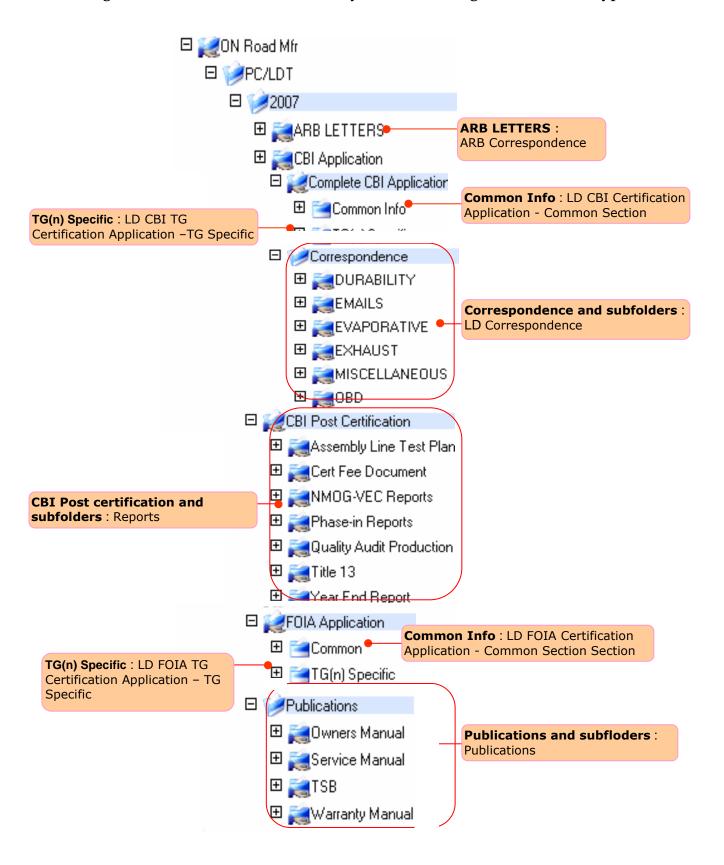
FOIA: Folder for Freedom of Information Documents

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 ceated 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 documments associated with multipe 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.

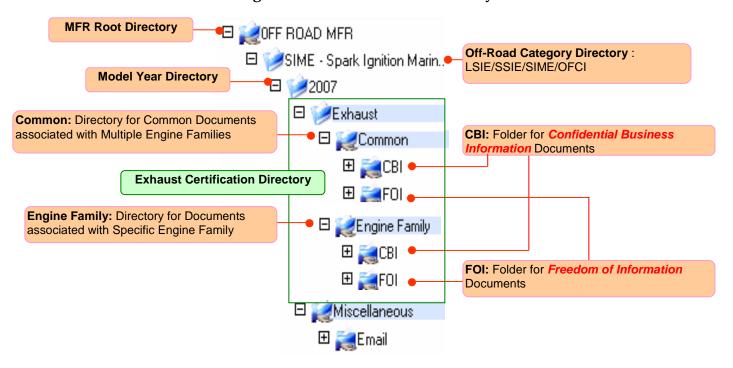
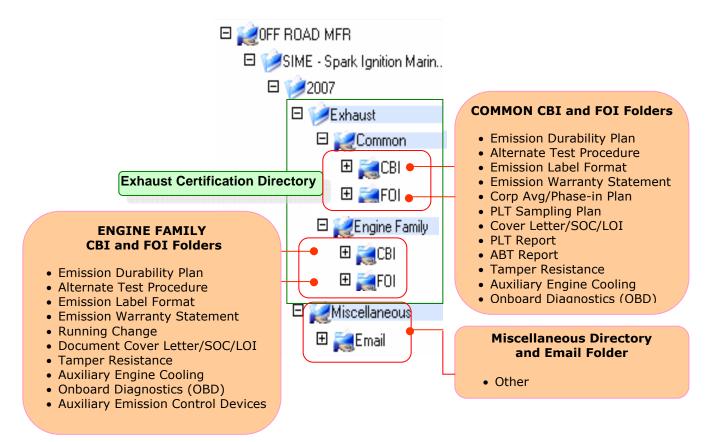


Figure 3 Off-Road SIME Directory Tree

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 of Certification	Manufacturer	
Common Section	Application FOIA Version	Model Year	
		Application Type	Final Part 1
		71	Final Part 2
		Vehicle Class	PC
			PC/LDT
			LDT
			MDV
		Upload Date	
LD FOIA TG Certification	Specific Test Group Application for	Manufacturer	
Application-TG Specific	Certification FOIA Version	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 of Certification	Manufacturer	
Common Section	Application CBI Version	Model Year	000
		Application Type	CPP
			Initial Part 1
			Update Part 1 Final Part 1
			Initial Part 2
			Update Part 2
			Final Part 2
			PC
			PC/LDT
		Vehicle Class	LDT
			MDV
		Upload Date	
LD CBI TG Certification	Specific Test Group Application for	Manufacturer	
Application-TG Specific	Certification CBI Version	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
		Vollidio Glado	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
			OBD
			Misc
Reports	Periodic Reports Submitted by	Manufacturer	
(Post Cert)	Manufacturer	Report Type	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	Publications (i.e. service	Manufacturer	
(Post Cert)	manuals, owners manuals,	Publication Type	Warranty Manual
	warranty books, etc.)		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	Manufacturer	
	Trading (ABT) Initial, End-of-Year, and	Model Year	
	Final Reports	Approval Number	
		Category	SSIE/LSIE/OFCI/SIME
	Common	Report Type	Initial/End-of-year/Final
		Submit Date	
Alternate Test Procedure	Special Test Procedures used by	Manufacturer	
	the engine manufacturer	Submission Date	
		Approval Number	
	Engine Family or Common	Category	SSIE/LSIE/OFCI/SIME
		Applicability	Engine Family/Evap Family/ Common
Auxiliary Emission	Manufacturers Documents related to	Manufacturer	
Control Devices (AECD)	Emission Control Devices	Model Year	
· · · · · · · · · · · · · · · · · · ·	Emission Semior Beviess	Number of applicable EFs	
	Engine Femily or Common		
	Engine Family or Common	List Engine Family Names	
		Approval Number	
		Device Type	Mechanical/ECM/PCM
		Control Type	Idle/full throttle/intermediate/other
		Applicability	Engine Family/Evap Family/ Common
		Category	SSIE/LSIE/OFCI/SIME
Auxiliary Engine Cooling	Information relating to Engines'	Manufacturer	COIL/EGIL/OT OF OTHER
(SORE)	Auxiliary Cooling method	Submission Date	
(GONE)	Adamary Gooling motiled	Cooling method	AC/Blower/Fan/NA/Other
	Engine Family or Common	Approval Number	AC/Blower/Fail/NA/Other
	Linginie i dinniy or dominion	Applicability	Engine Family/Evap
			Family/Common
Corporate Average Plan	Plans used by manufacturer's who	Manufacturer	
	participate in the Averaging, Banking,	Model Year	
	and Trading (ABT) program.	Type of Credit	credit/debit
		Trading	Yes/No
	Common	Submission Date	
		Category	SSIE/LSIE/OFCI/SIME
		Approval Num	
Cover Letter or Statement	Outlines the Engine Family being	Manufacturer	
of Compliance Letter	certified, the statement of compliance	Model Year	
/Letter of Intent	and any additional information the	Category	SSIE/LSIE/OFCI/SIME
(will make allowances for	manufacturer wishes to convey to the	Submission Date	
additional information)	cert. engineer	Applicability	Engine Family/Evap Family/
			Common
	LOI: Outlines Manufacturer's intent to		
	certify engines for sale in California		
	Engine Family or Common		
EPA Certificate of	The US EPAs Certificate of conformity	Manufacturer	
Conformity	5 55 Et 7.5 Softmode of comornity	Model Year	
	Engine Family	Certificate Number	
	Engine Family	Effective Date	
		Issue Date FEL	Voc/No
			Yes/No
Emission Durchiller Dis-	Emission Durchillity Test Disco	Engine Family	
Emission Durability Plan	Emission Durability Test Plans	Manufacturer	
	Engine Femily or Commen	Submission Date	
	Engine Family or Common	Approval Number	<u> </u>
		DF Hours	0015/1 015/0501/01345
		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	Manufacturer	
	to use for its emission labels	Submission Date	
		Engine Family Name	
	Engine Family or Common	Approval Number	
		Label Type	Engine/Air Index/Other
		Category	SSIE/LSIE/OFCI/SIME
		Applicability	Engine Family/Evap Family/Common
Emission Warranty	The warranty statement that the	Manufacturer	
Statement	manufacturer submits	Submission Date	
		Engine Family Name	
	Engine Family or Common	Approval Number	
		Category	SSIE/LSIE/OFCI/SIME
		Applicability	Engine Family/Evap Family/
			Common
Internal Document	Documents used and distributed by ARB	Submission Date	
	Staff and strictly for ARB internal use	Туре	Letter/Email/Mailout MAC/Other
		Subject	
		Category	SSIE/LSIE/OFCI/SIME
Onboard Diagnostics	Onboard Diagnostics information	Manufacturer	
(OBD) (Marine)		Year Submitted	
	Engine Family or Common	Approval Number	
		Applicability	Engine Family/Evap Family/ Common
Other	Any Additional Documents that	Manufacturer	
	Manufacturers wish to submit	Submission Date	
		Applicability	Engine Family/Evap Family/ Common
	Engine Family or Common	Engine Family Name	
PLT Sampling Plan	Production Line Testing sample plan	Manufacturer	
. 5	submitted by manufacturers	Model Year	
	,	Approval Number	
	Common	Plan Type	1%/CumSum
		Submission Date	
		Category	SSIE/LSIE/OFCI/SIME
Phase-In Plan	Plans used by manufacturers to outline	Manufacturer	
	their intentions to meet new regulations	Model Year	
	or production requirements	Type of Credit	credit/debit
	or production requirements	Trading	Yes/No
	Common	Submission Date	
			SSIE/LSIE/OFCI/SIME
		Category	SSIE/LSIE/OFCI/SIIVIE
		Approval Num	
		Phase-in Period (Month)	
Running Change	Supporting documents related to changes	Manufacturer	
Document	made to engine family after the engine	Model Year	
	has been certified	Engine Family Name	
		EO Number	
	Engine Family	Change Made	ECS, Model, Part, Corrections, Other
		Submission Date	
		Category	SSIE/LSIE/OFCI/SIME
		Approval Number	
Tamper Resistance	Manufacturers documents relating to their	Manufacturer	
•	meeting tamper resistance requirements	Submission Date	
	g tampor rootetanoo roquiromonto	Approval Number	
	Engine Family or Common	Parts Manufacturer	
		Category	SSIE/LSIE/OFCI/SIME
		Applicability	Engine Family/Evap Family/Common
		Applicability	Lingine 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	 LD FOIA Certification Application Common Section LD FOIA TG Certification Application – TG Specific FOIA
2	LD CBI Application Submission	 LD CBI Certification Application Common Section LD CBI TG Certification Application - TG Specific
3	LD Correspondence Submission	LD Correspondence
4	LD CBI Post Certification Submission	Reports
5	LD Publication Submission	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	 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	ABT Report PLT Report
3	Approval of Auxiliary Engine Cooling Method	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

	elements as listed in the folio	1	Castian 1
Section 1	Section 2	Section 3	Section 4
Confidentiality	Applicability	Information Type	Version
(3 characters +	(12 characters +	(7 characters + underscore)	Indicator ⁽⁵⁾
underscore)	underscore)		(3 characters)
• CBI_: a	(1)XXXXX_COMMON_:	Application for Certification	• R00: original
confidential file	any Common Information	• APPIPT1_: Initial Part 1 Application	• R01 : 1 st
that will not be	submittals	submittal	revision
released to the	• ⁽²⁾ XXXX_CORRESPO_:	• APPIPT2_: Initial Part 2 Application	• R02: 2 nd
public	Correspondence	submittal	revision
	• XXXXXXXXXXX	• APPFPT1_: Final Part 1 Application	• R03 etc.
• FOI _: a non-	An individual Test	submittal	1100 11111 0101
confidential file	Group related file	• APPFPT2_: Final Part 2 Application	
manufacturer		submittal	Note:
removes confidential	Note: (1) "YXXXX" is the first five	• APPUPT1_: Update Part 1	⁽⁵⁾ EPA ONLY
information	(1) "XXXXX" is the first five characters of a mfr's	Application submittal	Do not include
from a CBI file	engine family name, it	APPRCnn_: Running change	version
so it is readily	consists of "model year	• APPFFnn_: Field fix	indicator for
releasable to	+ EPA MFR code +	(Where nn= 01 ~99 in numerical	ARB
the public after	vehicle category code"	order)	
vehicles/engines	(2) "XXXX" is the first four	Other Stand Alone Documents	
are introduced	characters of an EF	(To be updated as needed)	
into commerce	name, e.g. "model year	Request for Approval ("RFA*(3)"):	
	+ EPA MFR code"	• 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	
		Correspondence (LTR*)	
		• LTR*CPP_: Certification Preview	
		Plan	
		Compliance Reports (CR#*(4)):	
		• 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	
		Nata	
		Note:	
		(3) "*" alphanumeric	
		(4) "#"should be 0, 1, 2, 3, etc.	
		represents Report No.1 or first	
		quarter, Report No.2 or second	
		quarter,	

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

	elements as listed in the follo		
Section 1	Section 2	Section 3	Section 4
Confidentiality	Applicability	Information Type	Version
(3 characters +	(12 characters +	(7 characters + underscore)	Indicator ⁽⁶⁾
underscore)	underscore)	(7 characters : anacrecers)	
underscore			(3 characters)
• CBI_: a	• ⁽¹⁾ XXXXX_CORRES_:	Application for Certification	• R00: original
confidential file	Correspondence	APP_INI_: Initial Application	• R01 : 1 st
that will not be	• ⁽²⁾ XXXXXyyyyZZZ_:	submittal	revision
released to the	any related engine family	APP_Cnn_: Running change	• R02 : 2 nd
public	information submittals		_
	• (3)XXXXX_COMMON_:	• APP_Fnn_: Field fix	revision
• FOI _: a non-	any Common Information	(Where nn= 01 ~99 in numerical	• R03 etc.
confidential file	submittals	order)	
manufacturer	Subillictals	• CPPXXXX_: Certification Preview	
removes	Nata	Plan	Note:
confidential	Note: (1) "XXXXX" is the first five	(Where XXXX= model year)	(6) EPA ONLY
		Other Standalone Documents	
information from a CBI file so it is	characters of a mfr's		Do not include
	engine family name, it	(To be updated as needed)	version
readily	consists of "model year +	Request for Approval ("RFA*(4)"):	indicator for
releasable to the	EPA MFR code + vehicle	• RFA*LAB_: label content	ARB
public after	category code"	 RFA*DFP_: durability plan 	
vehicles/engines	"XXXXE" to be used for	• RFA*PHS_: phase-in plan	
are introduced	evaporative family and	• RFA*STP_: Special Test Procedure	
into commerce	are the first five	RFA*NTE_: Not_to_Exceed request	
	characters of the mfr's	• RFA*WAR_: Warranty Statement	
	evaporative family name,	-	
	it consists of "model year	• RFA*OBD_: On-Board Diagnostics	
	+ EPA MFR code +	• RFA*TRM_: Tamper Resistance	
	Evaporative category	method	
	code"	 RFA*ABT_: Averaging, Banking, 	
	(2) "XXXXX" is the first five	Trading Plan	
	characters of a mfr's	RFA*ACD_Auxiliary Emission	
	engine family name, it	Control Device document	
	consists of "model year +	Control Device document	
	EPA MFR code + vehicle		
	category code"; "yyyy" is	Correspondence (LTR*)	
	the engine displacement	• LTR*CPP_: Certification Preview	
	in liters; "ZZZ" is the	Plan	
	manufacturer's own		
	engine family designator	Compliance Reports (CR# ⁽⁵⁾):	
	(3) "XXXXX" is the first five	• CR#*PDR _: Production report	
	characters of a mfr's	• CR#*FLT_: Fleet Average report	
	engine family name, it		
	consists of "model year +	• CR#*PHS_: Phase-in Compliance	
	EPA MFR code + vehicle	report	
	category code"	• CR#* FEE_: Certification fee report	
	category code	• CR#*SER_: Service Manual	
		• CR#*ABT_: Averaging Banking	
		Trading Summary	
		Note:	
		⁽⁴⁾ "*" alphanumeric	
		⁽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	

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

Lacii Sectioni nas t	elements as listed in the follo		
Section 1	Section 2	Section 3	Section 4
Confidentiality	Applicability	Information Type	Version
(3 characters +	(12 characters +	(7 characters + underscore)	Indicator (7)
underscore)	underscore)	(7 characters 1 anderseore)	
under score)	underscore)		(3 characters)
• CBI_: a	• (1)Engine Family Name_:	Application for Certification	• R00: original
confidential file	an individual engine family	APP_INI_: Initial Application	• R01 : 1 st
that will not be	related file	submittal	revision
released to the	• (2)XXXXX_COMMON_:		• R02: 2 nd
public	any Common Information	APP_FIN_: Final Application	
P 4 2 C	submittals	submittal	revision
• FOI _: a non-	• ⁽³⁾ XXXXARB_RED_:	• APP_Cnn_: application running	• R03 etc.
confidential file		change	
	California Red Sticker	APP_Fnn_: application field fix	
manufacturer	vehicles	(Where nn= 01 ~99 in numerical	Note:
removes	(4) Evaporative Family	order)	(7) EPA ONLY
confidential	Name_:	order)	Do not include
information from	Individual		
a CBI file so it is	evaporative family	Other Standalone Documents	version
readily	related file (for	(To be updated as needed)	indicator for
releasable to the	LDT/LDV/HDV);	Request for Approval (RFA*(5)):	ARB
public after	however, for	• RFA* LAB_: label content	
vehicles/engines	California	<u> </u>	
are introduced	Gamerina	• RFA*DFP_: durability plan	
into commerce		• 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	
		Correspondence (LTR*):	
		• LTR*LOI_: Letter of Intent	
	Note:	Compliance Reports (CR#*(6)):	
	(1) See Major Step 2 of this	• CR#*DRE_: Defect report	
	Guidance for engine	<u> </u>	
	family naming convention	• CR#*PDR _: Production report	
	(2) "XXXXX" is the first five	• CR#*ABT_: ABT report	
	characters of a mfr's	• CR#*PLT_: Production Line Test	
	engine family name, it	report	
	consists of "model year +	• CR#*VIN_: Vehicle VIN report	
	EPA MFR code + vehicle	• CR#* CAR_: Corporate Averaging	
	category code"	report	
	(3) "XXXX" is the first four	• CR#*VER_: Voluntary emission	
	characters of an EF		
	name, e.g. "model year	recall report	
	+ EPA MFR code"	• CR#*QTR_: Quarterly Production	
	(4) "XXXXE" are the first five	Report (ARB only)	
		Note:	
	characters of the mfr's	(5) "*" alphanumeric	
	evaporative family name,	(6) "#"should be 0, 1, 2, 3, etc.	
	it consists of "model year	represents Report No.1 or first quarter,	
	+ EPA MFR code +	Report No.2 or second quarter,	
	Evaporative category	Report No.2 or second quarter,	
	code"		

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

	as elements as listed in the fol	llowing table:	
Section 1	Section 2	Section 3	Section 4
Confidentiality	Applicability	Information Type	Version
(3 characters +	(12 characters + underscore)	(7 characters + underscore)	Indicator ⁽⁶⁾
underscore)			(3 characters)
· CDT · ·	• ⁽¹⁾ XXXXXyyyyZZZ_:	Application for Contification	
• CBI_: a		Application for Certification	• R00: original
confidential file	any related engine family	• APP*Cnn_: application running	• R01: 1 st revision
that will not be	information submittals	change	• R02: 2 nd revision
released to the	• ⁽²⁾ XXXXX_COMMON_:	• APP*Fnn_: application field fix	• R03 etc.
public	any Common Information	(Where nn= 01 ~99 in numerical	
	submittals	order)	
• FOI _: a non-	• ⁽³⁾ XXXXE*yyZZZZ_:		
confidential file	Individual evaporative family	Other Standalone Documents	Note:
manufacturer	related file for California	(To be updated as needed)	
removes		Request for Approval ("RFA*(4)"):	(6) EPA Only. Do
confidential		• RFA*LAB_: label content	not include version
information	Note:	• RFA*DFP_: durability plan	indicator for ARB
from a CBI file	(1) XXXXXX is the first five	_ , ,	
so it is readily	characters of a mfr's	• RFA*PHS_: Phase In Plan	
releasable to	engine family name, it	• RFA*CAP_: Corp. Ave. plan	
the public after	consists of "model year +	• RFA*PLT_: Production Line Testing	
vehicles/engines	EPA MFR code +	Plan	
are introduced	vehicle/engine category	• RFA*ATP_: Alternative Test	
into commerce	code"; "yyyy" is the engine	Procedure	
	displacement in liters;	• RFA*ABT_: Averaging, Banking ,	
	"ZZZ" is the	Trading Plan	
	manufacturer's own engine	• RFA*WAR_: Warranty Content	
	family designator		
	(2) "XXXX" is the first four	• RFA*OBD_: On-Board Diagonostics	
	characters of an EF name,	• RFA*TRM_: Tamper-resistance	
	e.g. "model year + EPA	• RFA*ACD_: Auxiliary Emission	
	MFR code"	Control Device	
	(3) "XXXXE" are the first five	• RFA*ECA_: Engine Cooling (Auxiliary)	
	characters of the mfr's	• RFA*EVP_: Evaporative Plan	
	evaporative family name, it	• RFA*OTH_: Other document	
	consists of "model year +	Correspondence (LTR*):	
	EPA MFR code +	• LTR*LOI_: Letter of Intent	
		<u> </u>	
	Evaporative category	• SOCXXXX _: statement of compliance	
	code"; "yy" is the ARB	(Where XXXX = model year)	
	evap/permeation code; "ZZZZ" is the	Compliance Reports (CR# ⁽⁵⁾):	
		• CR#*DRE_: Defect Report	
	manufacturer's own evaporative family	CR#*ABT_: Averaging Banking	
		Trading Summary	
	designator	• CR#*QTR_: Quarterly Production	
		Report (ARB Only)	
		• CR#*PLT_: Production Line Test	
		<u> </u>	
		report	
		• CR#*PHS_: Phase-in Compliance	
		Report	
		Note: "*" alphanumeric	
		(5) "#"should be 1,2,3 etc. Represents	
		Report No. 1 or first quarter, Report No.	
		2 or second quarter,; for end of year	
	1	summary report "#" should be 9	