

CEQA Program

Initial Study Naming Convention SOP

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Purpose and Background

The CEQA Program developed a [Project Naming Convention](#) Guidance Document¹ to standardize CEQA project file names. However, the project name assigned by CEQA may change at the initial study phase when a draft CEQA document is submitted by the operator. The main file name stays the same, but the documents in the initial study folder take on the title of the draft document submitted by the operator.

The purpose of the naming convention for initial study or CEQA documents is to help staff maintain organization and ensure efficiency in identifying different versions of draft documents and supporting documentation in the initial study folder. Files will be housed in the main core Projects folder, under the CEQA Project folder, Initial Study subfolder.

Files in the Initial Study subfolder no longer use the [Project Naming Convention](#)¹ instruction (except where mentioned below) and instead the file names for various documents become consistent with the title of the draft initial study document. The project documents saved in the CEQA Project folder up to the Preliminary Review phase will be associated and memorialized as being part of the earlier CEQA review phase of the Project.

¹ [Project Naming Convention_Final_08.8.2024.docx](#)

Terms and Definitions

Documents submitted for the CEQA initial study review may consist of various draft versions of the initial study/addendum, combined IS/ND or IS/MND, technical studies, maps, correspondence, informal consultation recommendations, tribal recommendations, etc.

The following terms and definitions outline the types of information reflected in the file names discussed below:

TABLE 1. NAMING CONVENTION TERMS & DEFINITIONS

Term	Definition
CEQA Document Type	The type of CEQA document submitted by the operator (e.g., IS, ISND, ISMND, Supplement, Subsequent, or Addendum). This document is required to be a Microsoft Word file type. If it is a PDF file type, the Consultant or Operator will need to resubmit a Word file document. Save both. Archive the PDF when the MS Word file is submitted.
Document Type	The document type is the title of the specific document involved (e.g., timeline, communications plan, mitigation monitoring and reporting program, notice of determination, etc.) This is used when the document is not an IS.
Version of Draft	Versions of a CEQA document are identified as "D" for draft, then the version number. A new version is created each time the CEQA document is sent back to the operator's consultant with revisions or feedback. "Final" is used for the final environmental document approved/certified by CalGEM. This is normally associated with a draft IS or IS/ND/MND.
Initial Study Project Name	The initial study/addendum abbreviated title. See Initial Study Document Naming section for instruction. If this is a Geothermal project, be sure to add GEO in the file name somewhere.
Operator's Name	The abbreviated name (see Operators and Abbreviated Names List²) of the operator that submitted the Notice of Intention (NOI) to CalGEM and is proposing the project.
Date	Includes the month, day, and year – all using two digits – of when the operator's consultant submitted the IS to CalGEM. MMDDYYYY format.
Program Tag	Program tags refer to a project's activity type such as GEO, OG, UIC, etc. See the Project Naming Convention¹ guidance document for Program Tag acronyms.
Project Code	An application to inject or a modification of an application to inject should include the associated UIC or UGS code in the file name. If a project code includes dashes in WellSTAR, the code should be written as such in the file name. Note that projects that

² [Operators and Abbreviated Names List_Final_8.19.2024.docx](#)

	are part of or pass through a UIC or UGS project but aren't applications to inject do not need the project code in the file name.
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Initial Study File Folder Setup

CEQA PROJECT FOLDER ALREADY CREATED

When a NOI or project application is submitted in WellSTAR a Form ID is generated to track the permit application. A CEQA project folder may already have been created by another CEQA Unit if the project was reviewed prior to being transferred to Unit 4.

To find the existing CEQA project folder, the CEQA Doc PM can 1) Cross reference the WellSTAR Form ID with other Unit Trackers (Unit 1 Tracker, Unit 2 Tracer, Unit 3 Tracker) to check if the CEQA project folder was already created. 2) Use the location details of the Form ID like a county name to search the SharePoint Project's subfolder Project by County and find the Form ID. 3) Use the SharePoint search bar and input the Form ID to retrieve a list of CEQA project folders. Once the correct CEQA Project folder is found, the Initial Study file folder will be created as a subfolder.

CEQA PROJECT FOLDER DOES NOT EXIST

If an Initial Study is sent directly to Unit 4, bypassing Preliminary Review, the CEQA Doc PM will need to 1) create a CEQA Project folder using the [Project Naming Convention](#)¹ document, 2) create an Initial Study subfolder, and 3) follow instructions for Initial Study Document Naming above.

There are Form IDs

To create a CEQA project folder, follow instructions in the [Project Naming Convention](#)¹ guidance document, sections titled Basic Format through Multiple Programs. The Initial Study file folder will be created as a subfolder under the newly created CEQA project file.

There are no Form IDs

When an operator submits a draft CEQA Document (initial study/addendum) and does not submit a NOI or permit application in WellSTAR, there will be no Form ID to use for the CEQA project filename. This also occurs for Geothermal projects, which are not processed through WellSTAR. Instead, create an Initial Study project folder under the Projects folder/Initial Study Project Links/Initial Study Projects Without Submitted NOIs in WellSTAR³.

To create an Initial Study project folder filename, use the formats and abbreviation guidance in *Table 2. Naming Convention – Examples*, below. A filename that is too long can lead to the file being corrupted. Brevity is preferred. An underscore is used in between each term (Operator's Name, IS, etc.) in the filename. Information for

³ [Initial Study Projects Without Submitted NOIs in WellSTAR folder](#)

Program Tags and Project Codes can be found in the [Project Naming Convention](#)¹ guidance document.

Format:

[Operator's Name] [IS] [Initial Study Project Name] [Program Tag] [Project Code]

[IS] may be used as part of the filename, or ISND, ISMND, or EIR. This portion of the filename may be updated as information about the project is revealed. These portions of the filename do not carry over to the document names in the Initial Study Project folder.

[Project Code] is only used if the project is for a UIC or UGS project. Leave Project Code off the filename if neither of these apply.

OLDER FILENAMES

For initial studies projects with existing documents that use an older naming convention, do not update the old filenames. When a new version of the document comes in, use the project naming convention outlined in this SOP. Older files should be moved to the archive folder when they are replaced.

If you have a document that will not be replaced, consider updating the name or wait until the document is ready for public review, then update the file name.

The change in project filename will be added to the chronology.

Initial Study File Naming

Format:

[CEQA Document Type] [Version of Draft] [Initial Study Project Name] [Operator's Name] [Date]

An initial study or initial study/mitigated negative declaration document's file name consists of the following: CEQA Document Type, Version of Draft, Initial Study Project Name (abbreviation), operator's name (abbreviation), and date the draft was submitted to CalGEM. An underscore is used in between each term in the filename (see examples below in Table 2). During Submittal, the date on the first draft is the date the CEQA Program first received the draft environmental document from an external entity.

A new version of the draft (D2, D3, D4...) and date is applied when the document comes back from an external entity. Use the date the operator's consultant submitted the draft back to CalGEM with their edits. The version of the draft (e.g., D2, D3...) does not usually change when internal edits are made. However, the version of the draft and date may be updated by the CEQA Doc PM whenever they determine a newer version

should be saved to memorialize previous comments or changes. The older version of the draft is archived.

Version History can be used in Word to look at and review prior edits and comments, so there is not always the need to create newer versions.

If the title is too long, the name can be shortened or abbreviated. Preference for the name title is up to the CEQA Document Project Manager. For example, the CEQA document file name for *Holmes Western Oil Corporation for Oil Wells A-52 and A-53* can be shortened to *A-52 and A-53 Oil Wells*, as shown in the table below.

For geothermal projects, be sure to add GEO in the Initial Study Project Name.

TABLE 2. NAMING CONVENTION - EXAMPLES

Document Information	Examples
CEQA Document Type: Draft IS/MND Version of Draft: Just received from operator. Draft #1. Initial Study Title: Draft Initial Study/Mitigated Negative Declaration Holmes Western Oil Corporation For Oil Wells A-52 and A-53 Operator: Holmes Western Oil Corporation (HWOC) Date: received January 5, 2022	ISMND_D1_A52 and A53 Oil Wells_HWOC_01052022.docx
CEQA Document Type: Draft IS/MND Version of Draft: received from operator's consultant after they were asked to make revisions to Draft #1. Sent Draft #1. Received will be Draft #2. CEQA Document Title: Draft Initial Study/Mitigated Negative Declaration Holmes Western Oil Corporation For Oil Wells A-52 and A-53 Operator: Holmes Western Oil Corporation (HWOC) Date: received February 29, 2022	ISMND_D2_A52 and A53 Oil Wells_HWOC_02292022.docx
CEQA Document Type: Final Mitigated Negative Declaration Version of Draft: Final version of Initial Study/Mitigated Negative Declaration CEQA Document Title: Initial Study/Mitigated Negative Declaration Holmes Western Oil Corporation For Oil Wells A-52 and A-53 Operator: Holmes Western Oil Corporation (HWOC) Date: received June 16, 2022	Final MND_FinalA-52 and A-53 Oil Wells_HWOC_20220616.docx Final MND_Final_A-52 and A-53 Oil Wells_HWOC_20220616.pdf

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TECHNICAL STUDIES AND ASSOCIATED DOCUMENTS NAMING

Format:

[Document Type] [Initial Study Project Name] [Operator's Name] [Date]

When technical studies and associated documents are sent by the Operator/Consultant, the file name consists of the following: Document Type, Initial Study Project Name, Operator's Name, and Date. If a newer version of the document is submitted, archive the older version.

TABLE 3. NAMING CONVENTION - EXAMPLES

Document Type: Biological Survey Document Title: Biological Survey of the Coalinga Oil Field, for new wells A-29 and A-34. Operator: Holmes Western Oil Corporation (HWOC) Date: received January 5, 2022	Biological Survey_A29 and A34 New Oil Wells _HWOC_01052022.pdf Biological Survey_A29 and A34 New Oil Wells _HWOC_01052022.docx
Document Type: Cultural Survey CEQA Document Title: Historical Survey of the Coalinga Oil Field for the Holmes Western Oil Corp. IS/MND New Oil Wells A-29 and A-34. Prepared by: Central Valley Archeological Surveyors, LLC. Operator: Holmes Western Oil Corporation (HWOC) Date: received January 5, 2022	Cultural Survey_A29 and A34 New Oil Wells _HWOC_01052022.pdf Cultural Survey_A29 and A34 New Oil Wells _HWOC_01052022.docx

The filename for technical studies may change once they are integrated into the draft IS/MND, as they are assigned appendix letters.

EMAIL, LETTERS, AND CONVERSATION

Refer to the [Administrative Record Procedures](#) ⁴(beginning on page 6) for how to create file names for emails, letters, and conversations.

⁴ [Administrative Record Procedures July 2024 Final.pdf](#)