Project Naming Convention
CEQA Program
Updated: March 12, 2025

Purpose

The purpose of this Project naming convention is to standardize CEQA project file names. This naming convention allows CEQA program staff to identify projects by form ID, operator, and the associated program(s), so that project files can remain consistent across different types of CEQA review.

Basic Format

The name for a particular project includes the associated **form ID**, **special information** (if applicable), the **operator's name**, and a **program tag**. This information should be separated by underscores:
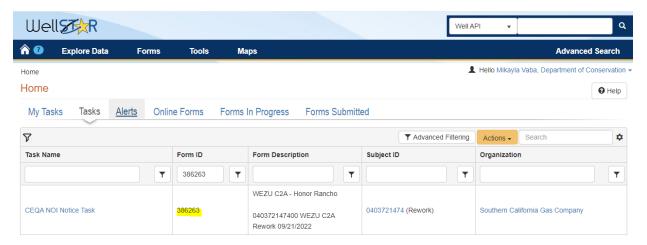
> **FormID_OperatorName_ProgramTag**

> **FormID_SpecialInfo_OperatorName_ProgramTag**

> Example: A rework that passes through a UIC project could be named

>> **710111_Chevron_UIC**

Form ID

The form ID is the 6-digit unique number assigned to a notice of intention (NOI).

Special Information

A file name may also include special information after the form ID, such as a **UIC or UGS project code** for injection applications, or the word "**Group**" to differentiate projects with multiple associated form IDs.

Project Codes

An application to inject or a modification of an application to inject should include the **associated UIC or UGS code** in the file name after the form ID. If a project code includes dashes in WellSTAR, the code should be written as such in the file name. **Note that projects that are part of or pass through a UIC or UGS project but aren't applications to inject <u>do not</u> need the project code in the file name.**

> Example: An application to inject could be named
>
> > 710455_**69899002**_Thums_UIC
> >
> > 710455_**849-48-001**_Thums_UIC
>
> Example: A rework of a well that passes through a UIC project would be named
>
> without the project code as
>
> > **710111_Chevron_UIC**

Groups

If a project includes multiple form IDs, the file will be named after the project's **primary form ID** and should include the word "**Group**" after the form ID.

> Example: A grouped project could be named
>
> > **710123_Group**_Aera_OG

Primary Form ID

The primary form ID is a single form ID used to identify a grouped project. The project manager working on a grouped project may select the primary form ID. The primary form ID does not need to be the first form ID sequentially in the group of form IDs. It can be randomly chosen.

Operator Name

The file name should include the **abbreviated name of the operator**. Refer to the [Operators and Abbreviated Names List](#) to determine the standard abbreviation for a particular operator.

> Example: A California Resources Production Corporation project could be named
>
> > 551080_**CRPC**_UIC

Program Tags

Program tags refer to a project's activity type and are included at the end of the file name. Refer to the list below of programs and their 3-digit acronym.

Program Acronyms

Program	Acronym
Carbon Capture	CC
Geothermal	GEO
Oil and Gas	OG
Plug and Abandonment	PA
State Plug and Abandonment	SPA
Underground Gas Storage	UGS
Underground Injection Control	UIC
Well Stimulation Treatment	WST

Multiple Programs

If a project is associated with **multiple programs**, each program can be added to the end of the file name with an underscore.

Example: A project that passes through a UIC and UGS project could be named

910123_Aera_**UIC_UGS**

Note: Projects that are part of or pass through a UIC or UGS project but aren't applications to inject <u>do not</u> need the project code in the file name.
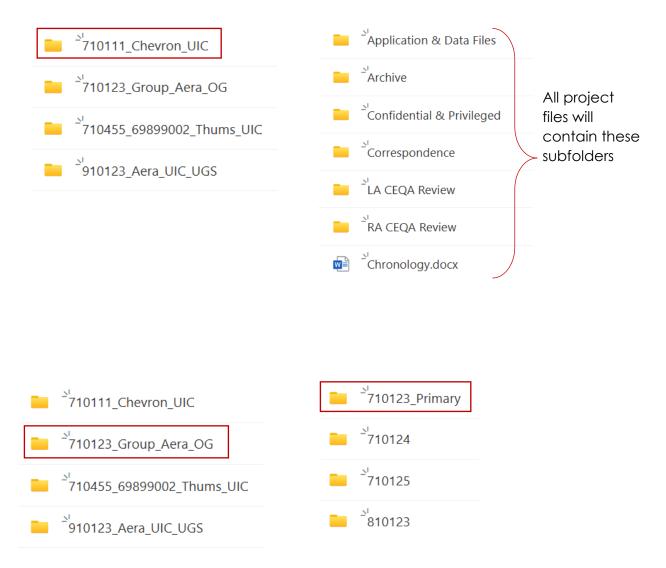
File Setup

Project files shall be created and stored in the CEQA Program SharePoint site under the Project By County folder, in the folder for the county within which the project falls. [See CEQA Program SharePoint File Org_FINAL_07292024.docx for more information].

Project Folder Naming Examples:

📁 710111_Chevron_UIC

📁 710123_Group_Aera_OG

📁 710455_69899002_Thums_UIC

📁 910123_Aera_UIC_UGS

Within each project file (see left below), individual files are organized in sub-folders as follows (shown to the right):

📁 710111_Chevron_UIC	📁 Application & Data Files
📁 710123_Group_Aera_OG	📁 Archive
📁 710455_69899002_Thums_UIC	📁 Confidential & Privileged
📁 910123_Aera_UIC_UGS	📁 Correspondence
	📁 LA CEQA Review
	📁 RA CEQA Review
	📄 Chronology.docx

All project files will contain these subfolders

📁 710111_Chevron_UIC	📁 710123_Primary
📁 710123_Group_Aera_OG	📁 710124
📁 710455_69899002_Thums_UIC	📁 710125
📁 910123_Aera_UIC_UGS	📁 810123

Grouped projects (see left above) may have sub-folders for each form ID (shown on the right above) located inside the Application & Data Files). After creating the sub-folders for the NOI create the **Primary** and subsequent form ID folders for that group inside the Application & Data Files folder. Files that belong to a specific NOI should be stored under the appropriate form ID. These may include maps, project descriptions, biological survey reports, casing programs that refer only to a particular well, or partial reviews that were started before an NOI was incorporated into a group.