The Naming Format for UST Incident Files.

UST Number\_Incident Number\_Document Group\_Document Type\_Date\_text.file type

Examples: WA-1778\_20448\_M\_DENR\_20000309\_00001.PDF

 FA-3630\_29601\_M\_DENR\_20171031\_NRP Approval & Cover Letter.pdf

 FA-88453\_90253\_CA\_UST-62\_20170925\_w supporting documents.pdf

FA-92460\_90236\_G\_NORR\_20170501\_NORR for Initial Assessment.pdf

 FA-3532\_29552\_CA\_RPTS\_20170510\_Letter Report.doc

* **This convention is important,** consistency allows the Metadata to be retrieved from our databases, otherwise it will need to be entered for each individual file**.**
* **Each data item needs an underline between it and the next.** This allows the names to be checked for accuracy and for consistency in searching. An underline between the date and the text field is also necessary (this includes even if the text field is only the number of pages).
* **Do not use more than one UST Number, Incident Number, Document Group, Document Type to the left of the date**. Additional information may be entered in the text field to the right of the date. Keep the text field short, it is a limited field.
* **Do not use special characters**, except for hyphens, ampersands (&) and spaces. Special characters such as #, %, $ etc., cause the programs to expect different commands associated with these characters and searches will return unusual results.

UST Number is a unique number that begins with a two-letter code (indicating a UST Regional Office) followed by a hyphen (Example: WS-1111):

AS – Asheville Regional Office

FA – Fayetteville Regional Office

MO – Mooresville Regional Office

RA – Raleigh Regional Office

WA – Washington Regional Office

WI – Wilmington Regional Office

WS – Winston-Salem Regional Office

Incident Number is unique to the individual Regional Office and may be unique in the state. It is always a set of numbers. A site with an Incident Number is a site that has had a contamination event occur. Sites that enter our system due to complaints or other situations where contamination did not occur will only have a UST Number.

DocGroup and DocType provide limits to what kind of document the file contains. This information is presented in the following table, see last column for examples.

YYYYMMDD is the date of the document in the format of YearMonthDay, with no separations.

text is an optional identifier, use abbreviations found in the DocType column in the table and/or short descriptions.

UST DocGroup and DocTypes (If changes occur an updated table will be posted on our website)

| Group | Group | Type | Type | Entry Format |
| --- | --- | --- | --- | --- |
| Closure (C) | C | Closure Information (CI) | CI | C\_CI |
| Closure (C) | C | Miscellaneous Closure Documentation (MISCCLO) | MISCCLO | C\_MISCCLO |
| Closure (C) | C | NFA (NFA) | NFA | C\_NFA |
| Closure (C) | C | Notice of Residual Petroleum (NRP) | NRP | C\_NRP |
| Closure (C) | C | Other (O) | O | C\_O |
| Closure (C) | C | Public Notices (PUBNOT) | PUBNOT | C\_PUBNOT |
| Closure (C) | C | Site Investigation for Permanent Closure-Change in Service (UST-2) | UST-2 | C\_UST-2 |
| Closure (C) | C | UST Closure Report - Clean Closure (UST-12) | UST-12 | C\_UST-12 |
| Closure (C) | C | UST Closure Report - PIB (UST12PIB) | UST12PIB | C\_UST12PIB |
| Corrective Action (CA) | CA | 20 Day Report (20-DAY) | 20-DAY | CA\_20-DAY |
| Corrective Action (CA) | CA | 24-Hr Notification of Discharge Form (UST-62) | UST-62 | CA\_UST-62 |
| Corrective Action (CA) | CA | 24-Hr Release and UST Leak Reporting (UST-61) | UST-61 | CA\_UST-61 |
| Corrective Action (CA) | CA | 45 Day Report (45-DAY) | 45-DAY | CA\_45-DAY |
| Corrective Action (CA) | CA | Aggressive Fluid Vapor Recovery (AFVR) | AFVR | CA\_AFVR |
| Corrective Action (CA) | CA | Alternate Water (ALTWTR) | ALTWTR | CA\_ALTWTR |
| Corrective Action (CA) | CA | Bottled Water (BTLWTR) | BTLWTR | CA\_BTLWTR |
| Corrective Action (CA) | CA | Bulk Water (BWTR) | BWTR | CA\_BWTR |
| Corrective Action (CA) | CA | Closure Report (CLO) | CLO | CA\_CLO |
| Corrective Action (CA) | CA | Comprehensive Site Assessment (CSA) | CSA | CA\_CSA |
| Corrective Action (CA) | CA | Contractor Information (CNTINF) | CNTINF | CA\_CNTINF |
| Corrective Action (CA) | CA | Corrective Action Information (CAI) | CAI | CA\_CAI |
| Corrective Action (CA) | CA | Corrective Action Plan (CAP) | CAP | CA\_CAP |
| Corrective Action (CA) | CA | Deed Recordation (DR) | DR | CA\_DR |
| Corrective Action (CA) | CA | Field Notes & Test Results (FNTR) | FNTR | CA\_FNTR |
| Corrective Action (CA) | CA | Free Product Recovery Report (FPR) | FPR | CA\_FPR |
| Corrective Action (CA) | CA | Free Product Recovery System Specification Report (FPRSS) | FPRSS | CA\_FPRSS |
| Corrective Action (CA) | CA | General Technical Data (TECHDA) | TECHDA | CA\_TECHDA |
| Corrective Action (CA) | CA | Health Risk Evaluation (HRE) | HRE | CA\_HRE |
| Corrective Action (CA) | CA | Initial Abatement Action Report (IAR) | IAR | CA\_IAR |
| Corrective Action (CA) | CA | Lab Data (LAB) | LAB | CA\_LAB |
| Corrective Action (CA) | CA | Letter Report (LTRRPT) | LTRRPT | CA\_LTRRPT |
| Corrective Action (CA) | CA | Limited Site Assessment (1 or 2) (LSA) | LSA | CA\_LSA |
| Corrective Action (CA) | CA | Mobile Multi Phase Extraction (MMPE) | MMPE | CA\_MMPE |
| Corrective Action (CA) | CA | Monitoring Report (MRP) | MRP | CA\_MRP |
| Corrective Action (CA) | CA | NC Licensed Surveyor (NCPS) | NCPS | CA\_NCPS |
| Corrective Action (CA) | CA | New Technology Cleanup Report (NTCP) | NTCP | CA\_NTCP |
| Corrective Action (CA) | CA | Notice of Intent UST Permanent Closure-Change in Service (UST-3) | UST-3 | CA\_UST-3 |
| Corrective Action (CA) | CA | Other (O) | O | CA\_O |
| Corrective Action (CA) | CA | Other Reports (RPTS) | RPTS | CA\_RPTS |
| Corrective Action (CA) | CA | POE (POE) | POE | CA\_POE |
| Corrective Action (CA) | CA | Public Water Supply (PWS) | PWS | CA\_PWS |
| Corrective Action (CA) | CA | Receptor Survey (RS) | RS | CA\_RS |
| Corrective Action (CA) | CA | Remediation Monitoring Report (RMR) | RMR | CA\_RMR |
| Corrective Action (CA) | CA | Site Check Report (SCH) | SCH | CA\_SCH |
| Corrective Action (CA) | CA | Site Cleanup and Site Closure Report (SCSC) | SCSC | CA\_SCSC |
| Corrective Action (CA) | CA | Site Closure Report (SCR) | SCR | CA\_SCR |
| Corrective Action (CA) | CA | Soil Assessment Report (SAR) | SAR | CA\_SAR |
| Corrective Action (CA) | CA | Soil Cleanup Plan (SCP) | SCP | CA\_SCP |
| Corrective Action (CA) | CA | Soil Excavation Report (SE) | SE | CA\_SE |
| Corrective Action (CA) | CA | System Enhancement Recommendations (SER) | SER | CA\_SER |
| Corrective Action (CA) | CA | Tank Closure Report (TCR) | TCR | CA\_TCR |
| Corrective Action (CA) | CA | UST Suspected Release Notification (24-Hour) (UST-17A) | UST-17A | CA\_UST-17A |
| Corrective Action (CA) | CA | UST Suspected Release Notification (7-Day) (UST-17B) | UST-17B | CA\_UST-17B |
| Corrective Action (CA) | CA | Variance Report (VR) | VR | CA\_VR |
| Corrective Action (CA) | CA | Water Supply Well (WSW) | WSW | CA\_WSW |
| Corrective Action (CA) | CA | Waterline (WL) | WL | CA\_WL |
| Corrective Action (CA) | CA | Well Records (WR) | WR | CA\_WR |
| Enforcement (E) | E | 10-Day Letter (10-DAY) | 10-DAY | E\_10-DAY |
| Enforcement (E) | E | Administrative Order on Consent (AOC) | AOC | E\_AOC |
| Enforcement (E) | E | Civil Penalty Assessment (CPA) | CPA | E\_CPA |
| Enforcement (E) | E | Compliance Order (CO) | CO | E\_CO |
| Enforcement (E) | E | Immediate Action Notice of Violation (IANOV) | IANOV | E\_IANOV |
| Enforcement (E) | E | Notice of Violation (NOV) | NOV | E\_NOV |
| Enforcement (E) | E | Other (O) | O | E\_O |
| Enforcement (E) | E | Owner-Operator Responses to NOV (OORESP) | OORESP | E\_OORESP |
| Enforcement (E) | E | Settlement Agreement (SA) | SA | E\_SA |
| Financial (F) | F | Certificate of Insurance (CERTINS) | CERTINS | F\_CERTINS |
| Financial (F) | F | Correspondence (C) | C | F\_C |
| Financial (F) | F | Fee Adjustment Documentation (FEEAD) | FEEAD | F\_FEEAD |
| Financial (F) | F | Invoice-Fee Payment Information (PMTINFO) | PMTINFO | F\_PMTINFO |
| Financial (F) | F | NC Certification Form (NCCERT) | NCCERT | F\_NCCERT |
| Financial (F) | F | Pre-approval Task Authorization (PATA) | PATA | F\_PATA |
| Financial (F) | F | Refund Documentation (REFDOC) | REFDOC | F\_REFDOC |
| Financial (F) | F | Settlement Agreements-Third Party Claims (SA) | SA | F\_SA |
| Financial (F) | F | State Lead Task Authorization (SLTA) | SLTA | F\_SLTA |
| General (G) | G | Acceptance Letter (ACCLTR) | ACCLTR | G\_ACCLTR |
| General (G) | G | Access Agreement (ACCAGMT) | ACCAGMT | G\_ACCAGMT |
| General (G) | G | Alternate Fuels Compatibility Checklist (UST-20) | UST-20 | G\_UST-20 |
| General (G) | G | Annual Containment Sump Visual Inspections (UST-22C) | UST-22C | G\_UST-22C |
| General (G) | G | Annual Interstitial Sensor Operability Check (UST-22B) | UST-22B | G\_UST-22B |
| General (G) | G | Annual Overfill Prevention Operability Check (UST-22A) | UST-22A | G\_UST-22A |
| General (G) | G | Annual UST Equipment Operability (UST-22) | UST-22 | G\_UST-22 |
| General (G) | G | Application to Install or Replace UST (Post) (UST-6B) | UST-6B | G\_UST-6B |
| General (G) | G | Application to Install or Replace UST (Pre) (UST-6A) | UST-6A | G\_UST-6A |
| General (G) | G | Attorney Correspondence (ATNYCOR) | ATNYCOR | G\_ATNYCOR |
| General (G) | G | Cert - No Visible Corrosion on Metal Piping Components (UST-24) | UST-24 | G\_UST-24 |
| General (G) | G | Certification of LD Exemption for Piping (UST-19) | UST-19 | G\_UST-19 |
| General (G) | G | Change of Ownership Notification (UST-15) | UST-15 | G\_UST-15 |
| General (G) | G | Compartmented Tank Notification (UST-13) | UST-13 | G\_UST-13 |
| General (G) | G | Compliance Assistance Visit (CAV) | CAV | G\_CAV |
| General (G) | G | Correspondence (C) | C | G\_C |
| General (G) | G | CP System Evaluation (Impressed Current) (UST-7B) | UST-7B | G\_UST-7B |
| General (G) | G | CP System Evaluation (Sacrificial Anode) (UST-7A) | UST-7A | G\_UST-7A |
| General (G) | G | IC CP Sys 60-Day Record of Rectifier Op (UST-21) | UST-21 | G\_UST-21 |
| General (G) | G | Notice of Intent to Install - Old Form (UST-6) | UST-6 | G\_UST-6 |
| General (G) | G | Notice of Intent to Install Vapor Or GW Monitoring Sys (UST-4) | UST-4 | G\_UST-4 |
| General (G) | G | Notice of Regulatory Requirement (NORR) | NORR | G\_NORR |
| General (G) | G | Notification of Activities Involving USTs (EPA7530-1) | EPA7530-1 | G\_EPA7530-1 |
| General (G) | G | Notification of Activities Involving USTs (UST-1) | UST-1 | G\_UST-1 |
| General (G) | G | Notification of Activities Involving USTs (UST-8) | UST-8 | G\_UST-8 |
| General (G) | G | Oil Terminal Facility Registration (OTF-1) | OTF-1 | G\_OTF-1 |
| General (G) | G | Other (O) | O | G\_O |
| General (G) | G | Ownership of USTS (UST-15A) | UST-15A | G\_UST-15A |
| General (G) | G | Pictures and Diagrams (PICDIAG) | PICDIAG | G\_PICDIAG |
| General (G) | G | Risk Ranking Abatement (RRA) | RRA | G\_RRA |
| General (G) | G | Site Investigation Report for Install of Vapor-GWM Sys (UST-5) | UST-5 | G\_UST-5 |
| General (G) | G | STF Eligibility Information (ELIG) | ELIG | G\_ELIG |
| General (G) | G | Technical Assistance (TA) | TA | G\_TA |
| General (G) | G | Triennial UST Containment Sump-UDC Integrity Testing (UST-23B) | UST-23B | G\_UST-23B |
| General (G) | G | Triennial UST Interstice Integrity Testing (UST-23D) | UST-23D | G\_UST-23D |
| General (G) | G | Triennial UST Piping Integrity Testing (UST-23C) | UST-23C | G\_UST-23C |
| General (G) | G | Triennial UST Spill Bucket Integrity Testing (UST-23A) | UST-23A | G\_UST-23A |
| General (G) | G | Upgrade Notification for USTs (UPGRADE) | UPGRADE | G\_UPGRADE |
| Groundwater (GW) | GW | Comprehensive Monitoring Event (CME) | CME | GW\_CME |
| Groundwater (GW) | GW | Correspondence (C) | C | GW\_C |
| Groundwater (GW) | GW | Other (O) | O | GW\_O |
| Inspection/Investigation (I) | I | Complaint Investigation (CMP) | CMP | I\_CMP |
| Inspection/Investigation (I) | I | General Inspection Checklist (UST-10B) | UST-10B | I\_UST-10B |
| Inspection/Investigation (I) | I | Installation Inspection Checklist (UST-10A) | UST-10A | I\_UST-10A |
| Inspection/Investigation (I) | I | Miscellaneous Inspection/Investigation Letters (MISINSP) | MISINSP | I\_MISINSP |
| Inspection/Investigation (I) | I | Other (O) | O | I\_O |
| Inspection/Investigation (I) | I | Pictures and Diagrams (PICDIAG) | PICDIAG | I\_PICDIAG |
| Inspection/Investigation (I) | I | Primary Operator Certificate (POCERT) | POCERT | I\_POCERT |
| Miscellaneous (M) | M | Correspondence (C) | C | M\_C |
| Miscellaneous (M) | M | DENR (DENR) | DENR | M\_DENR |
| Miscellaneous (M) | M | Environmental Site Assessment (1 or 2) (ESA) | ESA | M\_ESA |
| Miscellaneous (M) | M | MISC (MISC) | MISC | M\_MISC |
| Miscellaneous (M) | M | NFA (NFA) | NFA | M\_NFA |
| Miscellaneous (M) | M | Reports (RPTS) | RPTS | M\_RPTS |
| Miscellaneous (M) | M | RP (RP) | RP | M\_RP |
| Permit (P) | P | Certificate of Approval for Storage/Treatment of Soil (SR-71) | SR-71 | P\_SR-71 |
| Permit (P) | P | Correspondence (C) | C | P\_C |
| Permit (P) | P | Denial of Permit Letter (PERMDEN) | PERMDEN | P\_PERMDEN |
| Permit (P) | P | Documentation Received for Release of Permit (DOCREL) | DOCREL | P\_DOCREL |
| Permit (P) | P | Invoice and Compliance Questionnaire (INVCQ) | INVCQ | P\_INVCQ |
| Permit (P) | P | Land App Agreement Contain/Treat Soils on Private Lands (SR-72) | SR-72 | P\_SR-72 |
| Permit (P) | P | Leak Detection Records (LDREC) | LDREC | P\_LDREC |
| Permit (P) | P | Manual Tank Gauging Records (UST-16) | UST-16 | P\_UST-16 |
| Permit (P) | P | Monitoring Well Permit (MW) | MW | P\_MW |
| Permit (P) | P | Non-Discharge Permit Application for Soil Remediation (SR-70) | SR-70 | P\_SR-70 |
| Permit (P) | P | Non-Discharge Permit Report (NDP) | NDP | P\_NDP |
| Permit (P) | P | NPDES Permits (NPDES) | NPDES | P\_NPDES |
| Permit (P) | P | Oil Terminal Certificate (OILTERM) | OILTERM | P\_OILTERM |
| Permit (P) | P | Other (O) | O | P\_O |
| Permit (P) | P | Permit Rejection Letter (PERMREJ) | PERMREJ | P\_PERMREJ |
| Permit (P) | P | Permitting Information (PI) | PI | P\_PI |
| Permit (P) | P | POTW Monitoring Report (POTW) | POTW | P\_POTW |
| Permit (P) | P | UIC/Injection Permit (UIC) | UIC | P\_UIC |
| Permit (P) | P | UST Permit-Certificate (USTPERM) | USTPERM | P\_USTPERM |
| Permit (P) | P | UST Section Groundwater Quality Monitoring (UST-59) | UST-59 | P\_UST-59 |