FILE NAMING CONVENTIONS

Revision History

Revision	Date	Source	Description/Rational for Change
0.0	2005 Sept	DCG	First Edition - Amendment to standard WSC NS1999-2 File Naming Conventions 990407
0.1	2006 May	DCS	Modification to General Publications
0.2	2006 Aug	QMS PN	Modification to General Publications for broader application
0.3	2007 July	QMS	Modification to General Publications for QMS system

<table>
<tr><th>File Type</th><th>Format</th><th>Explanation/Example</th></tr>
<tr><td colspan="3">Note – In all formats, Station# represents the station identification number, YYYY, MM and DD is for year, month and day.</td></tr>
<tr><td>General Publications</td><td>mTTT-OOSSS-VV-YYYY Name.ext</td><td>Naming convention that applies to all documents published by WSC.

m = Management category

Written in small cap.
a: administration documents
q: quality management documents
r: reference documents
s: safety and health management documents

TTT = Type of document

<table>
<tr><td>POL</td><td>Policy Statements and Objectives - Description of organizational mandates, strategies or course of action. [1]</td></tr>
<tr><td>CSP</td><td>Common Support Processes - Description of who does what, where and when in relation to core management processes.</td></tr>
<tr><td>SOP</td><td>Standard Operating Procedures - Job-specific mandatory instructions and standards relative to methods and performance. [2]</td></tr>
<tr><td>FOR</td><td>Forms - Information tracking documents relative to job-specific requirements.</td></tr>
<tr><td>REC</td><td>Records - Reports, results, recommendations, justifications, audits, minutes or any document serving as trace for actions taken.</td></tr>
<tr><td>TEC</td><td>Technical Notes - Non-mandatory guidelines, technical or training information. [3]</td></tr>
</table>
1. Some Policy documents were not actual policies and were reclassified as SOPs.
2. This new definition of SOP includes SWP and NPS from the previous classification.
3. THAs and MTOs are records and are to be amalgamated into the REC category.</td></tr>
</table>

		OO = Origin of document AB: Alberta AT: Atlantic BC: British Columbia MB: Manitoba NA: National NB: New Brunswick NL: Newfoundland and Labrador NS: Nova Scotia NT: Northwest Territories NU: Nunavut ON: Ontario OT: Ottawa PA: Partners PE: Prince Edward Island PN: Prairie and Northern PY: Pacific and Yukon QC: Quebec SK: Saskatchewan YT: Yukon **SSS = Sequential number** Number from 001 to 999 assigned relative to publication chronology within a given document type. **VV = Version of document** Number from 1 to 99 assigned relative to publication of the same document more than once, after changes were introduced, independently from the year of publication. If unknown, the value 99 is used. **YYYY = Year of publication** Number identifying the year during which a document was published as the initial or as a new version. If unknown, the value 9999 is used. **Name = Description of content** A concise but unambiguous description should be selected. Contractions and acronyms should be avoided. The use of underscore is not recommended. **.ext = Software extension**

		Three letters are used to define the software used for publication. **Examples:** *aFOR-MB012-02-2006 Field Trip Planning.xls* *qSOP-NA001-01-2004 Procedures for Conducting ADCP Discharge Measurements.pdf* *qREC-NA013-01-2005 Data Control Minutes Conference Call 20050223.doc* *sREC-NA009-05-2006 TDG Permit SU1903.doc*
ADCP Discharge Data Files	*Station#_YYYYMMDD_NNN&.PPP*	ADCP Discharge data files produced with WinRiver software. ***NNN*** is the transect number starting at 000 and incrementing each time a recording starts. ***PPP*** is the file sequence number starting at 000 and incrementing when file size reaches the user-specified limit. ***&*** is the file type assigned during collection as one of the following: r = Raw ADCP data file. w = Configuration file. n = Navigation data file. d = Depth sounder data file. t = ASCII-out data file.
	Station#_YYYYMMDD_mbedNNN&.PPP	Format similar to above except for "mbed" inserted to identify it as a moving bed test.
	Station#_YYYYMMDD_tst.TXT	Hardware diagnostic data file.
	Station#_YYYYMMDD_ccal.TXT	Compass calibration data file.
	Station#_YYYYMMDD.DMW	Renamed discharge measurement wizard file (.DMW) produced by WinRiver. The extension identifies the measurement increment number for the station on that date. If there was only 1 measurement taken, the extension can remain unchanged.
Discharge Measurements	*Station#_YYYYMMDD.TQ#*	For Current Meters, the format applies to renamed .DAT files from the HFC. For ADCP, the format applies to a folder in which the many electronic files for a specific measurement are stored. The folder is then stored as done for current meter measurements. The extension ***.TQ#*** specifies the technology used and the measurement increment number for the station on that date: .MQ# for Current Meters .AQ# for ADCP .FQ# for FlowTracker e.g. .MQ2=Using a current meter, 2nd measurement taken).
Digitized chart data	*WStation#.YYY*	***YYY*** are the last three digits of the year. e.g., W07KC001.998 would be the chart data for station 07KC001 in 1998.
Level circuits	*Station#_YYYYMMDD.LV#*	Renamed .LEV files from the HFC.

		The number in the extension identifies the data chronological order. e.g., 01AE001_19980402.LV2 = 2nd set on April 2nd at station 01AE001.
Logger data	*Station#_YYYYMMDD.LG#*	Renamed Logger data. The number in the extension identifies the data chronological order. e.g., 07KC001_19980228.LG2 = 2nd download on Feb 28 at station 07KC001.
Sediment Sampling	*Station#_YYYYMMDD.SE#*	Renamed .SED files from the HFC. The number in the extension identifies the data chronological order e.g., .SE2 = 2nd download.
Telemetry data	*Station#_YYYYMMDD.TE#*	The number in the extension identifies the data chronological order. e.g., .TE2 = 2nd download.
Weather sensor data	*Station#_YYYYMMDD.AE#*	Used where there is no water level data, but the download consists of several weather parameters. The number in the extension identifies the data chronological order. e.g., .AE2 = 2nd download.
	Station#_YYYYMMDD.SC#	Used where there is no water level data, but the download consists of a single weather parameter. Excludes water level when it is logged as a single parameter. The extension ***.SC#*** is the SHEF code for the parameter and the increment number. Refer to WSC Consolidated List of SHEF Codes. e.g., For air temperature and 1st download, the extension would be .TA1.
Visit Station Summary	*VSLv_YYYY_Station#.txt*	Visit station summary file, where **v** is a letter that identifies the version when two or more exist for a same year. It goes from *b* to *z*, the letter *a* is reserved but not shown for the first version. e.g., VSLb_2003_07KC001.txt
12 months/page discharge	*QQf_YYYY_Station#.txt*	Final publishable 12 months per page discharge file. e.g., QQf_2003_07KC001.txt
12 months/page water level	*WLf_YYYY_Station#.txt*	Final publishable 12 months per page water level and discharge. e.g., WLf_2003_07KC001.txt
Hourly water level and discharge	*HLY_YYYY_Station#.txt*	Hourly water level and discharge. e.g., HLY_2003_07KC001.txt
Water level digitized chart	*DIG_YYYY_ Station#.txt*	Water level digitized chart. e.g., DIG_2003_07KC001.txt
Summary page of station inventory report	*SP_YYYY_Station#.txt*	Summary page of station inventory report. e.g., SP_2003_07KC001.txt
Yearly station summary	*Station#_YSS_YYYY.txt*	Yearly station summary file. e.g., 07KC001_YSS_2003.txt
Stage discharge table	*HQ#.##_YYYY_Station#.txt*	All tables are assigned an integer number followed by two decimal places. A new table based on a previously existing table is assigned the next integer number followed by ".00". A table for which the coverage at either end of the stage discharge curve is extended is not

		a new table. As such, it does not require increasing its number by 0.01. A table for which the period of use is prolonged is not a new table. However, the table number must be incremented by .01. The table's creation date remains the same as the original. The whole number "0" is assigned to any table not yet numbered according to this convention and found to exist for periods prior to table number 1.00. If the table's time period is adjacent to 1.00, then the table is numbered 0.99. Any other table prior to table 1.00 is numbered by decreasing order starting from 0.98 in increments of .01 and in the sequence of their discovery. Justification for the choice of a table number must be documented along with the table information and in the station analysis. e.g., HQ4.00_1994_07KC001.txt created 1994/02/02 ending 2000/03/31; Table HQ4.01_1994_07KC001.txt is identical to 4.00 created 1994/02/02, starts 2000/03/31 and is open ended.
Photo	*Station#_YYYYMMDD_CCC#.ext*	Image taken at a station for the specified date. ***CCC*** is the document category defined as: **SIT** = Site (general view of the monitoring area) **STR** = Structures, Site Facilities (includes construction) **COL** = Control Conditions (view of channel) **CBL** = Cableway **EQP** = Device (general view of monitoring equipment deployed) **CDT** = Device Conditions (includes details for vandalism) **#** is a chronological number written when more than one picture is taken on the same day, otherwise # remains blank. **.ext** specifies the software and format. e.g., 07KC001_20040214_COL2.jpg, second picture of a series showing control conditions in the winter.