



# INDIANA DEPARTMENT OF TRANSPORTATION

## *Driving Indiana's Economic Growth*

### Design Memorandum No. 15-16 Technical Advisory

July 20, 2015

**TO:** All Design, Operations, and District Personnel, and Consultants

**FROM:** /s/Elizabeth W. Phillips  
Elizabeth W. Phillips  
Manager, Office of Standards and Policy  
Bridges Division

**SUBJECT:** ERMS File Naming Conventions and Email Notification

**EFFECTIVE:** Immediately

In an effort to readily identify files within ERMS that need to be transitioned for review, the email notification to the coordinator should include the submission type and des. number in the subject line, the number of files uploaded in the body, and the transmittal letter as an attachment. The preferred format is to forward the auto generated email which confirmed the upload and update the subject line accordingly. An example is included as an attachment to this memo.

The following file naming convention should be used for items that are reviewed outside of a typical bridge or road review, e.g. permits, load rating, traffic items. This format applies only to submissions prior to Final Tracings.

The naming convention should follow the typical ERMS file naming format.

**[Submittal] [Description] [Des #] for [Bridge or Roadway] Services**

- a. Environmental. For items to be reviewed by the Environmental Services Division, those items should use the following naming convention.

**ENV [Description] [Des #] for [Bridge or Roadway] Services**

For Permits use the following naming convention.

**ENV [Permit Abbr. or PermitRevPlans] [Des #] for [Bridge or Roadway] Services**

- b. Geotechnical. For items to be reviewed by the Office of Geotechnical Services, those items should use the following naming convention.

**GEO [Description] [Des #] for Bridge or Roadway Services**

- c. Hydraulics. For items to be reviewed by the Office of Hydraulics, those items should use the following naming convention.

**HYD [Description] [Des #] for Bridge Services**

- d. Load Rating. For load rating requests, the load rating request form need not be uploaded into ERMS and should be attached to the email notification. A separate plan set for use by the Load Rating Engineer should be submitted using the following naming convention. The plan set should include the title sheet and other sheets relevant to load rating.

**LOADRTG [Description] [Des #] for Bridge Services**

- e. Pavement Design. For Pavement Design requests, use the following naming convention.

**PVMTDGN Request [Des #] for Bridge or Roadway Services**

- f. Traffic. For traffic items (signing, lighting, and signals) included as part of a Road or Bridge project, submit traffic plan sheets and design calculations separately using the following naming convention.

**TRAF [Description] [Des #] for Roadway Services**

The ERMS File Naming Convention document has been updated to reflect this guidance and is an attachment to this memo. The Multiple File Upload Tool will be updated to reflect these changes in the near future. Until such time, these files will need to be uploaded directly using the UCM.

The current version of the Naming Convention document and all editable forms should be accessed from the Department's Editable Documents webpage at <http://www.in.gov/dot/div/contracts/design/dmforms/>.

# Items to include in ERMS submittal notifications to INDOT coordinators

**From:** Wagner, Stephanie J.  
**Sent:** Monday, April 20, 2015 10:02 AM  
**To:** Coordinator2  
**Cc:** Burgess, Doug  
**Subject:** Bridge Rehab Final Plans - 0300086 I-69 over Cedar Creek  
**Attachments:** BRFP TransLtr 0300086.pdf

Subject line includes the Submission Type and DES number

Copy Project Manager

Include number of files in the submittal

Hi Susan,

Please see the attached transmittal letter. 9 files have been uploaded into ERMS.

**Stephanie Wagner, PE**  
*Bridge Rehabilitation Engineer*  
100 N. Senate Ave. N642  
Indianapolis, IN 46168  
**Office:** (317) 233-2095  
**Email:** [sjwagner@indot.in.gov](mailto:sjwagner@indot.in.gov)



Include automated email from MFUT which includes the DOT file number

**From:** [MfutUploads@indot.in.gov](mailto:MfutUploads@indot.in.gov) [<mailto:MfutUploads@indot.in.gov>]  
**Sent:** Monday, April 20, 2015 9:47 AM  
**To:** Wagner, Stephanie J.  
**Subject:** Multiple File Upload Tool (MFUT) Confirmation

*Environmental, Geotechnical, Hydraulics Reviews, Load Rating Requests, Pavement Design, and Traffic Items may be submitted separately and should contain the appropriate Submittal abbreviation.*

Please do not respond to this email. It is automatically generated.

The following files were added successfully into the ERMS system for use

BRFP Commit 0300086.pdf as document type of Design Documents with Content ID of DOT_2168359.
BRFP DesExc 0300086 for Bridge Services.pdf as document type of Design Documents with Content ID of DOT_2168364.
BRFP DgnComps 0300086 for Contract Services.pdf as document type of Design Documents with Content ID of DOT_2168373.
BRFP Est 0300086.pdf as document type of Design Documents with Content ID of DOT_2168375.
BRFP MarkedUpPrelPlans 0300086.pdf as document type of Design Documents with Content ID of DOT_2168382.
BRFP Plans 0300086.pdf as document type of Design Documents with Content ID of DOT_2168415.
BRFP QntyCalc 0300086.pdf as document type of Design Documents with Content ID of DOT_2168420.
BRFP TransLtr 0300086.pdf as document type of Design Documents with Content ID of DOT_2168421.
BRFP UnqProv 0300086.pdf as document type of Design Documents with Content ID of DOT_2168423.

Thank you for using the Multiple File Upload Tool (MFUT).

# PROJECT FILE NAMING CONVENTIONS

revised 7/20/15

7/30/15 restored QA Form and Limited Rev Checklist descriptions.

Submittal:	Sub. Abbreviation:
Bridge Inspection (Bridge Scoping Report)	Brlnsp
Bridge Rehab Final Plans	BRFPS
Bridge Rehab Preliminary Field Check	BRPFC
Bridge Rehab Preliminary Plans	BRPPS
Construction Change	ConstChg
Engineer's Report	EngRpt
Environmental	ENV
Final Field Check	FFC
Final Hearing	FHRG
Final Right-of-Way	FRW
Final Tracings*	FT
Geotechnical	GEO
Grade Review (Road)	GR
Hydraulics	HYD
<b>Load Rating</b>	<b>LOADRTG</b>
<b>Pavement Design</b>	<b>PVMTDGN</b>
Preliminary Field Check	PFC
Preliminary Hearing	PHRG
Preliminary Right-of-Way	PRW
Railroad	RR
Stage 1	STG1
Stage 2	STG2
Stage 3	STG3
Survey	SVY
Traffic	TRAF
Utility	UTIL

Permits Description	Descr. Abbreviation
County Drain Permit	CoDrain
FAA Navigable Airspace/Tall Structure Permit	FAA
IDEM 401 Water Quality Permit	401Wtr
IDNR Const. in a Floodway Permit	DNR
IDNR Lake Preservation Act Permit	LakePres
National Pollutant Discharge Elimination System Permit	NPDES
Rule 5 Erosion Control Permit	Rule5
US Coast Guard Bridge Permit (Section 9)	CstGdBr
US Coast Guard Const., Dumping, Dredging Permit	CstGdCDD
USACE 404 Permit	404Corps
USACE Levee Permit	LeveeCorps

Description:	Descript. Abbreviation:
[Previous Submittal] Mark-ups	[Previous Submittal] MrkUps
10-Week Letter	10WkLtr
Abbreviated Engineer's Assessment	AbbEngRpt
All Projects Commitments Report	Commit
<i>Asbestos Certification (14-1D)</i>	AsbCert
Asbestos Report	AsbRpt
Bridge Load Rating Memo	LoadRtgMemo
<i>Bridge Search Data Form (previously 59-BSD)</i>	BSDF
<i>Contract Preparation Documents Form (14-1C)</i>	ContPrepDoc
Correspondence	Corresp
Cost Estimate	Est
Cross Sections	Xsect
Deeds	Deeds
Demolition Letter	DemoLtr
Design Computations (ALL Comps - includes Geotechnical Criteria Comps, Hydraulic Comps, Inlet Spacing Comps, Intersection Sight Distance Comps, Maintenance of Traffic Comps)	DgnComps
Draft Engineer's Report	DraftEngRpt
Draft Environmental Document	DraftEnvDoc
<i>Environmental Consultation Form (7-3C)</i>	EnvConFrm
Environmental Review Plans	EnvRvwPlans
Experimental Features Approval (if applicable)	ExperFeatAppr
Final Engineer's Report	FinalEngRpt
Final Environmental Document	FinalEnvDoc
Final Pavement Design	FinalPvmtDgn
Form	Frm
<i>Foundation Review</i>	<i>FndRvw</i>
Geotechnical Report	GeoRpt
<i>Geotechnical Review of Final Check Prints Form (107-5A)</i>	GeoRvwFrm
Geotechnical Review of Final Check Prints Plans	GeoRvwPlans
<i>Geotechnical Waiver</i>	GeoWaiver
Guarantees / Warranties Approval	Guar/Warr Appr
Incentive/Disincentive Clauses	IncenDisincenClau
Initial Financial Plan	InitFinPlan
Interchange Justification Report	IJRpt
Inspection Report	InspRpt
<i>Level 1 Design Criteria Checklist (40-8B) (include Level 1 computations)</i>	Lvl1Chk
<i>Level 1 Design Exception Request (40-8C or 40-8D)</i>	Lvl1Exc
Level 2 Design Exception Request	Lvl2Exc
<i>Limited Review Certification (6-Ltd Cer)</i>	LmtRevCert
Load Rating Review Plans ( <i>Load Rating Request Form</i> sent via email)	LoadRtgRvwPlans
Location Control Route Survey Plat	LCRSP
Official Detour Route (if not on plans)	OfficialDetRte
Pay Item List	PayItmLst
Permit Application	PermitApp
Permit Review Plans	PermitRvwPlans
Permits (All permit approvals and conditions combined for Final Tracings)	Permits
Pictures	Pics
Plans	Plans
Plans with Cross Sections (if file too large, separate plans & cross sections)	PlansXsect
<i>Proprietary Material Use Justification Form (17-1A)</i>	ProprMtrlFrm
<i>PS&amp;E Checklist (FHWA-Indiana)</i>	FhwaInPseChk
Public Hearing Comments and Resolutions	PubHearCom
<i>Public Involvement Request (include request cover letter and summary)</i>	PubHearReq
Public Hearing Transcript	PubHearTr
<i>Quality Assurance Form (6-2A)</i>	QAFrm
Quantity Calculations	QtyCalcs
R/W Clear Certification Letter	RWCert
R/W Funding - Land, Improvements & Damages Letter	LIDLtr
Railroad Coordination Certification	RRCert
Railroad Flagging Contract	RRFlaggingCont
Railroad Special Provisions	RRSplProv
Relocation Plans (for Utility)	RelocPlan (Utility Company)
Request	Request
Response to Comments Letter	RespLtr
Schedule	Schedule
<i>Scour Report</i>	<i>ScourRpt</i>
Special Provisions (Recurring)	SplProv
Special Provisions (Unique)	UnqSplProv
Special Provisions Menu (Recurring)	SplProvMenu
Special Provisions Menu (Unique)	UnqSplProvMenu
Summary of Design Exceptions	SumDgnExc
Survey Book	SvyBook
<i>Survey Book Checklist (23-2A)</i>	<i>SvyBookChk</i>
<i>Traffic Control Plan Checklist</i>	<i>TrafCtrlPlanChk</i>
Traffic Management Plan	TrafMangPlan
Topography	Topo
Transmittal Letter	TransLtr
Utility Coordination Certification (See Note 5.)	UtilCert
Utility Coordination Waiver (discontinue use after June 30, 2015)	UtilWaiver
Warrant Report (Lighting or Signal)	WarrantRpt
Woody Revegetation	WdyRvg

\*The file naming convention and abbreviations are essential for locating specific types of submittals within ERMS. For Final Tracings, the required ERMS document type and file format for submissions to Contract Administration are included on the Final Tracings Checklist.

Notes:

- ERMS File Name (Title) should use the following format.  
**[Submittal] [Description] [Des #] for [Bridge, Roadway, Contract] Services**
- See page 2 for the naming convention of documents to be reviewed outside of a typical Road or Bridge project.
- See page 3 for the naming convention of Right-of-Way Engineering documents.
- Descriptions shown in italics are documents available on the Editable Documents website at <http://www.in.gov/dot/div/contracts/design/dmforms/>
- Utility Coordination standard documents available at <http://www.in.gov/indot/3269.htm>

## PROJECT FILE NAMING CONVENTIONS

The following guidance applies to submissions through ERMS prior to Final Tracings. In an effort to readily identify files within ERMS that need to be reviewed separately, outside of a typical bridge or road review, the following naming convention should be used. Note that Load Rating and Hydraulics items should be designated for Bridge Services and Traffic items should be designated for Roadway Services.

- a. Environmental. For items to be reviewed by the Environmental Services Division, those items should use the following naming convention.

**ENV [Description] [Des #] for [Bridge or Roadway] Services**

For Permits use the following naming convention.

**ENV [Permit Abbr. or PermitRevPlans] [Des #] for [Bridge or Roadway] Services**

- b. Geotechnical. For items to be reviewed by the Office of Geotechnical Services, those items should use the following naming convention.

**GEO [Description] [Des #] for [Bridge or Roadway] Services**

- c. Hydraulics. For items to be reviewed by the Hydraulics Office, those items should use the following naming convention.

**HYD [Description] [Des #] for Bridge Services**

- d. Load Rating. For load rating requests, the load rating request form need not be uploaded into ERMS and should be attached to the email notification. A separate plan set for use by the Load Rating Engineer should be submitted using the following naming convention. The plan set should include the title sheet and other sheets relevant to load rating.

**LOADRTG [Description] [Des #] for Bridge Services**

- e. Pavement Design. For Pavement Design requests, use the following naming convention.

**PVMTDGN Request [Des #] for [Bridge or Roadway] Services**

- f. Traffic. For traffic items (signing, lighting, and signals) included as part of a Road or Bridge project, submit traffic plan sheets and design calculations separately using the following naming convention.

**TRAF [Description] [Des #] for Roadway Services**

## PROJECT FILE NAMING CONVENTIONS

The following guidance applies to Right-of-Way Engineering submissions.

File (1):	File Title (2) (3) (4) (5):	Comments
Right of Way Engineering Documents (6)	CODE# PARCEL# ENG	Revised right of way engineering documents should include "REVISED" in the title (e.g. CODE# PARCEL# ENG REVISED)
Right of Way Plans	CODE# RW PLANS	A partial set of Right of Way Plans should include "PARTIAL" in the title (CODE# PARTIAL RW PLANS)
Staking Reports	CODE# LAE FORMS CODE# EXCEL SIGN REPORT CODE# EXCEL POINT COORD LIST CODE# POINT COMPARISON REPORT CODE# SURVEY NOTICES	Staking Reports will be in 5 separate files. The parcel number entered into ERMS will be ALL for total project staking or parcel number staked separated by commas.
T&E Report	CODE# PARCEL# T&E	Supplemental T&E reports should include "SUPP" in the title (e.g. CODE# PARCEL# T&E SUPP)
Transmittal Letter	CODE# TRANSLTR DATE	One transmittal letter for each Abstracting, Engineering, and R/W Plan submittal regardless of the number of parcel (e.g. 1 parcel file uploaded = 1 Transmittal Letter, 10 parcel files uploaded = 1 Transmittal Letter)

- (1) If the file size exceeds 40 Mb, files should be broken into parts and the title modified accordingly (e.g. CODE# PARCEL# T&E PART1)
- (2) Title should be in ALL CAPS
- (3) CODE# is the 4-digit Land Acquisition Code.
- (4) PARCEL#. Do not include leading zeros. PARCEL001 will be PARCEL1. Parcel number attributes will only apply to the specific parcel except in the case of a partial set of r/w plans which will contain multiple parcel numbers.
- (5) DATE is in the MM-DD-YYYY format
- (6) Right of Way Engineering Documents should be scanned into a single file and include the following:
  1. Transfer Documents
  2. Legal Descriptions
  3. R/W Parcel Plats
  4. Memo to File, Appraisers and Buyers (RER)- if necessary
  5. L-10 form
  6. Memos-if necessary
  7. Reference materials-if necessary
  8. COGO Computation Sheets
  9. Area Computations form
  10. Parcel Documentation Sheet
  11. Consultant R/W Engineering Quality Assurance Form (See Editable Documents page at <http://www.in.gov/dot/div/contracts/design/dmforms/>)
  12. A "Revision, Correction, Elimination Parcel Routing Sheet" should be included first if necessary with the parcel change noted and date of change.