
California Environmental Protection Agency

 **Air Resources Board**



**Document Management System
Naming Convention
For Alternative Fuel Retrofit System Applications**

DRAFT 11-8-13

Table A-1 — File Naming Convention for Alternative Fuel Retrofit Systems

An ARB document file name consists of four sections as shown below:

Confidentiality_ Applicability_ Alternative Fuel Retrofit_ Information Type. EXT

Each section has elements as listed in the following table:


Section 1 Confidentiality (3 characters_)	Section 2 Applicability (12 characters_)	Section 3 Alternative Fuel Retrofit (up to 8 characters_)	Section 4 Information Type (up to 10 characters_)
<ul style="list-style-type: none"> CBI_: a confidential file that will not be released to the public FOI_: a non-confidential file in which the manufacturer removes confidential information from a CBI file so it is readily releasable to the public after vehicles/engines are introduced into commerce 	<p>Base Test Group or Engine Family Name_:</p> <p>Test Group/Engine Family of the base vehicle / engine for conversion.</p>	<p>3 characters for Alternative fuel code+ underscore + ARB Mfr. Code (up to 4 characters; issued by ARB)</p> <p>Alternative Fuel Codes: CNG – Compressed Natural Gas LPG – Liquefied Petroleum Gas LNG – Liquefied Natural Gas CLG – CNG or LNG DCG – Dual Fuel CNG/Gasoline DCD – Dual Fuel CNG/Diesel DPG – Dual Fuel LPG/Gasoline DPD – Dual Fuel LPG/Diesel BCG – Bi Fuel CNG/Gasoline BCD – Bi-Fuel CNG/Diesel BPG – Bi Fuel LPG/Gasoline BPD – Bi Fuel LPG/Diesel</p>	<p style="background-color: yellow;">Application for Certification</p> <ul style="list-style-type: none"> APP_: Application APPRCnn_: Running change APPFnn_: Field fix <p>Where nn= 01 –99 in numerical order)</p>
Example:			
CBI_ or FOI_	CMRXC03.OVEK_	CNG_KMFR_	APP_
File Name: CBI_ CMRXC03.OVEK_ CNG_KMFR_ APP_.pdf			
			<p style="background-color: yellow;">Other Stand Alone Documents (To be updated as needed)</p> <p>Request for Approval (RFA*⁽¹⁾⁽²⁾):</p> <ul style="list-style-type: none"> RFA*LAB_: Label Content RFA*DFP_: Durability Plan RFA*MWA_: Mfr Warranty Stmt. RFA#*IWA_: Installer Warranty Stmt RFA*TVE_: Test Vehicle/Engine RFA*TP_: Test Procedure <p>Correspondence (LTR*⁽¹⁾):</p> <ul style="list-style-type: none"> LTR*CPP_: Cert. Preview Plan LTR*LOI_: Letter of Intent LTR*OTH_: Other Letters and Non-Approval Documents LTR*GFT_: Mfr. Size Letter GHG*FLT_: Excel file for Mfr. Size LTR*EML_: E-mail Correspondance LTR*OBD_: OBD Approval Letter <p>Compliance Reports (CR#*⁽²⁾⁽³⁾⁽⁴⁾):</p> <ul style="list-style-type: none"> CR&PDR_: Annual production report CR*SER_: Service Manual CR@CVR_: Converted Veh. Record <p><i>Note:</i> ⁽¹⁾ "*" (1, 2, 3, ...) Different docs. ⁽²⁾ "#"(A,B,C,...) Installer ⁽³⁾ "&" (2 digits model year..) ⁽⁴⁾ "@"(6 digits of the VIN sequential number)</p>
			Examples:

Table A-2 – Workflow Naming Convention for Alternative Fuel Systems

<p>For TG/EF Application Specific Documents: MY_CBI(or)FOI_Base TG/EF Name_Alternative Fuel Retrofit_Type of Submittal (Alternative Fuel Retrofit follows rules from file naming convention)</p>	
<p><i>Types of Submittals</i></p>	<ul style="list-style-type: none"> ○ APP (Application) ○ APPRCnn_EO (Running Change with EO) ○ APPRCnn (Running Change without EO) ○ APPPFnn_ (Field fix)
<p>For Supporting Documents and Reports: MY_CBI(or)FOI _ Base TG/EF Name_ARB MFR Code_ Type of Submittal_nn (where nn = 01 – 99) Type of Submittal follows rules in file naming convention for Information Type.</p>	
<p><i>Examples of Types of Submittals</i></p>	<ul style="list-style-type: none"> ○ Request For Approval <ul style="list-style-type: none"> - MFR Warranty –Manufacturer Warranty Statement - Inst Warranty – Installer Warranty Statement - Label – Label Content - Durability - Durability Plan - Tamper - Tamper Resistance Method - SCR - SCR Information - Test Procedure – Test Procedure ○ Correspondence Type <ul style="list-style-type: none"> - LOI - Letter of Intent - Compliance - Statement of Compliance - CPP - Certification Preview Plan - Other – Other Letters and Non-Approval Documents ○ Compliance Report Type <ul style="list-style-type: none"> - XXProduction - Model Year Production Report <i>Where XX is 2 digits Model Year</i> - Service - Service Manual - Year End – Year End Report

Document Types and Metadata for On-Road Light Duty and Heavy Duty Alternative Fuel Retrofit System Applications

Table A-3 – Light Duty Document Types

Document Type	Metadata Name	Valid Values	
Light Duty Alternative Fuel Retrofit System Application	Confidential	Yes - CBI No - FOI	
	Model Year		
	ARB Manufacturer Code		
	Base Test Group		
	Vehicle Class	PC LDT MDV	
	Alternative Fuel Retrofit System		Dedicated
			Bi-fuel
			Dual-fuel
	Alternative Fuel Code		CNG – Compressed Natural Gas
			LPG – Liquefied Petroleum Gas
			LNG –Liquefied Natural Gas
			CLG – CNG or LNG
			DCG – Dual Fuel CNG/Gasoline
			DCD – Duel Fuel CNG/Diesel
			DPG – Dual Fuel LPG/Gasoline
			DPD – Dual Fuel LPG/Diesel
			BCG - Bi Fuel CNG/Gasoline
			BCD – Bi-Fuel CNG/Diesel
	Application Type		Application
			Running Change
		Field Fix	
Upload Date	(System filled)		
EO-Number	(Optional, for ARB use)		
Small Volume Manufacturer		Yes	
		No	

Table A-3 – Light Duty Document Types - continues

Document Type	Metadata Name	Valid Values
Light Duty Alternative Fuel Retrofit System Correspondence	ARB Manufacturer Code	
	Model Year	
	Base Test Group	
	Subject	APR - Annual Production Report
		CPP - Certification Preview Plan
		CVR - Converted Vehicle Record
		DFP - Durability Plan
		IWA - Installer Warranty Statement
		MWA - Mfr Warranty Statement
		LOI - Letter of Intent
		OBD - OBD Compliance Letter
		Misc. - Miscellaneous
		Email
		Included in the application:
		TVE - Test Vehicle / Engine
		TP - Test Procedure
		DFP - Durability Plan
		LAB - Label
		SER - Service Manual
		Evap
		Exhaust
		GHG_FLT
		SFTP
	Approval Number	(Optional, for ARB use)
	Upload Date	(System filled)

Table A-4 – Heavy Duty Document Types

Heavy Duty Alternative Fuel Retrofit System Application		
	Confidential	Yes - CBI
		No - FOI
	Model Year	
	ARB Manufacturer Code	
	Base Engine Family	
	Vehicle/Engine Weight Class	CA_MDEV (CA Medium-Duty Vehicles using CAMDE)
		CA_MDE (CA Medium-Duty Engine)
		HDE (Heavy Duty Engine)
		HDH (Heavy Duty Hybrid)
		HDV Heavy Duty Vehicle)
	Alternative Fuel Retrofit System	Dedicated
		Bi-fuel
		Dual-fuel
	Alternative Fuel Code	CNG – Compressed Natural Gas
		LPG – Liquefied Petroleum Gas
		LNG –Liquefied Natural Gas
		CLG – CNG or LNG
		DCG – Dual Fuel CNG/Gasoline
		DCD – Duel Fuel CNG/Diesel
		DPG – Dual Fuel LPG/Gasoline
		DPD – Dual Fuel LPG/Diesel
		BCG - Bi Fuel CNG/Gasoline
		BCD – Bi-Fuel CNG/Diesel
		BPG – Bi Fuel LPG/Gasoline
		BPD – Bi Fuel LPG/Diesel
	Application Type	Application
		Running Change
		Field Fix
	Upload Date	(System filled)
	EO-Number	(Optional, for ARB use)
	Small Volume Manufacturer	Yes
		No

Table A-4 – Heavy Duty Document Types - continues

Document Type	Metadata Name	Valid Values	
Heavy Duty Alternative Fuel Retrofit System Correspondence	ARB Manufacturer Code		
	Model Year		
	Base Engine Family		
	Subject		Approval Letter
			OBD / EMD
			Request for Approval
			Signed Letter of Authorization
			APR - Annual Production Report
			CPP - Certification Preview Plan
			CVR - Converted Vehicle Record
			DFP - Durability Plan
			IWA - Installer Warranty Statement
			MWA - Mfr Warranty Statement
			LOI - Letter of Intent
			OBD - OBD Compliance Letter
			Misc. - Miscellaneous
			Email
			Included in the application:
			TVE - Test Vehicle / Engine
			TP - Test Procedure
			DFP - Durability Plan
			LAB - Label
			SER - Service Manual
		Evap	
		Exhaust	
		GHG_FLT	
		SFTP	
	Approval Number	(Optional, for ARB use)	
	Upload Date	(System filled)	