



## STANDARDS AND PRACTICES REVIEW COMMITTEE

**Date:** August 13, 2008

**Action Number:** 2008-02

**Topic:** Naming of BES Projects

**Current/ Related Specification:** (none)

**Background:** BES has no established convention for naming projects. When scanning a project list to find a project based on location or type of work, it is not as convenient as it should be to identify projects of interest because the names of the projects do not always include that information.

**Findings:** There have been various practices in naming projects in the past but none have been standardized, properly documented or consistently applied. The implementation of new electronic data systems for project management offers the opportunity to name projects more consistently provided this can be done within the number of characters available in the data field.

**Recommendation:** The Standard and Practices Committee recommends adoption of the following procedure:

1.) When possible, project names will include the following information:

Project location:

- If the project is linear in nature, identify in the appropriate street name and address range: **[Project Street Name]: [Address/Avenue 1]-[Address/Avenue 2]**
- If the project includes a broad area, include the neighborhood and/or drainage basin with a more detailed description provided in the narrative
- If a new development, the location may include the subdivision name
- If there is common designation generally recognizable by staff and general public, this may be used

Type of facility:

- Refer to the Standard List of Abbreviations for Project Naming/ Facilities (see attachment)

Type of work:

Note the type of work (such as pump station, relocation, replacement, etc.) using the Standard List of Abbreviations for Project Naming/ Types of Work (see attachment)  
Example - **SE Sellwood: Knapp-Flavel MH NEW**



## STANDARDS AND PRACTICES REVIEW COMMITTEE

- 2) CIP Controls is responsible for administering project naming for all CIP and Operating projects including:
  - Establishment and maintenance of The Standard List of Abbreviations for Project Naming
  - Monitoring, review and approval of proposed project names
- 3) This policy is to be implemented immediately in anticipation of the implementation of new data management systems that will accept project names up to 40 characters in length. Until implementation is complete, however, it may be necessary for CIP Controls to assign temporary names limited to 20 characters and compatible with current software.

### Attachments included in this Recommendation:

Standard List of Abbreviations for Project Naming

**Effective Date and Scope:** This policy is effective as of August 15, 2008.

### Approved:

*Jessie M. Aldrich*  
Committee Chairman

8/14/08  
Date

*Mark W. Stuhler*  
Construction Manager

8/14/08  
Date

*Scott J. Rubin*  
Design Manager

8/14/8  
Date

*Will [Signature]*  
Chief Engineer

8/19/08  
Date

\*Note: Chief Engineer's Signature required for all Approvals.

**STANDARDS AND PRACTICES REVIEW COMMITTEE****Attachment to Action Number 2008-08****Standard List of Abbreviations for Project Naming****Effective: August 15, 2008***Note: This list will be updated on an as-needed basis. Please refer to the Intranet for the latest version.***Locations**

<u>Code</u>	<u>Description</u>
CBWTP	Columbia Blvd. Wastewater Treatment Plant
TCWTP	Tryon Creek Wastewater Treatment Plant

**Types of Facilities**

CS	Combination Sewer
CS Sep	Combination Sewer Separation
DW	Drywell/ Sump
FM	Force Main
GEN	Backup Generator
GrSt	Green Street
HYDRA	HYDRA Communications/Alarm System
IFC	Inflow Control
INTRCP	Interceptor
MH	Manhole
OCF	Odor Control Facility
PS	Pump Station
SCR	Stream Channel Restoration
SanSwr	Sanitary Sewer
StmSwr	Storm Sewer
WW	Wetwell
WQF	Water Quality Facility


**Types of Work**

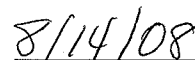
ELEC	Electrical
FPR	Flood Plain Restoration
I&C	Instrumentation and Control
NEW	New Construction
R&R	Repair & Rehab
RECON	Reconstruction
RELOC	Relocation
REM	Remodel
REPLC	Replacement
UPGR	Upgrade

**Other Common Abbreviations (may be used in combination with the above)**

CSO	Combined Sewer Overflow Program
GRNT	Grant Funded
LID	Local Improvement District
PDSN	Basin Predesign Project
SEP	Sewer Extension Program

**Approved by:**

  
Susan Aldrich, CIP Division Manager

  
Date