

EPEA Approval Industrial Monitoring Documentation Submission Naming Guideline

Industrial Monitoring Submission Guideline

Naming Convention:

<Description or letter code>-<8 Digit Approval Number>-<Monitoring Year>-<comments>

Where <8 Digit Approval Number> is the approval number padded with zeros, excluding renewal and amendments. For example 00000112 not 112-01-01.

In the conventions below, <comments> are optional for all file names.

<comments> may consist of an additional descriptor required by the Director, or a version number for amended submissions.

Please submit all documents as specified in the Acceptable Formats for EPEA Approval and Code of Practice Records and Submission Coordinates document found on the department's website at:

- [EPEA Approval Process](#)

Notes:

- Original submission document does not need to be identified as such; however, amended submissions must be clearly identified with a V01, V02, etc. in the comments.
- For email submission, the Subject name of an email submission must contain the document name
- For email submission, please submit files larger than 100MB in separate emails (and separate PDF documents).
- For ETS submission, refer to the ETS training manuals on the [ETS Support and Online Learning](#) website.
- The naming convention for the Annual Emissions Inventory Report can be found in the Annual Emissions Inventory Report Standard and Guidance Document on the [AMD website](#).
- If CEMS station identifier or industrial ambient air station identifier is required in the naming convention, it must adhere to the identifier provided by Air Data Stewardship (air.reporting@gov.ab.ca).
- Airsheds must use the 5-digit station identifier assigned to each ambient station, with leading zeros if necessary.
- For formatting and submission information, please see [Acceptable Formats for EPEA Approval and Code of Practice Records \(alberta.ca\)](#)
- Please note the submission and filing systems can accommodate filename lengths up to maximum 125 characters. Please avoid the use of spaces and special characters.

Please contact **Air Data Stewardship** regarding any monitoring related reports as per approval requirements that are not listed below.

Record/Report Type	Naming Convention:
Air Industrial Records	
Annual Industrial Air Monitoring Report	<p>IAM-<8 Digit Approval Number>-<Monitoring Year>-<comments></p> <p>Example: IAM-00000112-2019.pdf</p>
Monthly Industrial Air Monitoring Report	<p>IAM-<8 Digit Approval Number>-<Monitoring Year><Month>-<comments></p> <p>Where <month> is represented by a number 01 for Jan, 02 for Feb, etc.</p> <p>Example: IAM-00000112-201901.pdf</p>
Quarterly Industrial Air Monitoring Report	<p>IAM-<8 Digit Approval Number>-<Monitoring Year>-<Q#>-<comments></p> <p>Where <Q#> represents the appropriate Quarter the submission refers to. i.e. Q1 represents the 1st quarter (Jan to March), Q2 represents the 2nd quarter (Apr to Jun), etc.</p> <p>Example: IAM-00000112-2019-Q1.pdf</p>
Industrial Ambient XML File (continuous, intermittent, passive and/or dustfall)	<p>AMB-<8 Digit Approval Number>-<Monitoring Year><Month>-<comments></p> <p>Where <month> is represented by a number 01 for Jan, 02 for Feb, etc.</p> <p>Example: AMB-00000112-201901-intermittent.xml</p>
Certified Laboratory Analysis Report (for non-continuous data)	<p>LAB-<8 Digit Approval Number>-<Monitoring Year><Month>-<comments></p> <p>Where <month> is represented by a number 01 for Jan, 02 for Feb, etc.</p> <p>Example: LAB-00000112-201901.pdf</p>

Record/Report Type	Naming Convention:
Ambient Calibration Report (for continuous ambient data)	CAL-<8 Digit Approval Number>-<Monitoring Year><Month>-<comments> Where <month> is represented by a number 01 for Jan, 02 for Feb, etc. Example: CAL-00000112-201901.pdf
AMD Form Excel or XML File (monthly) – 1, 2, 5, 8, 10	AMD#-<8 Digit Approval Number>-<Monitoring Year><Month>-<comments> Where AMD# is the AMD Form number (1, 2, 5, 8, or 10). Where <month> is represented by a number 01 for Jan, 02 for Feb, etc. This must be submitted as an Excel file (.xlsx) or XML file (.xml). Example: AMD1-00000112-201901.xlsx or .xml
AMD Form Excel or XML File (quarterly) – 1, 2, 5, 8	AMD#-<8 Digit Approval Number>-<Monitoring Year>-<Q#>-<comments> Where AMD# is the AMD Form number (1, 2, 5, or 8). Where <Q#> represents the appropriate Quarter the submission refers to. i.e. Q1 represents the 1 st quarter (Jan to March), Q2 represents the 2 nd quarter (Apr to Jun), etc. This must be submitted as an Excel file (.xlsx) or XML file (.xml). Example: AMD1-00000112-2019-Q1.xlsx or .xml
AMD Form Excel or XML File (annual) – 1, 5, 8	AMD#-<8 Digit Approval Number>-<Monitoring Year>-<comments> Where AMD# is the AMD Form number (1, 5, or 8). This must be submitted as an Excel file (.xlsx) or XML file (.xml). Example: AMD1-00000112-2019.xlsx or .xml

Record/Report Type	Naming Convention:
Source Emission Survey Report	<p>SES-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the survey in YYYYMMDD format.</p> <p>Example: SES-00000112-2019-20190101-Stack A.pdf</p>
AMD7 Manual Stack Survey Summary Form Excel or XML File	<p>AMD7-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the survey in YYYYMMDD format. This must be submitted as an Excel file (.xlsx) or XML file (.xml).</p> <p>Example: AMD7-00000112-2019-20190101-Stack A.xlsx or .xml</p>
Relative Accuracy Test Audit Report	<p>RATA-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the audit in YYYYMMDD format.</p> <p>Example: RATA-00000112-2019-20190101-Stack A.pdf</p>
AMD9 RATA Summary Form Excel or XML File	<p>AMD9-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the audit in YYYYMMDD format. This must be submitted as an Excel file (.xlsx) or XML file (.xml).</p> <p>Example: AMD9-00000112-2019-20190101-Stack A.xlsx or .xml</p>
Source Emission Survey and RATA Combined Report	<p>SES RATA-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the survey in YYYYMMDD format.</p> <p>Example: SES RATA-00000112-2019-20190101-Stack A.pdf</p>

Record/Report Type	Naming Convention:
Cylinder Gas Audits Report	<p>CGA-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the survey in YYYYMMDD format.</p> <p>Example: CGA-00000112-2019-20190101-Stack A.pdf</p>
AMD4 CGA Summary Form Excel or XML File	<p>AMD4-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the survey in YYYYMMDD format. This must be submitted as an Excel file (.xlsx) or XML file (.xml).</p> <p>Example: AMD4-00000112-2019-20190101-Stack A.xlsx or .xml</p>
Ambient Site documentation	<p>Ambient Site Doc-<8 Digit Approval Number>-<Monitoring Year>-<Unique Station Identifier>-<comments></p> <p>Example: Ambient Site Doc-00000112-2019-00000112-C-1.pdf</p>
Ambient Proposal	<p>Ambient Proposal-<8 Digit Approval Number>-<Monitoring Year>-<Unique Station Identifier>-<type of monitoring>-<comments></p> <p>Example: Ambient Proposal-00000112-2019-00000112-C-1-CAM.pdf</p>
Continuous Emissions Monitoring System Plan	<p>CEMS Monitoring Plan-<8 Digit Approval Number>-<Date>-<Unique Identifier>-<comments></p> <p>Where <Date> is the date of the submission in YYYYMMDD format.</p> <p>Example: CEMS Monitoring Plan-00000112-20190101-Stack B21.pdf</p>
Quality Assurance Plan	<p>QAP Plan-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<comments></p> <p>Where <Date> is the date of the last revision in YYYYMMDD format.</p> <p>Example: QAP Plan-00000112-2019-20190101.pdf</p>

Record/Report Type	Naming Convention:
Audit Report	<p>AUDIT <Audit Type>-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Station Identifier>-<comments> Where <Date> is the date of the audit in YYYYMMDD format and <Audit Type> is:</p> <p>CEMS for a CEMS audit CAM for Continuous Ambient Monitoring Station Facility third party facility audit QAP Quality Assurance Plan Audits</p> <p>Example: AUDIT CEMS-00000112-2019-20190101- Stack B21.pdf AUDIT CAM-00000112-2019-20190101-00000112-C-1.pdf AUDIT Facility-00000112-2019-20190101-ALL.pdf AUDIT QAP-00000112-2019-20190101-ALL.pdf</p>
Special Air Annual Report as per Approval Requirements (fugitive emissions, emission reduction, etc.)	<p>SAR-<8 Digit Approval Number>-<Monitoring Year>-<Name of report>-<comments></p> <p>Example: SAR-00000112-2019-Fugitive Emissions Report.pdf</p>
Special Air Monthly Report as per Approval Requirements (fugitive emissions, emission reduction, etc.)	<p>SAR-<8 Digit Approval Number>-< Monitoring Year><Month>-<Name of report>-<comments></p> <p>Where <month> is represented by a number 01 for Jan, 02 for Feb, etc.</p> <p>Example: SAR-00000112-201901-Fugitive Emissions Report.pdf</p>
Special Air Quarterly Report as per Approval Requirements (fugitive emissions, emission reduction, etc.)	<p>SAR-<8 Digit Approval Number>-<Monitoring Year>-<Q#>-<Name of report>-<comments></p> <p>Where <Q#> represents the appropriate Quarter the submission refers to. i.e. Q1 represents the 1st quarter (Jan to March), Q2 represents the 2nd quarter (Apr to Jun), etc.</p> <p>Example: SAR-00000112-2019-Q1-Fugitive Emissions Report.pdf</p>

Record/Report Type	Naming Convention:
Combined Annual Report (multiple medias i.e. Air, wastewater, etc. in one report)	CMB-<8 Digit Approval Number>-<Monitoring Year>-<Type of Media Included>-<comments> Example: CMB-00000112-2019-Air Wastewater.pdf
Combined Quarterly Report (multiple medias i.e. Air, wastewater, etc. in one report)	CMB-<8 Digit Approval Number>-<Monitoring Year>-<Q#>-<Type of Media Included>-<comments> Where <Q#> represents the appropriate Quarter the submission refers to. i.e. Q1 represents the 1st quarter (Jan to March), Q2 represents the 2nd quarter (Apr to Jun), etc. Example: CMB-00000112-2019-Q2-Air Wastewater.pdf
Combined Monthly Report (multiple medias i.e. Air, wastewater, etc. in one report)	CMB-<8 Digit Approval Number>-<Monitoring Year><Month>-<Type of Media Included>-<comments> Where <month> is represented by a number 01 for Jan, 02 for Feb, etc. Example: CMB-00000112-201901-Air Wastewater.pdf
Continuous Ambient Monitoring Notification	Notification CAM-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<comments> Where <Date> is the date of the notification in YYYYMMDD format. Example: Notification CAM-00000112-2019-20190101.pdf
CEMS Recertification Notification	Notification ReCert CEMS-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<comments> Where <Date> is the date of the notification in YYYYMMDD format. Example: Notification ReCert CEMS-00000112-2019-20190101.pdf

Record/Report Type	Naming Convention:
Start-up Notification	<p>Notification Startup-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<comments></p> <p>Where <Date> is the date of the notification in YYYYMMDD format.</p> <p>Example: Notification Startup-00000112-2019-20190101.pdf</p>
Scheduled Shutdown Notification	<p>Notification Shutdown-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<comments></p> <p>Where <Date> is the date of the notification in YYYYMMDD format.</p> <p>Example: Notification Shutdown-00000112-2019-20190101.pdf</p>
Corrective Action Report (CAR)	<p>CAR-<8 Digit Approval Number>-<Monitoring Year><Month>-<comments></p> <p>Where <month> is represented by a number 01 for Jan, 02 for Feb, etc. If multiple months are submitted at once, use the initial monitoring month in the file name</p> <p>This must be submitted as an Excel file (.xlsx).</p> <p>Example: CAR-00000112-202109.xlsx</p>
Source Emission Survey/Relative Accuracy Test Audit Notification – AMD11 Stack Survey and RATA Notification Form Excel or XML File	<p>Source Emission Survey/Relative Accuracy Test Audit Notifications have been replaced by AMD Stack Survey and RATA Notification Form (AMD11)</p> <p>AMD11-<8 Digit Approval Number>-<Monitoring Year>-<Date>-<Unique Stack Identifier>-<comments></p> <p>Where <Date> is the date of the notification in YYYYMMDD format.</p> <p>This must be submitted as an Excel file (.xlsx) or XML file (.xml).</p> <p>Example: AMD11-00000112-2019-20190101-Stack A, B, C.xml or .xlsx</p>

Record/Report Type	Naming Convention:
Airshed Records	
Airshed Ambient XML File (continuous, intermittent and/or passive)	AMB-<Airshed/Area Operator Acronym>-<Monitoring Year><Month>-<comments> Where <month> is represented by a number 01 for Jan, 02 for Feb, etc. Example: AMB-FAP-201901.xml
Airshed Certified Laboratory Analysis Report (for non-continuous data)	LAB-<Airshed/Area Operator Acronym>-<Monitoring Year><Month>-<comments> Where <month> is represented by a number 01 for Jan, 02 for Feb, etc. Example: LAB-FAP-201901.pdf
Airshed Ambient Calibration Report (for continuous ambient data)	CAL-<Airshed/Area Operator Acronym>-<Monitoring Year><Month>-<Unique Station Identifier>-<comments> Where <month> is represented by a number 01 for Jan, 02 for Feb, etc. Unique Station Identifier is optional. If submitting one calibration report for all stations within an airshed, the Unique Station Identifier would not be provided. Example: CAL-FAP-201901-01234.pdf CAL-FAP-201901.pdf
Airshed Annual Air Monitoring Reports	<Airshed/Area Operator Acronym>-<Monitoring Year>-<comments> Example: FAP-2019.pdf
Airshed Monthly Air Monitoring Reports	<Airshed/Area Operator Acronym>-<Monitoring Year><Month>-<comments> Where <month> is represented by a number 01 for Jan, 02 for Feb, etc. Example: FAP-201901.pdf

Record/Report Type	Naming Convention:
Airshed Ambient Site documentation	<p>Ambient Site Doc-<Airshed/Area Operator Acronym>-<Date>-<Unique Station Identifier>-<comments></p> <p>Where <Date> is the date of the last revision in YYYYMMDD format. For a passive network (all passives in one site document), provide range of Unique Station Identifiers.</p> <p>Example: Ambient Site Doc-FAP-20190101-01234.pdf Ambient Site Doc-FAP-20190101-02258-02264.pdf</p>
Airshed Ambient Monitoring Notifications	<p>Notification-<Airshed/Area Operator Acronym>-<Date>-<comments></p> <p>Where <Date> is the date of the notification in YYYYMMDD format.</p> <p>Example: Notification-FAP-20190101.pdf</p>
Airshed Monitoring Plan	<p>Airshed Monitoring Plan-<Airshed/Area Operator Acronym>-<Date>-<comments></p> <p>Where <Date> is the date of the last revision in YYYYMMDD format.</p> <p>Example: Airshed Monitoring Plan-FAP-20190101.pdf</p>

Record/Report Type	Naming Convention:
Soil Records	
Soil Monitoring Program Proposal	SMP-<8 Digit Approval Number>-<Monitoring Year> There are usually 2 requirements in a 10 year Approval Example: SMP-00048309-2021
Soil Monitoring Program Report	SMR-<8 Digit-Approval Number>-<Monitoring Year> There are usually 2 requirements in a 10 year Approval Example: SMR-00048309-2022
Soil Management Program Proposal as per Approval Requirements	Soil Mgmt Program Proposal-<8 Digit-Approval Number>-<Monitoring Year> Example: Soil Mgmt Program Proposal-00048309-2022
Soil Management Program Report as per Approval Requirements	Soil Mgmt Program Report-<8 Digit Approval Number>-<Monitoring Year> Example: Soil Mgmt Program Report-00048309-2023

Record/Report Type	Naming Convention:
Waste Records	
Annual Hazardous Waste Management Report	<p>HWR-<8 Digit Approval Number>-<Monitoring Year></p> <p>Example: HWR- 00048309-2011 HWR- 00048309-2011-V01</p>
Monthly Hazardous Waste Management Report	<p>HWR-<8 Digit Approval Number>-<Monitoring Year>-<Month></p> <p>Where <Month> represented numerically for example 01 for Jan, 02 for Feb. etc.</p> <p>Example: HWR- 00048309-2011-02</p>
Quarterly Hazardous Waste Management Report	<p>HWR-<8 Digit Approval Number>-<Monitoring Year>-<Q#></p> <p>Where <Q#> represents the appropriate Quarter the submission refers to. i.e. Q1 represents the 1st quarter (Jan to March), Q2 represents the 2nd quarter (Apr to Jun), etc.</p> <p>Example: HWR- 00048309-2011-Q2</p>

Record/Report Type	Naming Convention:
Water Records	
Annual Industrial Water Monitoring Reports	<p>IWW-<8 Digit Approval Number>-<Monitoring Year></p> <p>Example: IWW-00000111-2015 IWW-00000111-2015-V01</p>
Monthly Industrial Water Monitoring Reports	<p>IWW-<8 Digit Approval Number>-<Monitoring Year>-<Month></p> <p>Where <Month> represented numerically for example 01 for Jan, 02 for Feb. etc.</p> <p>Example: For the monthly monitoring report for January 2012 IWW-00000111-2012-01</p>
Annual Groundwater Monitoring Reports	<p>GWR-<8 Digit Approval Number>-<Monitoring Year></p> <p>Example: GWR-00000111-2011</p>
Groundwater Monitoring Proposals	<p>GWP-<8 Digit Approval Number>-<Monitoring Year></p> <p>Usually only required once on a specified date</p> <p>Example: GWP-00000111-2011</p>