

# GEOTECHNICAL ENGINEERING UNIT

## FILE NAMING & FOLDER STRUCTURE STANDARDS

### FOR PRODUCTION SUPPORT HEADQUARTERS DISTRIBUTION

(12/10/2013)

Once a project has been completed (*Files and Folders not following these standards will not be considered complete*) and copied to S:\Transfer\TransmittedProjects it will ultimately be moved to the appropriate TIP folder inside the Geotech portion of the “R Drive” - \\dot\dfsroot01\Proj or \\dot\dfsroot01\NSProj (*Non TIP structures will be stored in the Projects folder on the S Drive S:\Projects*). The Geotech folder is a read only directory where multiple units across the DOT can view and access information and reports created by or for GEU (Geotech Engineering Unit). To create a consistent structure that is compatible with other units and NCDOT CADD software, the following standards are required:

To easily identify a project from its name, use the following naming convention:

<b>TEMPLATE TEXT</b>	<b>Description</b>
<i>COUNTY#</i>	County Number 00 - 99 (Alamance is 00, Alexander is 01,... Yancey is 99)
<i>TIP#</i>	TIP Number without hyphen (B2500, U0071)
<i>TYPE</i>	See Appendix I
<i>Modifier(s)</i>	See Appendix II (more than one modifier may be required)

#### **Non-TIP Project**

*COUNTY#\_GEO\_TYPE\_Modifier(s)*

#### **Examples**

##### **Project Description**

- Bridge # 25 in Haywood county
- First revision for bridge # 135 in Martin county
- 3-sided culvert 34 over County Line Creek in Hoke County station 11+15 -L-
- Retaining wall 1 for 17BP.13.R.102 in Burke County

##### **Sample Name**

43\_GEO\_BRDG0025  
 57\_GEO\_BRDG0135\_REV1  
 46\_GEO\_CULV0034\_11+15  
 11\_GEO\_RWAL1

#### **TIP Project**

*TIP#\_GEO\_TYPE\_Modifier(s)*

#### **Examples**

##### **Project Description**

- Noise Walls 1,2,3 for U-2525B on -L-
- Dual Bridge #'s 65 and 328 for R-3215A
- Bridge # 99 for B-4218
- Retaining wall 1,2,3,5 for U-2524C
- Detour for Bridge 235 for B-5183
- Preliminary PDEA for B-4139

##### **Sample Name**

U2525B\_GEO\_SWAL1-3  
 R3215A\_GEO\_BRDG0065&0328  
 B4218\_GEO\_BRDG0099  
 U2524C\_GEO\_RWAL1-3,5  
 B5183\_GEO\_BRDG0235\_DETR  
 B4139\_GEO\_PDEA\_PRELIM

##### **Sample Project**

For R-2633, there is a Roadway with a revision and an addendum, Bridge 781 with a revision, and 3 Retaining Walls (walls 1,2,3)

##### **Project Directory**

R2633\_GEO\_RDWY  
 R2633\_GEO\_RDWY\_REV1  
 R2633\_GEO\_BRDG0781  
 R2633\_GEO\_BRDG0781\_REV1  
 R2633\_GEO\_RWAL1-3

To follow NCDOT CADD requirements the following folder structure is required for all projects:

**Project Directory** (see previous page for naming conventions)

**COUNTY# may be used instead of TIP# for NON\_TIP Projects**

• **CADD\_GEOTECH**

- **DTM**
- **EarthWork**
- **EngineeringDgn**
- **Geotech**
  - TIP#\_GEO\_TYPE\_Modifier.\**
- **gpk**
  - jobrdy.gpk/jobgeo.gpk
- **Input**
- **Misc**
- **Output**
- **PlanProf**
  - TIP#\_GEO\_gtm\_Modifier.dgn*
  - TIP#\_GEO\_inv\_page#\_Modifier.dgn*
  - TIP#\_GEO\_rec\_page#\_Modifier.dgn*
  - TIP#\_GEO\_pfl\_Modifier.dgn*
  - TIP#\_GEO\_pfi\_Modifier.dgn*
  - TIP#\_GEO\_pfr\_alignment\_Modifier.dgn*
- **Project**
- **Site&Sub**
  - TIP#\_GEO\_map\_Modifier.dgn*
  - TIP#\_GEO\_sub\_Modifier.dgn*
- **xsc**
  - TIP#\_GEO\_xsc\_alignment\_Modifier.dgn*
  - TIP#\_GEO\_xsi\_alignment\_Modifier.dgn*
  - TIP#\_GEO\_xsr\_alignment\_Modifier.dgn*

• **CADD\_ORIGINAL**

- Custom Subfolder(s)

• **LABTESTS**

- Custom Subfolder(s)

• **NON\_CADD**

- Custom Subfolder(s)

Copy files from CADD\_ORIGINAL and use this folder as working directory. Do NOT add custom subfolders. Unless otherwise stated all files should follow naming convention (see previous page)

For tin file and DTM files

For earthwork files

For modified template drawings

For gINT, Geotechnical Data files (GTD)

Standard file naming format with appropriate extension

For gpk file if modified by GEU

Geopak will add files

For any miscellaneous files

Geopak will add files

RDWY working directory for pages that are not cross sections

Plan view data

Inventory plan sheets

Recommendation plan sheets

Profile data for one or more alignments

Inventory profile sheets for a given alignment

Recommendation profile sheets for a given alignment

Geopak will add files

Structure working directory

Site plan

All other subsurface pages

RDWY working directory for pages that are cross sections

All GEU cross section sheets for a given alignment

Inventory cross section sheets for a given alignment

Recommendation cross section sheets for a given alignment

For original cadd files at the time of the investigation. This folder should be deleted once project is ready for archiving

For lab test reports and their supporting files

For any files that don't go in CADD\_GEOTECH or LABTESTS

## Appendix I

<b>TYPE</b>	<b>Description</b>
BLDG	<i>Building Foundation</i>
BRDG*	<i>All Bridges (including design build) except Detour Bridges</i>
BRWPIT	<i>Borrow Pit</i>
CULV*	<i>All Culverts</i>
DAM	<i>Dam Recommendations</i>
DESBLD	<i>Any Non-Investigation Design Build Projects</i>
FERRY	<i>Ferry Terminal</i>
INFLPND	<i>Infiltration Pond</i>
MISC	<i>Any Miscellaneous Recommendations</i>
PDEA	<i>PDEA Reports</i>
PDI	<i>Pavement Design Investigation</i>
PEDEST	<i>Pedestrian or Bicycle Path and/or Bridge</i>
POLE	<i>Metal Pole Review or Recommendations</i>
POND	<i>Pre-Let Pond Baseline Study</i>
RAIL	<i>Railroad Investigations, Designs, and Reviews</i>
RDWY	<i>Roadway Report (including Design Build)</i>
RESTAREA	<i>Rest Area</i>
RWAL*	<i>Retaining Wall Review or Recommendations</i>
SCOUR	<i>Scour Investigations</i>
SHRG	<i>Temporary Shoring Reviews or Recommendations</i>
SILT	<i>Base Line Pond, Lake and Stream Impact Investigations</i>
SWAL*	<i>Sound Wall Review or Recommendations</i>
UTIL	<i>Utility Construction Issues</i>
VEP	<i>Value Engineering Proposals and Reviews</i>
WELL	<i>Non Environmental Monitoring Well</i>

\*Structure Number should also be included with type.

<b>Type</b>	<b>Description</b>	<b>Example</b>
Bridges	<i>4 Digit County Bridge Number(s) with Leading Zeroes. Each Bridge Number(s) Should Be Included and Delimited by an Ampere Character “&amp;”.<b>Bridge Number(s) are Required</b></i>	BRDG0034 BRDG0034&0035
Walls	<i>Project Specific Wall Numbers.<b>Wall Number(s) are Required</b></i>	RWAL1-2,3; SWAL1-3
Culvert	<i>If Available, 4 Digit Culvert Number should be included, followed by an underscore “_” and the Station Number. <b>Station Number is Required</b></i>	CULV0281_153+15 CULV_128+25

## Appendix II

Items are listed in order of importance and the order in which they should be used in Name  
Separate each modifier type with an underscore “\_”

<b>MODIFIER</b>	<b>Description</b>	<b>Example</b>
PRELIM	<i>Indicates Recommendations are Preliminary</i>	
CLAIM	<i>Indicates Project is a Property Claim</i>	
DETR	<i>Indicates Project is a Detour</i>	
ALIGNMENT	<i>Main alignment of section of project and any intersecting alignments</i>	L_over_Y3
XXXXX	<i>Miscellaneous Identifier to help make project unique. Could be Street Name, Station, or Vicinity</i>	Gorman_St
ADD#/REV#	<i>Indicates Project is an Addendum/Revision. Addendum/Revision Number is a <b>Required</b> Project Specific Sequential Number Based on Distribution Order for the Project Being Revised. Rev/Add Names should be same as project being revised (See Sample Project on page 1)</i>	ADD1; ADD2 REV1; REV2