

GEOTECHNICAL ENGINEERING UNIT

FILE NAMING & FOLDER STRUCTURE STANDARDS

FOR PRODUCTION SUPPORT HEADQUARTERS DISTRIBUTION

(10/16/2019)

Once a project has been completed (*Files and Folders not following these standards will not be considered complete*), it will be uploaded to the appropriate TIP or WBS folder inside the Geotechnical Discipline portion of the SharePoint website

(<https://connect.ncdot.gov/site/preconstruction/Pages/Default.aspx>”).

To create a consistent structure that is compatible with other units and NCDOT CADD software, the following standards are required (there is batch file located in

C:\NCDOT_V8_WORKSPACE\GEOTECHNICAL_STDS\Standards\appl\Standard Folder Creator to help you create standard folders, it will create a folder structure in: C:\Temp\TIP which should then be moved to the appropriate location.)

Please note that some special characters are not allowed: **/ # \ & \$ % ?**.

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

TEMPLATE TEXT	Description
COUNTY#	County Number 00 - 99 (Alamance is 00, Alexander is 01,... Yancey is 99)
TIP#	TIP Number without hyphen (B2500, U0071)
TYPE	See Appendix I
Modifier(s)	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_BRDG0065BRDG0328
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

The following NCDOT CADD 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

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 filed

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 of more alignments

Inventory profile sheets for a given alignment

Recommendation profile sheets for a given alignment

Geopack 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

• CADD_ORIGINAL

- No Custom Subfolder(s)

For original cadd files at the time of the investigation. This folder should be deleted once project is ready for archiving, DO NOT copy to TRANSMITTEDPROJECTS.

• **FINAL PRODUCTS**

For the final “DocuSign” report which is distributed to the clients and copied to Sharepoint.
 All supporting documents and folders used to generate the final report must be “zipped” and stored on Sharepoint in the same location as the final report document.
 All files should be grouped under same **GT Document Set** and same **GT Topic** in SharePoint.

• **LABTESTS**

For lab test reports and their supporting files

- No Custom Subfolder(s)

• **NON_CADD**

For any files that don’t go in CADD_GEOTECH or LABTESTS.

- Custom Subfolder(s)

Optional “PDF Files” folder maybe added for use by others.

Appendix I

TYPE	Description
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.

Type	Description	Example
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Bridges	<i>4 Digit County Bridge Number(s) with Leading Zeroes. Each Bridge Number(s) Should Be Included. Bridge Number(s) are Required</i>	BRDG0034 BRDG0034BRDG0035
Walls	<i>Project Specific Wall Numbers. Wall Number(s) are Required</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. Station Number is Required</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 “_”

MODIFIER	Description	Example
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 Required 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