

# CIWQS Naming Convention Requirements

Use of standard naming conventions for agency names, facility names, addresses, etc., in CIWQS.

## Parties

- Case Type will be Title Case.
- Abbreviation will be title case and Acronyms will be all CAPS.
- A translator will filter all the data from CIWQS to have it display as ALL CAPITALS for use in AFBS.

<i>Parties</i>	<i>Convention</i>
County	Abbreviate with <b>Cnty</b> . Always state the name of the county first, as <b>San Luis Obispo Cnty</b> followed by department names, such as <b>Highway Dept</b> . Use <b>DPW</b> for Department of Public Works and <b>PWD</b> for Public Works Department. Abbreviate department as <b>Dept</b> but no periods after abbreviations.
City	Always use <b>Sacramento City</b> , <b>Monterey City</b> followed by department names, <b>Los Angeles City DPW</b> . For cities with the word city in their name i.e. <b>Yuba City</b> , <b>Foster City</b> enter the name of the city followed by department names i.e. <b>Yuba City DPW</b> . Do not use the word city twice i.e. <b>Yuba City City DPW</b> .
Federal Agencies	Abbreviate <b>US</b> without periods but spell out the agency name in full, such as <b>US Air Force</b> , <b>US Postal Service</b> , etc. <b>US Army Corps of Engineers</b> (no Abbreviations), <b>US Bureau of Reclamation</b> . Use <b>AFB</b> for Air Force Base <b>Travis AFB</b> and <b>FT</b> for Army forts <b>FT Ord</b> .
California State Agencies	Abbreviate the State California to <b>CA</b> before the name of the agency such as <b>CA Dept of Water Resources</b> spelled out in full (Department must be abbreviated, no period after the abbreviation). Use ampersand, i.e. <b>CA Dept of Parks &amp; Recreation</b> . Use <b>CA Dept of Transportation</b> instead of CALTRANS.
Special Districts	There are many very common types of special districts we deal with. Use the full name followed by an abbreviation for the type, if common, without periods, County Water District – CWD County Sanitation District – CSD Sanitary, Sanitation District –SD Sanitary Waste District – SWD Flood Control District – FCD Community Services District – CMSD Flood Control & Water Conservation District – FC&WCD Irrigation District – ID Water Replenishment District – WRD Water Conservation District – WCD Municipal Utility District – MUD Homeowners Association – HA Property Owners Assn – POA County Service Area – CSA Public Utility Commission – PUC
Private Individuals	Use last names, followed by first names, such as Schwartz, Herman & Ethel. & must be used for and. If the company’s legal name is a person’s name i.e. John Smith Co, do not put the last name first i.e. Smith, John Co. If the company name consists of a list of names i.e. Hunter, Richey, Benedetto & Murray, then input the first two names and use et al to stand for the remaining i.e. Hunter, Richey et al. Also do not use titles such As Owner, Partner, Mr., Mrs., Ms. Etc.

Utilities	Spell out the name of utilities in full, no abbreviations except for abbreviations that are allowed for Municipal Utility District (MUD): Pacific Gas & Electric Southern California Edison Sacramento Mud Do Not Use SMUD East Bay MUD San Francisco PUC
Commercial	Spell out names in full, using abbreviations for common types, such as: Mobile Home Park – MHP Recreational Vehicle Resort – RV Resort Manufactured Home Community – MHC Railroads should be spelled out in full: Southern Pacific Railroad Union Pacific Railroad
Public Universities	University of California should be abbreviated as UC followed by name of city: UC Davis, UC Los Angeles, UC Berkeley. California State Universities should be abbreviated as CSU followed by name of city: CSU Sacramento CSU Northridge
Private	Spell out full legal name. University may be abbreviated as Univ:
Universities	Loyola Marymount Univ Univ of The Pacific If the name of a company has the word University in it i.e. University Towing, full name must be spelled out no abbreviations.
Community	Abbreviate College District as CD
Colleges	Abbreviate Community College District as CCD: Los Rios CCD Spell out full name of college: American River College Sacramento City College
School Districts	Spell out full name of school district and abbreviate the school district as SD: Sacramento Unified SD or the high school district as HSD: Grant Union HSD
Numbers in Business names	Use number characters in a company name when appropriate (as represented in its legal name): Motel 6, Century 21 Real Estate.
Home Builders	Use KB Homes (no spaces or periods between KB) not Kaufman & Broad. Please do not specify any divisions i.e. Central Valley Division, Coastal Division etc. In the Billing address only have the responsible parties name: K Hovnanian, not K Hovnanian / Forecast Homes.
DBA (Doing Business As)	Use responsible party's name in billing name, do not list the DBA name. DBA name may be listed in facility name.
Initials in Business names	If the legal name of the business consists of initials and an ampersand (&) use the initials with spaces between the initials and the ampersand i.e. A & A Carpets, E & J Gallo. If the name consists of initials or initials and numbers with no ampersand, do not put any spaces i.e. CB Richard Ellis Real Estate, A1 Transmission

## **Places**

Follow the naming convention used by the agency for the particular facility, but use the following common abbreviations following the name. If uncommon, spell out in full.

<i>Common Names</i>	<i>Convention</i>
Waste Water Treatment Facility	Use WWTF
Waste Water Treatment Plant	Use WWTP
Sewage Treatment Plant	Use STP
Water Pollution Control Plant	WPCP
Water Pollution Control Facility	WPCF

Water Reclamation Facility	WRF
Waste Water Reclamation Facility	WWRF
Power Plant	Use PP
Generating Station	Use GS
Nuclear Power Plant	Use Nuclear PP
San Onofre Nuclear Generation Station	Spell out name and use Nuclear GS
Service Station	Use SS xxxx as in Chevron SS 1111 without periods. Remove punctuation from names i.e. Mobil-Exxon used be entered as <b>MobilExxon</b> .
Airport	Spell out in full, if international use Intl
Landfill	Use Lf
Waste Management Unit	Use WMU
Corporation Limited Liability Company Limited Liability Partnership Incorporated Company International	Corp LLC LLP Inc Co Intl

## Addresses

Addresses should always refer to a street address or to a post office box number. Phrases such as “east of” or “near” are acceptable in a physical address but NOT in a Billing Address or Mailing Address. Use the following common abbreviations without periods:

<i>Street Names</i>	<i>Convention</i>
Cardinal Directions (North, South, East, West etc.) in the name of Streets ( <b>are in a drop-down menu</b> )	Must be abbreviated, no periods: 1234 N Maple St 5678 SE Oak Ave

<i>Common Names (are in a drop-down menu)</i>	<i>Convention</i>
Apartment	Use Apt
Avenue	Use Ave
Boulevard	Use Blvd
Court	Use Ct
Highway	Use Hwy
Mail Stop	Use MS
No.	Use #
Place	Use Pl
Road	Use Rd
Room	Use Rm
Rural Route	Use RR
Street	Use St
Suite	Use Ste
Trail	Use Tr
Way	Use Wy