

EEP PPPM Section 8.3.2.1.4		Document No.: IMP.PRO.02.01.04	
Procedure Title: Site/Project Name Guidance		Rev. No. 1	Page: 1 of 6
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1.0 PURPOSE AND SCOPE

- 1.1 Purpose. This procedure establishes a standard protocol for naming 1) design, bid, build, 2) full delivery and 3) preservation sites. This protocol ensures sites are named consistently and accurately.
- 1.2 Scope. This procedure applies to any potential land, easement or option acquisition for restoration, enhancement or preservation. It also applies to full delivery projects once a contract has been issued.
- 1.3 Participants. This procedure applies to the following personnel:
- EEP Watershed Planning and Project Implementation (WPPI) Supervisors
 - EEP Project Managers
 - EEP State Property Office Liaison
 - EEP Land Specialist
 - EEP Staff
 - EEP Full Delivery Supervisor
 - Full Delivery Providers

2.0 PROCEDURE STEPS

To Name a Design, Bid, Build Project:

- 2.1 Assign Project Manager (PM). The WPPI Supervisor assigns a PM to conduct a site visit and initial assessment of a potential restoration or enhancement project.
- 2.2 Complete form and assign project name. The PM completes the Initial Site Evaluation Form, properly identifies property owner contact information (i.e., name, address, and telephone number), and assigns a project name. (For High Quality Preservation sites, the Land Specialist assigns the name. For Full Delivery projects, the Full Delivery Supervisor assigns the name.) The project name is the common name given to a site and it includes specific elements based on the site type. It is important to go into the database to research any existing sites that already use the new site's potential naming components in order to assure each site has a unique name.

To Name a Stream Site With or Without Buffer:

- Use the stream's name as found on the U.S. Geological Survey (USGS) map. Example: "Swift Creek."
- If there is no stream name, use "Unnamed Tributary" followed by the name of the creek or river into which the tributary runs. Example: "Unnamed Tributary to Swift Creek."
- If more than one project has the same stream name, use the stream name followed by a number to distinguish the new site from existing sites. Example: "Swift Creek #4."

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- If the site includes stream and buffer, use the stream name followed by “Buffer.” Example: “Swift Creek, Buffer.”

To Name a Wetland Site:

- Use the wetland name as found on the USGS map (if available). Example: “Great Dismal Swamp.”
- If there is no wetland name, use the name of the stream that is closest to the wetland (if available). Example: “Roanoke River Wetland.”
- If no stream name is available, use a local geographic name such as a crossroads or the property owner’s last name. Example: “Smith Wetland.”
- If the site has both stream and wetlands, use the naming protocol for Stream Sites.

To Name a High Quality Preservation Project:

- Follow the appropriate protocol above for a stream or wetland, and simply add the word “Preservation” to the end of the name. Example: “Tar River Preservation.”

2.3 Record project in the database. The PM (or Land Specialist for High Quality Preservation sites) records the project name in the database (PTS or IMS). Go to Step 6.

To Name a Full Delivery Project

2.4 FD Provider names project. The Full Delivery Provider provides a project name when they submit their proposal during the RFP process. (See Full Delivery RFP / Contracting Process, CTR.PRO.04.01.01.) Since it is possible another provider has used the same name for another project, the ID number assigned in Step 6 provides the unique identifier for full delivery projects.

2.5 Record project in the database. When a full delivery contract is issued, the Full Delivery Supervisor enters the project into PTS / IMS, using the name assigned by the Provider, but adding “stream,” “wetland” and / or “buffer” to the name as appropriate.

2.6 Database assigns project number. The database generates a unique ID number for the project.

2.7 Reference project name and ID number on files, forms and correspondence. EEP staff and the State Property Office use the project name and ID number on all applicable EEP files, forms, and invoices, and in official correspondence, including the PO-1.

2.8 Name changes. Site names can only be changed before a site becomes designated as a Tier 1 project. EEP Staff should consult with their Supervisor before changing a site name because name changes can disrupt the Program’s efforts to track and report projects.

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- 2.9 Complete. For Design, Bid, Build projects, return to process IMP.PRO.02.01.01, Identify and Approach Landowners, Step 9.

3.0 RESPONSIBILITIES AND AUTHORITIES

Table 1. Responsibilities and Authorities

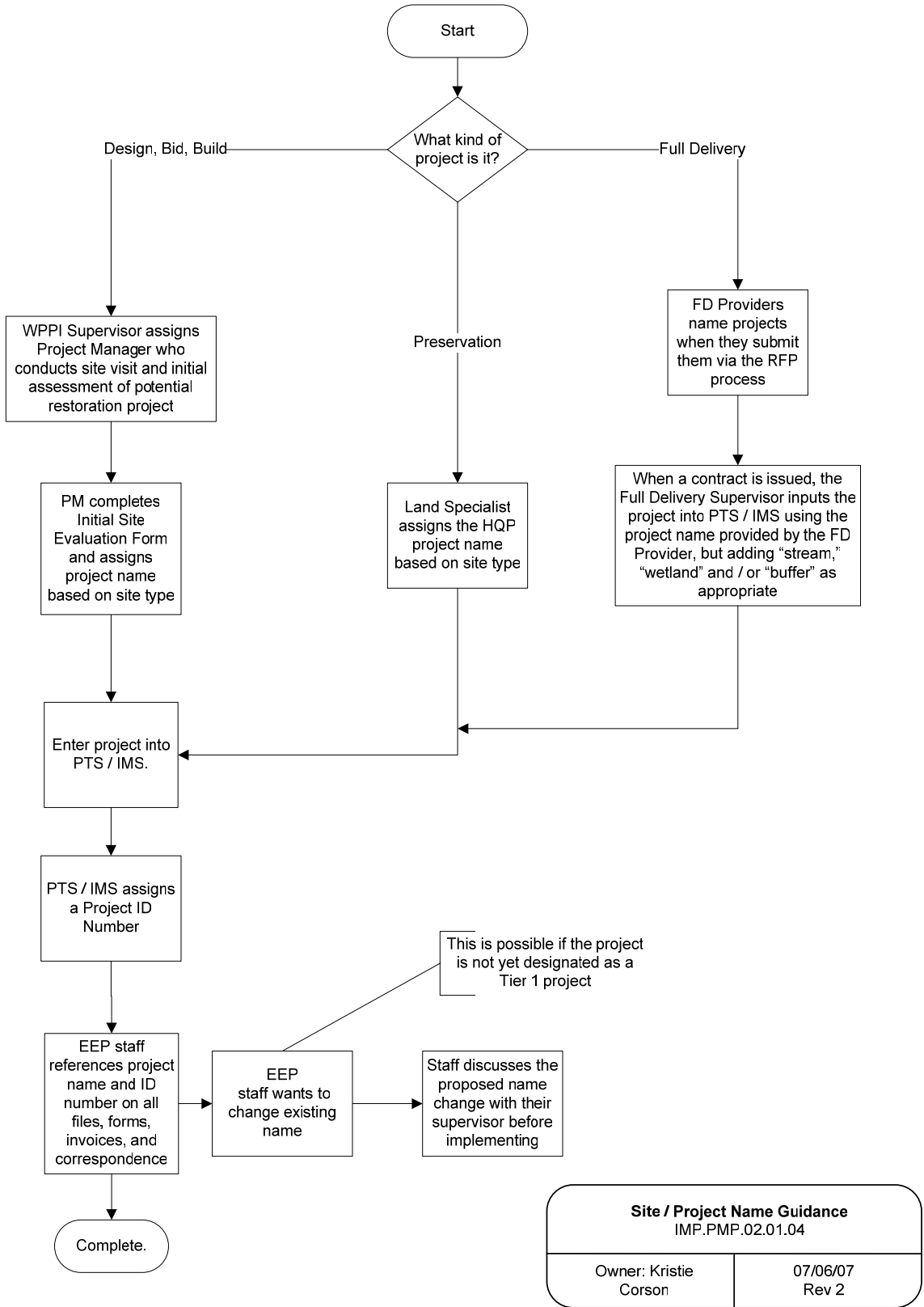
Step #	Procedure Step	WPPI Supervisor	Project Manager	EEP Staff	Full Delivery Supervisor	Full Delivery Provider	Land Specialist
1	WPPI Supervisor assigns PM, who visits site	A	P				
2	Complete form, assign project name	S	P				P
3	Record project in database		P				P
4	Full Delivery Provider names project				S	P	
5	Record project in database				P		
6	Database assigns number						
7	Reference Project Name and ID Number on files, forms, invoices, and correspondence	P	P	P	P	P	P
8	Name changes	RA	P	P	P		P
9	Complete						

Legend:

- P** = Primary responsibility;
- A** = Assist;
- RI** = Review to provide Input;
- RA** = Review and Approve;
- N** = Notify
- S** = Submit final output to this person



4.0 PROCEDURE FLOW DIAGRAM



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Owner: Kristie Corson	07/06/07 Rev 2

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5.0 REFERENCES

IMP.PRO.02.01.01, Identify and Approach Landowners
CTR.PRO.04.01.01, Full Delivery RFP / Contracting
IMP.PRO.03.01.01, HQP Preservation land Acquisition

6.0 FORMS

[Acquisition of Real Property \(P0-1\) Form](#)
[Initial Site Evaluation Form](#)