
APPENDIX A: ODOT'S PROJECT NAMING CONVENTION

In order to maintain statewide consistency and continuity from one STIP to the next for staff, contractors, and the general public, ODOT has adopted a project naming convention.

The main goal of a project name is to identify just where that project is taking place. Keep this one fact in mind and you should be fine. However, we find it necessary to provide details.

The Project Name

- The name can be up to 50 characters long, and you may use abbreviations. You don't have to use punctuation. The character length is determined by the field length available in the Project Control System (PCS).
- **NEW: The name must begin with the *Route Number (I, US or OR)* followed by a colon.** For example, "US20: College Way – Greenfield Rd" or "OR99W: Flat Cr Br – W 6th Av (Junction City)". When entering the name into PCSX, if the name is over 50 characters, abbreviate wherever logical. If you need to, you can eliminate the space after the colon. For example, "OR22:College Way – Greenfield Rd". If the job name already contains the route number (e.g. "OR99E at X-Road") do not show the Route Number again. **Do not use the Oregon Highway Number.**
- It is important to retain the same name for a project throughout its life, for reference. If a project is named one thing in the draft STIP, another thing in the final STIP, and something else at the time of contract, it's very confusing for the people who have to track these things. It also makes the task of identifying the project for FHWA that much more difficult, since the reference for them is the STIP.
- The name should be kept as simple as possible. Do not use acronyms unless you plan on spelling them out in the project description.
- Projects will be named North to South, and West to East. For most highways, this conforms to the direction of the mileposts. However, on a few oddball highways (such as I5 and 2W) the mileposts run backwards. But don't name the projects backwards! The naming convention still holds. And don't reverse the milepoints in PCS to conform to the name.
- Names of intersecting roads, rivers, streams or land marks should be used rather than using a milepoint in the title. If the project is a bridge, name the body of water or structure under the bridge, or use the commonly known name. Use both if there's room, e.g., "US101: Rocky Creek (Ben Jones) Bridge." **NEW: When entering bridge projects into PCSX, put the structure number in the description field, not in the section name field. Every time a structure is rebuilt, its number changes, so carrying this number through for historical purposes doesn't add any value.**
- If the project is within a city, the city name should be in parentheses at the end of the section name, as in "OR223: Allison Rd - Vineyard St (Falls City)".

- Try to use geographic limits for naming the boundaries of the section rather than just “city limits,” because city limits change over time.
- Some projects have small work areas on adjacent highways, roads, or streets. These are just “legs,” and while they will show up on the plans, they don’t get reflected in the project name.
- If the project is a building, transit center, interpretive center, etc., name the project by whatever the name of the site is.
- If a project is a bicycle/pedestrian trail or facility alongside a highway, the name would be “ORXX: Point A – Point B, Bike Lanes.” If the project only builds a portion of the bike path, then handle the same as a multi-unit highway project.
- When dealing with local agency projects, in order to avoid redundancy and provide easy reference, we need to be consistent. Our STIP must reflect their TIPs, and if we are using the same naming convention, this becomes easier.

Technical Services Branch adds the following helpful information:

- There are five basic categories of projects:
 1. **Long Single Projects:** These are named by the boundaries of the project (“I5: Start Point – End Point”). It doesn’t matter if there are “No Work” areas within those overall boundaries. The No Work areas will be shown on the plans and do not need to be called out in the project name.
 2. **Multi-Unit Projects:** These are projects that are split by length. Each unit encompasses the complete construction of a specific length of the overall project. This differs from Multi-Phase Projects, which are...
 3. **Multi-Phase Projects:** These projects are divided into elements of construction, e.g., grading, structures, signal work. An example would be “US20: North Rd – South St, Ph 2.” Phase 2 may be structure work and would be spelled out in the project description.
 4. **Spot Locations:** Some projects, because of their short length, are spot locations and named accordingly. Examples are channelized intersections, signals, railroad crossings, variable message signs, slide repair, etc. For instance, “ORXX: Main Rd @ Secondary Rd (City).”

For two spot locations, use both names with an ampersand (“&”) between them, e.g., “I5: UPRR X’ing @ First St & SPRR X’ing @ Second St (Eugene).” For more than two locations, use an area type of name, e.g., “OR223: Intersection Improvements (Dallas).” (NOTE: X’ing means Crossing; O’xing is Overcrossing; and U’xing is Undercrossing.)

5. **Other Geographic Area:** These are projects that span more than a section of highway or a city boundary, as in signal loop replacements in a given region or area. An example would be “Reg 2 Signal Loop Replacements, 2003”.