From:	Zerrenner, Adam
To:	Fox, Lori; Truex, Adrienne
Cc:	Broderdorp, Kurt; Forbes-Guerrero, Jessica; Stover, Margaret; Niva, Liisa M
Subject:	Re: [EXTERNAL] RE: References
Date:	Thursday, August 17, 2023 10:22:26 AM
Attachments:	image001.png

Lets do that and I will add Adrienne to that invite. Thanks!

From: Fox, Lori <lori.fox@wsp.com>
Sent: Thursday, August 17, 2023 11:19 AM
To: Zerrenner, Adam <Adam_Zerrenner@fws.gov>; Truex, Adrienne <adrienne_truex@fws.gov>
Cc: Broderdorp, Kurt <kurt_broderdorp@fws.gov>; Forbes-Guerrero, Jessica <Jessica.Forbes-Guerrero@wsp.com>; Stover, Margaret <margaret.stover@wsp.com>; Niva, Liisa M <Liisa_Niva@fws.gov>
Subject: RE: [EXTERNAL] RE: References

Thanks Adam,

We should have a call. Attached is the guidance provided to us from the Service at the beginning of this project, which we have followed. Re-naming all of these is going to be a big level of effort and it would be good to discuss further what is needed before we start and also discuss where in the scope this falls under. Can we make this an agenda item on Tuesday?

Thanks,
Lori

WSP

Lori Fox, AICP
Senior Vice President, Federal Programs
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From: Zerrenner, Adam <Adam_Zerrenner@fws.gov>
Sent: Thursday, August 17, 2023 10:13 AM
To: Truex, Adrienne <adrienne_truex@fws.gov>
Cc: Broderdorp, Kurt <kurt_broderdorp@fws.gov>; Forbes, Jessica <Jessica.Forbes@wsp.com>; Stover, Margaret <Margaret.Stover@wsp.com>; Fox, Lori <lori.fox@wsp.com>; Niva, Liisa M <Liisa_Niva@fws.gov>
Subject: Re: [EXTERNAL] RE: References

Thank you Adrienne,

Lori and team, since this is a part of your scope of work - references, I would like you all to have these files in the shape Adrienne describes below.

Would help to schedule a call with Adrienne and Kurt to go through this in more detail?

Appreciate it,

Adam

From: Truex, Adrienne <adrienne_truex@fws.gov>
Sent: Thursday, August 17, 2023 10:38 AM
To: Zerrenner, Adam <Adam_Zerrenner@fws.gov>
Cc: Broderdorp, Kurt <kurt_broderdorp@fws.gov>; Forbes-Guerrero, Jessica <Jessica.Forbes-Guerrero@wsp.com>; Stover, Margaret <margaret.stover@wsp.com>; Fox, Lori <lori.fox@wsp.com>
Subject: Re: [EXTERNAL] RE: References

Hi all. Thanks for getting me involved but I am concerned about the naming convention provided to the Consultants. It is not anything I've seen or can use for an AR. Adam, I don't know if you want the consultants now to spend time changing them or get me involved to help change them to a more proper format.

There are 2 main points to Naming Conventions:

1. to list files in each category/folder in Order (Date order for Emails and Documents; Author then Date order for Literature/Lit-Cited).
2. to allow separation in Excel via Text-to-Columns of the main elements we need to list in the AR: DATE, AUTHOR and TITLE/DESCRIPTION.

Addressing the information provided in these emails: our Consultants represent FWS so FWS (or USFWS as long as it's consistent) would be the Author of any documents written for us, unless they were published under another's name.

Documents should be named:
<YYYYMMDD>_<AUTHOR>_SUBJECT or TITLE.ext   (limited to about 100 characters, only 3 underscores in it.
  Do note that NEPA-related EIS if needed in the AR can be split up and listed by Chapter, as they can be very long, and would not follow this naming convention.

Literature is named in Author Order.
<LNAME-AUTHOR>_<YYYY>_<TITLE-part>
  or
<LNAME-AUTHOR> ETAL._<YYYY>_<TITLE-part>
  or
<<LNAME-AUTHOR,FINITIAL> ETAL_<YYYY>_<TITLE-part>
  again with no other underscores. Author 1's lastname is first.   Title is just to be able to cross-ref the file to the References List to ensure we have it without having to open it. Try to prevent the entire filename from exceeding around 100 chars as it's not necessary and can interfere with hyperlinks when they get too long.

I understand that FWS has had no direction or attention made to a required File Naming

convention. I've been trying to get upper level leadership to understand the importance of this and I keep trying.

Let me know if I can help - I do have a few scripts I've written that can mass-change filenames, to a limited extent.

Adrienne

From: Zerrenner, Adam <Adam_Zerrenner@fws.gov>
Sent: Thursday, August 17, 2023 8:27 AM
To: Fox, Lori <lori.fox@wsp.com>; Forbes-Guerrero, Jessica <Jessica.Forbes-Guerrero@wsp.com>; Stover, Margaret <margaret.stover@wsp.com>
Cc: Broderdorp, Kurt <kurt_broderdorp@fws.gov>; Truex, Adrienne <adrienne_truex@fws.gov>
Subject: Re: [EXTERNAL] RE: References

Thank you Lori,

We will add Adrienne.

Regarding naming files, I was referring to files and the actual references that make up the bibliography.

Adrienne, do the naming convention sound correct for the AR? Thanks

Adam

From: Fox, Lori <lori.fox@wsp.com>
Sent: Thursday, August 17, 2023 9:21 AM
To: Zerrenner, Adam <Adam_Zerrenner@fws.gov>; Forbes-Guerrero, Jessica <Jessica.Forbes-Guerrero@wsp.com>; Stover, Margaret <margaret.stover@wsp.com>
Cc: Broderdorp, Kurt <kurt_broderdorp@fws.gov>; Truex, Adrienne <adrienne_truex@fws.gov>
Subject: RE: [EXTERNAL] RE: References

Thanks Adam,

You will need to add Adrienne as we don't have that kind of power on your site.

For literature cited lists, we kept both. The EIS one is with the EIS and the 10j one is the link below.

For naming convention, are you asking how we name the files in the decision file (which is just the NEPA decision file at this point – but if we need to we can cross reference the 10j list and make sure

those are in there too – should be pretty similar)? All of our files have the USFWS naming convention we were asked to use which is:

Year_Agency/Consulatnt_preparer_type_project_deliverable

So in action that would be…

20220531_CONSULTANT_RGreene_Minutes_WOLF_kick off call notes

Is that what you were asking for?

WSP

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From: Zerrenner, Adam <Adam_Zerrenner@fws.gov>
Sent: Thursday, August 17, 2023 8:08 AM
To: Fox, Lori <lori.fox@wsp.com>; Forbes, Jessica <Jessica.Forbes@wsp.com>; Stover, Margaret <Margaret.Stover@wsp.com>
Cc: Broderdorp, Kurt <kurt_broderdorp@fws.gov>; Truex, Adrienne <adrienne_truex@fws.gov>
Subject: Re: [EXTERNAL] RE: References

Thank you Lori!

Is this for the NEPA or 10j or both? Looks like both. And are the naming conventions of files/individual references those in the folder?

I am including Adrienne on this email who is our litigation coordinator and expert on ARs to assist with the best use of time for our final produce. Are you all able to add her to our SharePoint site as a team member, or do we need to do that on our end?

Adam

From: Fox, Lori <lori.fox@wsp.com>
Sent: Thursday, August 17, 2023 9:03 AM
To: Zerrenner, Adam <Adam_Zerrenner@fws.gov>; Forbes-Guerrero, Jessica <Jessica.Forbes-Guerrero@wsp.com>; Stover, Margaret <margaret.stover@wsp.com>
Cc: Broderdorp, Kurt <kurt_broderdorp@fws.gov>; Truex, Adrienne <adrienne_truex@fws.gov>
Subject: RE: [EXTERNAL] RE: References

Sure thing! For the draft, all of the full references were sent to us (about 45 documents), and we

took those and created the lit cited list you can find on your SP site here: Draft Rule Literature Cited,

For the final one, technically it would be the same thing, send us the full documents and we will add to the ref list. But if you need us to use that time in another manner that is more helpful we can be flexible with that.

Thanks,
Lori

WSP

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From: Zerrenner, Adam <Adam_Zerrenner@fws.gov>
Sent: Thursday, August 17, 2023 8:00 AM
To: Fox, Lori <lori.fox@wsp.com>; Forbes, Jessica <Jessica.Forbes@wsp.com>; Stover, Margaret <Margaret.Stover@wsp.com>
Cc: Broderdorp, Kurt <kurt_broderdorp@fws.gov>; Truex, Adrienne <adrienne_truex@fws.gov>
Subject: Re: [EXTERNAL] RE: References

Good Morning Lori,

Would you please refresh me about the bibliography task and what all it includes.

Thank you!

Adam

From: Fox, Lori <lori.fox@wsp.com>
Sent: Wednesday, August 16, 2023 11:19 AM
To: Zerrenner, Adam <Adam_Zerrenner@fws.gov>; Forbes-Guerrero, Jessica <Jessica.Forbes-Guerrero@wsp.com>; Stover, Margaret <margaret.stover@wsp.com>
Cc: Broderdorp, Kurt <kurt_broderdorp@fws.gov>; Truex, Adrienne <adrienne_truex@fws.gov>
Subject: [EXTERNAL] RE: References

And I should have checked with the team first, Margaret has experience with this software so happy

to input those as part of our final bibliography task if needed!

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From: Zerrenner, Adam <Adam_Zerrenner@fws.gov>
Sent: Wednesday, August 16, 2023 10:01 AM
To: Fox, Lori <lori.fox@wsp.com>; Forbes, Jessica <Jessica.Forbes@wsp.com>; Stover, Margaret <Margaret.Stover@wsp.com>
Cc: Broderdorp, Kurt <kurt_broderdorp@fws.gov>; Truex, Adrienne <adrienne_truex@fws.gov>
Subject: References

Hi Lori and team,

Happy Wednesday! Are our references/bibliography in the Zotera software?

Thanks!

Adam

-LAEmHhHzdJzBITWfa4Hgs7pbKl