



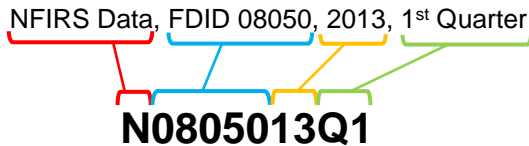
Department of Forestry and Fire Protection
Office of the State Fire Marshal
 California All Incident Reporting System (CAIRS)
<http://osfm.fire.ca.gov/cairs/cairs>

NFIRS 5.0 Required Quarterly Submission Format*

1. File names must reflect the following format:

FILE NAME	Position 1	<i>One Alpha</i>	<u>N</u> = NFIRS 5.0 data
	Positions 2-6	<i>Five Numeric</i>	<u>12345</u> = FDID number
	Positions 7-8	<i>Two Numeric</i>	<u>15</u> = Year
	Position 9	<i>One Alpha</i>	<u>Q</u> = Quarterly data
	Position 10	<i>One Numeric</i>	<u>1</u> = 1 st quarter

EXAMPLE: N0805013Q1 = NFIRS data, FDID 08050, 2013, 1st quarter



NOTES: Decimal points should not be included in the data file names, except where they normally separate the file name from its 3-digit extension.

RESUBMIT: All corrected data files must be named separately from new data. The file name should begin with an “R” to indicate resubmission (**R0805013Q1**)

2. If you are submitting data for multiple quarters in one email, please assign a separate file name for each quarter. Do not combine multiple quarters into one file.

1 st quarter	=	January, February, March	DUE April 15 th
2 nd quarter	=	April, May, June	DUE July 15 th
3 rd quarter	=	July, August, September	DUE October 15 th
4 th quarter	=	October, November, December	DUE January 15 th

3. We accept NFIRS 5.0 data as an email attachment. Attachment must be in NFIRS export format (Excel, PDF, Word, etc. **cannot** be imported by NFIRS.) Please keep the email attachment under 4MB in size, zipped, if necessary.

EMAIL: CAIRS@fire.ca.gov

4. For NFIRS information, resources and support, please contact our program staff.

Email the General CAIRS Inbox: CAIRS@fire.ca.gov or contact

Jennifer Bowman, Program Manager (916) 208-8025 or at Jennifer.Bowman@fire.ca.gov