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	*One Alpha*	N = NFIRS 5.0 data
	Positions 2-6	*Five Numeric*	12345 = FDID number
	Positions 7-8	*Two Numeric*	15 = Year
	Position 9	*One Alpha*	Q = Quarterly data
	Position 10	*One Numeric*	1 = 1st quarter

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

    NFIRS Data, FDID 08050, 2013, 1st Quarter

    N0805013Q1
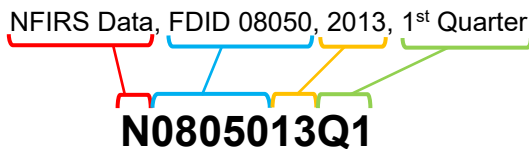
    NOTES: **Decimal points should not be included in the data file names, except where they normally separate the file name from its 3 digit extension.**

    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.

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

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.

    Jennifer Bowman, Program Coordinator at (916) 445-8435 or Jennifer.Bowman@fire.ca.gov

    General CAIRS Inbox: CAIRS@fire.ca.gov

    * These procedures are subject to change