Standard Operating Procedure
On
AWS Resource Tagging

1. Rules for Tagging:

- > Standardize tag using capitalize each word in the tag key and tag value.
- > Don't use hyphens (-) or Underscores (_) use only spaces.
- > Strictly use below mentioned tags only. If you need additional tags please take permission from the respected team before creating tags and resources.
- In following tagging tables which entities are marked as **Bold** in **Ex. Values** columns it is compulsory to use those entities only for that column.



2. EC2 Instance Tags:

Sr. No.	Key	Description	Ex. Values
1	Name	Identify individual resources	AWSCTX01
2	Project	Specify Project or business unit	Teamlocus, Pandoarch, APT, Websites, Others
3	Cost Center	Specify Cost Center unit (Same as Project tag)	Teamlocus, Pandoarch, APT, Websites, Other
4	Application	Name of the Application	Webserver, DBServer
5	Purpose	Specify the purpose of the resource	To run the website
6	Environment	Distinguish between development, test, and production resources	Test, Production, Development
7	Backup Frequency	How frequently you need to take backup i.e. every 1hr, 1Day	1Hr, 1D, 1M
8	Backup Retention	For how long you need to keep backup snapshots	15D, 1M, 3M
9	Owner	Specify the name of the resource owner	Ownername
10	Contact	Enter Mobile number of the owner	+91999999999
11	Email	Enter Email ID of the owner	xyz@gmail.com
12	Operating System	Instance base O.S.	Windows, Linux
13	Host	Specify tenancy details	Shared, Dedicated
14	Reservation	Specify if reserve or not	Yes, No

3. Volume Tags:

Sr.No.	Key	Description	Ex. Values
1	Name	Identify individual resources	AWSCTX01
2	Project	Specify Project or business unit	Teamlocus,
			Pandoarch, APT,
			Websites, Other
3	Cost Center	Specify Cost Center unit	Teamlocus,
			Pandoarch, APT,
			Websites, Other
4	Application	Name of the Application	Webserver
5	Environment	Distinguish between development,	Test, Production
		test, and production resources	
6	Backup	Specify Whether to take backup?	Yes, No
7	Backup	How frequently you need to take	1 Hr, 1D, 1M
	Frequency	backup i.e. every 1hr, 1Day	

4. Lambda Function Tags:

Sr.No.	Key	Descri <mark>p</mark> tion Description	Value
1	Name	Identify individual resources	StartEC2Lambda
2	Project	Specify Project or business unit	CTX, APT,
			Pandoarch, etc.
3	Cost Center	Categories resource bills with respect	Same as the Project
		to tag	
4	Durnoso	Describe the purpose behind creating	To send SMS, Copy
	Purpose	lambda function	data to S3
5	Environment	Specify the Environment of lambda	Production,
		function	Development, Test
6	Owner	Name of the project owner	Brijesh Patel
7	Contact	Contact number of owner	+91999999999
8	Email	Email Id of the owner	xyz@gmail.com

5. <u>S3 Tags:</u>

Sr.No.	Key	Description	Ex. Values
1	Name	Identify individual resources	aptdbbackup
2	Project	Specify Project or business unit	Teamlocus,
			Pandoarch, APT,
			Websites, Others
3	Cost Center	Categories resource bills with	Teamlocus,
		respect to tag	Pandoarch, APT,
			Websites, Others
4	Application	Identify resources that are related	Teamlocus, etc.
	Application	to a specific application	
5		Describe the function of a	Web Server,
	Purpose	particular resource (such as web	Database, etc.
		server, message broker, database)	
6	Environment	Distinguish between test, and	Test, Production
		Production resources	
7	Owner	Name of the project owner	Brijesh Patel
8	Contact	Contact number of owner	+919999999999
9	Email	Email Id of the owner	xyz@teamlocus.net

6. IAM User Tags:

Sr.No.	Key	Description	Ex. Values
1	Name	Identify individual resources	aptdbbackup
2	Purpose	Describe the clear purpose for	Lambda function to
		which IAM user is created	put logs to cloudwatch
3	Environment	Distinguish IAM entity based	Test, Production
	Environment	on use case (Test, Production)	

7. IAM Roles Tags:

Sr.No.	Key	Description	Ex. Values
1	Name	Identify individual resources	Ssm-role
2	Purpose	Describe the clear purpose for	Role to get object from
		which IAM user is created	the aptdb bucket
3	Farring	Distinguish IAM entity based on	Test, Production
	Environment	use case (Test, Production)	,
4	Attached Entities	Provide the list of entities to	Instance ID, Lambda
		which role is attached	function name, etc.

8. CloudWatch Log Group:

Sr.No.	Key	Description	Ex. Values
1	Name	Identify individual resources	VPC-Flow-Logs
2	O D	Describe the clear purpose for	To store the VPC Flow
	Purpose	which log group is created	logs.
2	Course	Provide the name for the source	AWS, Custom
3	Source	of log group creator	7
4	Service	Provide the Service who is	VPC, Lambda, EC2, etc.
		delivering the logs	
5	Project	Specify Project or business unit	Teamlocus, Pandoarch,
			APT, Websites, Others
6	Cost Center	Categories resource bills with	Teamlocus, Pandoarch,
		respect to tag	APT, Websites, Others