**Standard Operating Procedure**

**On**

**AWS Resource Tagging**

**Document Control**

**Version History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version Detail** | **Date** | **Prepared By** | **Reviewed By** |
| V1 | 31/07/2023 | Usama Mashayak | Ritesh Nagdive |
| - | - | - | - |

Contents

[1. Rules for Tagging: 4](#_Toc141724917)

[2. EC2 Instance Tags: 5](#_Toc141724918)

[3. Volume Tags: 6](#_Toc141724919)

[4. Lambda Function Tags: 6](#_Toc141724920)

[5. S3 Tags: 7](#_Toc141724921)

[6. IAM User Tags: 7](#_Toc141724922)

[7. IAM Roles Tags: 8](#_Toc141724923)

[8. CloudWatch Log Group: 8](#_Toc141724924)

# 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.

# 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 | name of the Owner |
| **10** | **Contact** | Enter Mobile number of the owner | +919999999999 |
| **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** |

# 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, Others** |
| **3** | **Cost Center** | Specify Cost Center unit | **Teamlocus, Pandoarch, APT, Websites, Others** |
| **4** | **Environment** | Distinguish between development, test, and production resources | **Test, Production, Development** |

# Lambda Function Tags:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.No.** | **Key** | **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 to tag | Same as the Project |
| **4** | **Purpose** | Describe the purpose behind creating lambda function | To send SMS, Copy data to S3 |
| **5** | **Environment** | Specify the Environment of lambda function | Production, Development, Test |
| **6** | **Owner** | Name of the project owner | Brijesh Patel |
| **7** | **Contact** | Contact number of owner | +919999999999 |
| **8** | **Email** | Email Id of the owner | xyz@gmail.com |

# S3 Tags:

|  |  |  |  |
| --- | --- | --- | --- |
| **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 respect to tag | Teamlocus, Pandoarch, APT, Websites, Others |
| **4** | **Application** | Identify resources that are related to a specific application | Teamlocus, etc. |
| **5** | **Purpose** | Describe the function of a particular resource (such as web server, message broker, database) | Web Server, Database, etc. |
| **6** | **Environment** | Distinguish between test, and Production resources | Test, Production |
| **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 |

# IAM User Tags:

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

# IAM Roles Tags:

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

# CloudWatch Log Group:

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