

## EIM Help – Naming Conventions for EIM Studies

Version 2.2

October 2020

This document offers suggestions for naming your EIM studies. There are many different types of studies in EIM and many different groups entering them. Below are examples of current naming conventions by Ecology programs.

### EIM fields to name/describe your study

EIM has three fields to name/describe your study. All three fields are required.

#### Study ID

- UNIQUE ID to identify the study in EIM.
- Example: AJOH0012.
- Specifications: Alpha/numeric, 20 characters. Free text.
- Also see [Study ID Alias](#)

#### Study Name

- UNIQUE title that describes the study.
- Example: PCB's in Spokane River Fish in 1996, Statewide River and Stream Ambient Monitoring.
- Specifications: Alpha/numeric, 254 characters. Free text.

#### Study Purpose

- Summary of the Study's purpose, reason(s) for initiating, and goals and expectations.
- Example: Investigate groundwater quality, surface-water quality, water levels, streamflow and the relationship between groundwater and surface water in the Quilceda Creek watershed.
- Specifications: Alpha/numeric, 2000 characters. Free text.

## Study ID naming conventions by Ecology program

### Toxics Cleanup Program (TCP)

#### TCP Voluntary Cleanup Program (VCP)

Use the 6-digit VCP number assigned to the Study, prefixed by “VC.” Examples:

- VCNW1400
- VCCE0092

#### TCP Expedited Voluntary Cleanup Program (X-VCP)

Use the 6-digit X-VCP number, prefixed by “XVC.” Examples:

- XVCXN0010
- XVCXS0002

#### TCP formal or other cleanup sites

Use one of the following:

- Facility Site ID prefixed with “FS” (Example: FS1002356).
- Contract or grant number (Example: G0500112).
- Agreed Order number (Example: AODE0001).

#### TCP Aquatic Lands Cleanup Unit sediment studies

8 to 10 characters. First 6 characters indicate the facility, site, or study acronym. Last 2 to 4 characters indicate year(s) and/or month. Examples:

- POSTPT03 (Post Point NPDES Sediment Sampling, 2003).
- OAKSED08 (2008 Oakland Bay Sediment Characterization).
- WLMD1286 (Willamette River McCall Oil Dock, December 1986).

### Pollution Liability Insurance Agency (PLIA)

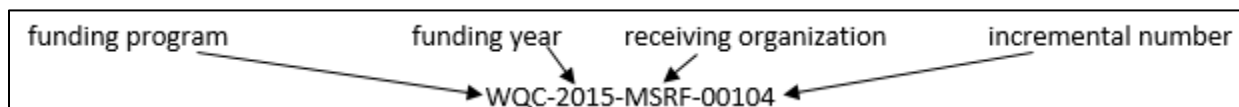
Use the Facility Site ID prefixed with “FS” (Example: FS1002356).

### Water Quality Program (WQP)

#### WQP grant studies

**Grants between 2015 and now, use Ecology funding number**

Use the Ecology funding number from Ecology’s Administration of Grants and Loans system (EAGL). There are four parts: (1) Ecology program that provided funding, (2) year grant was issued, (3) receiving organization (abbreviated), and (4) an incremental number.



Some Ecology funding numbers are too long for EIM’s Study ID field (20 characters), so omit the “receiving organization” part. See examples in Table 1.

*Table 1: Examples of how to convert Ecology funding numbers to EIM Study IDs*

Ecology Funding Number	EIM Study ID
WQC-2015-MSRF-00104	WQC-2015-00104
WQNEP-2016-KCWLDRD-00016	WQNEP-2016-00016
AQCORE-1517-ORCAA-00001	AQCORE-1517-00001
SEANCWCP-2017-WhCaLT-00008	SEANCWCP-2017-00008

**Note:** ALSO enter the FULL number into the Ecology Funding Number field in the EIM Study form.

### Grants before 2015, use Ecology grant number

Prior to 2015, we used Ecology grant numbers for the EIM Study ID. The format is G + 7 numbers (Example: G0800097).

**Note:** ALSO enter your grant number in the Ecology Funding Number field in the EIM Study form.

### WQP non-grant studies

For 303(d) or other studies that aren’t Ecology grant funded, abbreviate the study or organization name, appended with “\_WQ” or “WQ.” Examples:

- NSEA\_TerrellCr\_WQ (NSEA Water Quality on Terrell Creek).
- KITSAPWQ (Kitsap County Health District Surface Water Trend Monitoring).

### EPA National Estuary Program (NEP) grants

For NEP grants, put “NEP” in the Study ID and/or Study Name.

### EPA Section 319 water quality grants

For EPA Section 319 grants, put “319” in the Study ID and/or Study Name.

### Environmental Assessment Program (EAP)

EAP is internal to Ecology.

## EAP general environmental studies

Use first 4 letters of project manager's email, followed by a 4-digit sequential number. Using 4 digits is important for consistency within EAP. Examples:

- AJOH0001, AJOH0002, AJOH0003.

## EAP fish tissue studies

Include "fish," the 2-digit year, and general nature of the study OR use the acronym of the project followed by 2-digit year. Examples:

- HgFish07.
- WSTMP08.

## EAP monitoring programs

Follow the conventions already established for your program.

## Study ID Alias

Study ID Alias is an optional, alternate Study ID we can assign to your EIM study. You can use it to search in the Study ID field in EIM Search. A study can have one or more aliases. Types include:

- Former Study ID, for renamed or assimilated studies. (Example: VCNW2316).
- Your organization's ID. (Example: DMMP-SANDY-A-179-02).
- Another ID associated with the study, like an agreed order or Voluntary Cleanup Program (VCP) number. (Example: AODE10651).

## Document revision history

Revision Date	Revision No.	Summary of Changes	Reviser(s)
6/5/09	1.0	Original Document	CN, KC
6/13/11	1.1	Nomenclature change - dropped 'User' from Study ID	CN
7/3/12	1.2	How to append grant numbers if you have multiple studies under the same grant	CN
8/15/12	1.3	Updates for Study spreadsheet revisions. Changed name "Sediment Unit" to "Aquatic Lands Cleanup Unit". Added more examples for ALCU.	CN
11/21/14	1.4	Revised EAP examples. Added AODE to TCP examples.	KC
6/24/14	1.5	Expanded EAP General Environmental Studies description.	CL

Revision Date	Revision No.	Summary of Changes	Reviser(s)
05/10/16	1.6	Revised WQ examples to include new Ecology Funding Number descriptions.	KC
10/06/17	1.7	WQ Program Data Funded Studies section was revised to show new naming convention.	KC
11/17/17	1.8	WQ Program Data Funded Studies section, added instructions to paste the full, unaltered EAGL funding number into the Funding Number field.	KC
06/01/18	1.9	Added information for PLIA.	KC
06/22/18	2.0	Updated title of document from “Naming Studies” to “Naming Conventions for EIM Studies.”	KC
03/10/2020	2.1	Updated for accessibility, added NEP, 319, and Study ID Alias sections.	CN
10/22/2020	2.2	Added XVCP examples.	CN