

## WRP/OCR Grantee Info for EIM Data Submittal

For Water Resources Program (WRP) and Office of Columbia River (OCR)

Version 1.4

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Your grant agreement requires submittal of electronic environmental monitoring data to Ecology's Environmental Information Management System (EIM). Following are key points and items specific to WRP and OCR data. If you need help, contact the WRP/OCR EIM Data Coordinator.

### Why we require EIM data submittal

EIM houses electronic environmental monitoring data collected by Ecology and our partners. In addition to reports, the data are a public record of work conducted under a grant. Anyone can search and download the data when they are in EIM.

### Types of data EIM takes

Environmental monitoring data types include study info, locations, field measurements (e.g., streamflow gauging, lake-level monitoring, groundwater-level monitoring) and water quality samples. EIM takes both discrete and time-series (e.g., transducer) data.

### Quality Assurance Project Plan

Ecology requires Quality Assurance Project Plans (QAPPs) for grant-funded studies that collect environmental monitoring data. QAPPs describe study objectives and design, field procedures, and quality assurance protocols. WRP and OCR-funded grants have two types of QAPPs:

1. Water quality and measurement data: See "[Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies](#)."
2. Measurement data only: See "[Grant Special Terms and Conditions Quality Assurance Project Plan \(QAPP\) Guidance](#)."

**NOTE:** Ecology must approve your QAPP before you begin fieldwork.

## Submit your data to EIM

### EIM Help Center

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Before you start, explore resources in the [EIM Help Center](#). You will find data submittal templates and help, training videos, valid values, and other guidance. Make sure you look through “[How to Submit Data to EIM \(for public users\)](#).” It walks you through data submittal from start to finish.

### Make an EIM Loader account

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Go to the [EIM Submit Data page](#) and follow the instructions to make an EIM Loader account. When you make your User Profile, choose “Water Resources” as your Data Type.

### Submit Study info

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Use the Study form in the EIM Loader to submit info about your study. Download [Study Help](#) from the EIM Help Center for info about each field.

### Create EIM Study ID

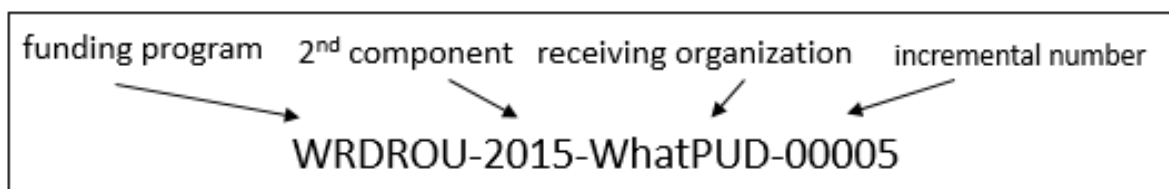
Use one of the following naming conventions to create your EIM Study ID.

#### 1. Study IDs for data from a single grant

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For data from a single grant, use the Ecology Funding Number from EAGL (Administration of Grants & Loans System). The Ecology Funding Number has four parts:

1. Ecology program that provided funding
2. Funding year(s) and version
3. Your organization’s abbreviation
4. An incremental number



Ecology Funding Numbers are usually too long for EIM’s Study ID field (20 characters), so remove your organization’s abbreviation.

Examples of how to make an Ecology Funding Number into an EIM Study ID:

Ecology Funding Number	EIM Study ID
WROCR-VER1-ChCoNR-00022	WROCR-VER1-00022
WROCR-VER1-WaWWMP-00104	WROCR-VER1-00104
WRDROU-2015-StePUD-00103	WRDROU-2015-00103
WROCR-VER1-Othell-00050	WROCR-VER1-00050
WROCR-VER1-WhiSal-00600	WROCR-VER1-00600
WRPIFA-1517-PomeCD-00127	WRPIFA-1517-00127

## 2. Study IDs for data from multiple grants

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For data from multiple grants (or that could be in the future), create a Study ID that describes the data's general nature.

Example:

- COLBAS-GW-WSU-001: Groundwater study that covers a large portion of the Columbia Basin (COLBAS); conducted by Washington State University (WSU)

## Submit monitoring locations

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Fill out the [Location Template](#). See the [Location Help](#) for guidance. For entering well data, download help for "[EIM Well Information and Data](#)."

Save your template as a comma-separated value (CSV) file for upload to the EIM Loader.

## Submit monitoring results

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EIM has three templates for Result data:

1. Discrete Results [Template](#) and [Help](#)
2. Time-Series Results [Template](#) and [Help](#)
3. Well Water Levels [Template](#) and [Help](#)

For time-series (e.g., transducer) data, also follow "[How to Submit Time-Series Data to EIM](#)." If you post-processed your data, see "[Adjusted Time-Series Data](#)."

Save your template(s) as a comma-separated value (CSV) file for upload to the EIM Loader.

## Document revision history

Revision Date	Revision No.	Summary of Changes	Reviser(s)
7/25/2018	1.0	Original Document	ED
7/19/2021	1.1	Added info about EIM Study ID for multiple studies; updated style and accessibility	CN, TC, ED
9/7/2021	1.2	Added link to Wells help document.	CN
08/23/2024	1.3	Updated contact name for EIM Data Coordinator	KC
06/11/2025	1.4	Removed hyperlink for WRP/OCR EIM Data Coordinator contact email as it's continually outdated. Removed "Get Help" section from the bottom of document and moved one sentence from that section to the first paragraph at top.	KC