**2016 Integrated Report (IR)**

**Call for Data: Naming Files**

**Naming Data Submission Templates**

UDWQ does not require submitter to resubmit their data packages from one IR Call for data cycle to the next. UDWQ will retain these data records. To help UDWQ ensure that your data package is used in the appropriate IR Assessment Cycle (as defined in the data compilation section of the Call for Data website), UDWQ requires that submitters populate a data submission template for each sampling year. UDWQ defines a sampling year as a water year (i.e., water year 2010 extends from 10/1/2009 – 9/31/2010).

The preferred naming conventions of multiple data template files are:

Organization Name Abbreviation, an underscore\_, ST for submitted Template, an underscore\_, Data Type (this is either SITEID, FIELDGRAB, LABGRAB, ECOLI, or BUGS), an underscore\_,Sampling Year.

Examples: UDWQ\_ST\_SITEID\_2009

UDWQ\_ST\_ FIELDGRAB\_2009

UDWQ\_ST\_SITEID2010

UDWQ\_ST\_ FIELDGRAB\_2010

UDWQ\_ST\_ LABGRAB\_2010

**Naming Other Files in Data Submission Package**

Please include the Organization Name Abbreviation, a brief description of the file, and year (if the file is specific only to a sampling year – example being a SAP).