DEPARTMENT OF ECOLOGY State of Washington

EIM Environmental Information Management

How to Submit Time-Series Data to EIM

FOR PUBLIC USERS AND ECOLOGY EMPLOYEES

Version 4.0 (for New Loader)
July 2026

Note: In July 2026, we launched a new Data Loader, with a new interface and workflow. Data submittal is now study centric. Submit all data files under the study they belong to.

Note: Use the navigation to go to the desired section. In browsers, you should see a table of contents on the left side. In Chrome you need to toggle to the list view. In Adobe Acrobat, the table of contents is on the right side.

Overview

Loader Help NOT Covered in This Guidance

This guidance covers the submittal of time-series data files. For the areas below, see How to Submit Data to EIM (for public users) or EIM User Manual for Ecology Staff (in EIM Help Center for Ecology Staff).

- Setting up or managing your account (Ecology partner submitters)
- Getting system permissions (Ecology staff)
- Overview of the new Loader and data submittal process
- Getting general help
- Preparing your files for submittal (other than time-series)
- Submitting your study and locations

What is Time-Series Data?

Time-Series data are results collected from an instrument deployed in the field that automatically takes measurements at a consistent time interval over an extended time period. In contrast, discrete measurements are collected individually and manually. Time-Series instruments include well water-level transducers, multi-parameter water quality sondes, and TidbiT temperature data loggers, to name a few.

Time-Series data are different than passive sampling data, which also involves an instrument deployed over time. Passive samplers can collect measurements, but they primarily collect samples that are sent to a lab for analysis. See EIM help for Passive Sampling Data if that's what you have.

Key Features

- CSV-format template with fewer fields than for discrete data. Designed to handle the large volume of data associated with Time-Series datasets.
- Automated data check for errors against business rules and valid values when you upload a data file
- Data summary report and graph for reviewing your data

Guidelines for Time-Series Data

Read ALL these guidelines BEFORE you prepare your data for submittal. Not adhering to these guidelines will cause unnecessary errors when you submit your data.

Data File Information

One EIM Study allowed per data file

The Time-Series Loader allows data from only ONE EIM Study per data file. This makes it easier to track uploads and back data out of EIM if necessary.

One EIM Location allowed per data file

The Time-Series Loader allows data from only ONE EIM Location per data file. Similar to Studies, this makes it easier to track uploads and back data out of EIM if necessary.

Group data by deployment period

We recommend grouping Time-Series data in files by the period of time in which an instrument was deployed. This allows EIM to store your dataset in a format that mirrors how the data were collected.

File naming

Every Time-Series file submitted to EIM must have a unique filename. Name your files so you will remember what data is in them. If you work outside Ecology, this also helps our EIM data coordinators know what they are looking at when reviewing your data. We recommend incorporating the EIM Study ID, Location ID or Instrument ID, and the deployment dates in the filename since these would be unique for each data file, e.g.,"JaneStudyID_SomeLocationID_Tidbitxyz_Summer2017.csv." **Don't use quotes or special characters in your filenames.**

150/500k data file records limit

If you work outside of Ecology, 150,000 is the maximum number of records allowed in one data file. If you work at Ecology, 500,000 is the maximum.

Ghost rows

When you copy and paste your data into the EIM Time-Series Result Template, Excel sometimes reformats entire columns. This can trick the Loader into reading rows as though they are populated with data when they are not. If you are having trouble importing your file into EIM, try selecting and deleting a chunk of rows below your actual data.

Time Interval

24-hour maximum consistent time interval

The consistent time interval between automated measurements **must be 24 hours or less to qualify as Time-Series data**. For example, you can submit 15-minute, hourly, or daily measurements, but not weekly measurements.

Consistent time interval

It's best if distinct "Instrument ID" and "Parameter Name" pairings use a single time interval within a data file. If your dataset is collected with the same "Instrument ID" measuring the same "Parameter Name" and it has multiple time intervals, you may need to split that dataset up into distinct data files and re-upload. For example, if you downloaded an instrument at the mid-point of a data collection event, and redeployed it with a different data collection interval, it's the same "dataset" but because there are different intervals, they should be split into two data files. EIM identifies the primary and secondary interval during the check data process by ordering by date/time and then finding the first and second most common time differences. If the primary interval identified within the data file is less than 90% of all records in the data file OR if the secondary interval identified in the data file is greater than 10%, an error will be generated.

Review and Adjust Data Before Submittal

Concatenated date/time fields

Instruments recording Time-Series measurements often output date and time in the same column. EIM takes date and time in separate columns. See Appendix A for instructions on how to split your dates and times into separate columns.

Raw time-series data adjustment

Raw Time-Series data sometimes require post-deployment adjustment for things like fouling or calibration drift before the data are considered usable. If your data need adjustment, this should be done BEFORE entry into EIM, and the adjusted data should be appropriately qualified. See our Adjusted Time-Series Data help for more information.

Significant figures

Review the significant figures in the result value. In some cases the instrument output may have more significant figures than the precision of the instrument warrants. Format the data with the appropriate number of significant figures before submitting.

Remove or Reject Data Before Submitttal

Pre- and post-deployment results

Remove pre- and post-deployment results from the dataset before submittal. For example, if you started and calibrated a temperature logger in the office and then transported it to the field for deployment, you should remove the temperature measurements logged prior to installation in the stream prior to submittal.

Sensor not in intended sample matrix

Similarly, if you removed a sensor from the intended matrix in the field to download the data, then redeployed the sensor, remove the measurements taken outside the intended matrix from the data file before submittal.

Rejected data

If you determine records within a data file are not suitable for use, you have the choice of removing them or qualifying them, such as with REJ (rejected). If the bad data are at the beginning or end of the dataset, it's easier to just remove them.

Data Gaps

Some data gaps are acceptable

It's ok if there are gaps in the collection intervals. For example, if a logger didn't read anything for several hours one day or you had to remove a select set of results from the dataset after QA review. If there are frequent and prolonged data gaps in a data file, EIM may have difficulty determining the intended measurement interval resulting in an error message. The Loader generates a summary of the data gaps by the check data process.

Documenting data gaps

If you want to document a data gap (timespan of unsuccessful or rejected measurements) **enter an observation record** into your Time-Series template. Enter one observation record, with appropriate start and end date/time values, per timespan. Documenting data gaps in EIM is optional. Download help for Entering Observations.

Time Zone and Daylight-Saving Time

Summary

You must assign a single time zone to your entire data file. All of the times within the entire data file must have the same time zone. EIM accepts Pacific Standard Time (**PST**), Pacific daylight-saving time/Pacific daylight time (**PDT**), and Greenwich Mean Time/Coordinated Universal Time (**UTC**). It is important to verify the time zone settings of your instrument.

Background

In Washington, we observe Pacific Daylight Time (PDT) in the summer (mid-March through early November) and Pacific Standard Time (PST) in the winter (early November through mid-March). The dates for the change, for years 2023-2026, are shown in the table below. We refer to PST and PDT as "time zones" in this guidance.

Year	DST Start (Clock Forward)	DST End (Clock Backward)
2023	Sunday, March 12, 2:00 am	Sunday, November 5, 2:00 am
2024	Sunday, March 10, 2:00 am	Sunday, November 3, 2:00 am
2025	Sunday, March 9, 2:00 am	Sunday, November 2, 2:00 am
2026	Sunday, March 8, 2:00 am	Sunday, November 1, 2:00 am

When collecting and analyzing Time-Series data, there is often confusion about time zones, especially when collecting a dataset that spans a time change (clock change) between PDT and PST. It is important to evaluate and understand the time zone of your data, in both the planning of the data collection, and the assembling and QA review of your data after collection.

Why is it confusing? Two reasons:

1. You must understand how your logger recorded the time. If you are not certain at the beginning of the project, it can cause problems. For example, you might deploy your instrument during a certain time zone, but that doesn't mean it's set to record in that time zone. See more information on this topic in the section Additional tips on Time Zone and your instrumentation and software.
2. You can only have data in one time zone for each file loaded into EIM. So, if you have files that have data in two different time zones, you must decide how to manage that data before submitting it to EIM. See details in the section What to do if you have a file that contains data with more than one time zone. Again, it's OK to have data spanning multiple time zones, it just can't be contained within the same data file when you upload to EIM.

Understanding how your instrument records time and time zone prior to data collection

You must first understand how your instrument's software handles time zones and time shifts that could happen during a deployment. For instance, does it automatically adjust for time zone shifts or does it consistently record in just one time zone?

It's important to know what time zone the instrument's clock was set to, which may differ from the time zone in which it was deployed. For example, if an instrument is to be deployed for an entire year, you could decide to set the instrument clock to Pacific Standard Time for the full deployment, even though the deployment begins during Pacific Daylight Time. Always keep records regarding which time zone an instrument's clock represents.

Remember, it is OK to have data that is collected/recorded in a time zone that does not match the "current day" time zone. If your instrument is set to record in a certain time zone, then it is adjusting the recorded time to that time zone. So as long as you are submitting that time, with the appropriate time zone recorded by the instrument, then it's ok. The most important part is understanding how your instrument and software are configured and knowing that the time zone you submit to EIM is correct.

Additional tips on time zone and your instrumentation and software

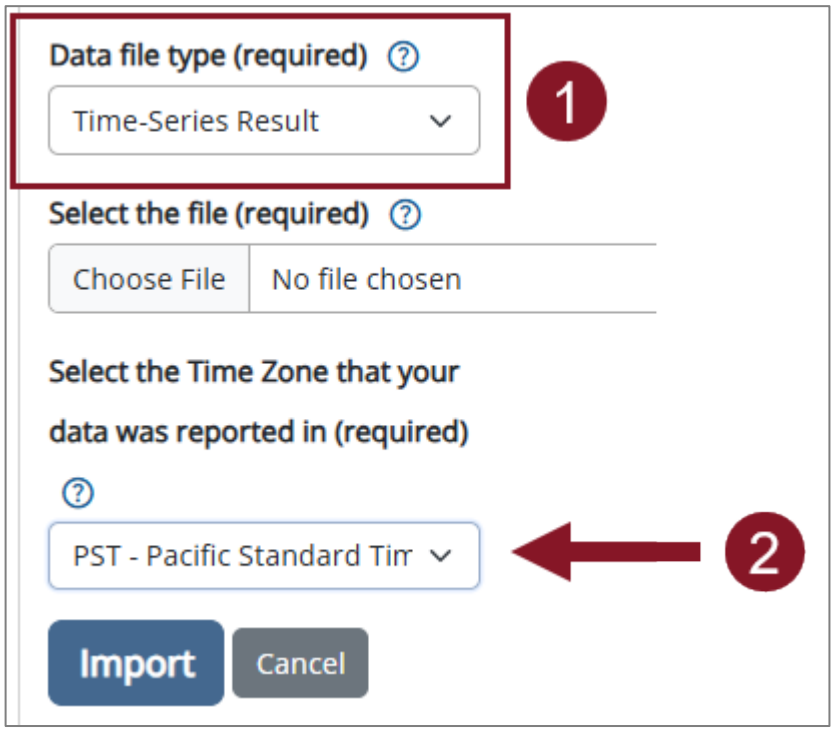
The process for setting up a logger's internal clock and time zone may vary based on the logger model as well as the logger's software and software version. Refer to logger and software user manuals to understand how time and time zones are set for your logger. Below are a few things to be aware of that may be applicable to your logger.

- What time zone does the clock on your probe/logger represent? Computers, tablets, phones, and data shuttles are commonly used to configure and deploy loggers. In some cases, the time zone of those devices may be directly applied to the probe/logger when it is configured or launched. In other cases, logger software will allow you to select a different time zone.

- If the time/time zone of a device (computer, tablet, phone, data shuttle) is being directly applied to the logger, make sure the time is correct and the desired time zone is in use. Computers and tablets may have incorrect times if they have been disconnected from the internet. Computer, tablet, or phone settings may need to be changed to apply the desired time zone.
- The device used to export your data may change your time zone when you download the data to it. If this is the case, make sure your device is in the desired time zone before downloading data.
- Does the logger automatically change the clock between PST/PDT during a deployment? This can also be determined by examining timestamps after downloading the data.
- After downloading the data from the logger, is the time zone clearly identified? If not, you may need to manually add time zone info to your downloaded data.
- Watch out for clock resets after sending instruments in for calibration or replacing clock batteries.

Each Time-Series CSV file uploaded to EIM must have data in only one time zone

You must select **(1) data file type Time-Series Result** and **(2) time zone** for Time-Series data. You can only assign one time zone for each file. If you have more than one time zone within your file, see information in the next section on how to resolve this.



EIM accepts these time zones:

- Pacific Standard Time (**PST, winter**)
- Pacific Daylight-Saving Time/Pacific Daylight Time (**PDT, summer**)

- Greenwich Mean Time/Coordinated Universal Time (**UTC**)

What to do if you have a single file that contains data with more than one time zone

You may have a data collection period that spans a time zone change. If that data is contained in one file and your instrument was not configured to normalize to one time zone for the entire year, you will have some decisions to make before submitting your data to EIM.

Remember, if you have data in different time zones, but it's separated into separate files for each time zone, that's ok. But if you have data in different time zones **within a single file, you have two options**:

1. Normalize the data within the file to one time zone.
    - If you are managing your data in Excel, it is important to understand how Excel is representing time. Normalizing data to a single time zone after collection can be challenging if you are not experienced with performing calculations with dates and times in Excel.
2. Split the file up into separate files, each file having only data within a single time zone.
    - Split the data files at the closest time to 2:00 AM on the Sunday of the time shift, as this best follows the U.S. coordinated time change procedure.
    - Please note that during the fall shift from daylight saving to standard time, the hour between 01:00 and 01:59:59 occurs twice, whereas during the late winter or spring shift from standard to daylight saving time, the hour between 02:00 and 02:59:59 disappears. You can see this illustrated in the example dataset below where during a time zone change, the times between 1:00 am and 1:45 am occur twice, but they have a different zone. EIM will recognize that these redundant times are valid because they have different time zones.

Example of time zone change during instrument deployment

The times between 1:00 am and 1:45 am occur twice (in the lighter shading), but they have a different zone.

Start Date	Start Time	Zone	Result Parameter Name	Result Value	Result Unit
11/5/2022	23:30	PDT	Temperature, water	24.1	deg C
11/5/2022	23:45	PDT	Temperature, water	24.6	deg C
11/6/2022	0:00	PDT	Temperature, water	24.6	deg C
11/6/2022	0:15	PDT	Temperature, water	24.6	deg C
11/6/2022	0:30	PDT	Temperature, water	24.6	deg C
11/6/2022	0:45	PDT	Temperature, water	24.6	deg C
11/6/2022	1:00	PDT	Temperature, water	24.3	deg C
11/6/2022	1:15	PDT	Temperature, water	24.3	deg C
11/6/2022	1:30	PDT	Temperature, water	24.3	deg C
11/6/2022	1:45	PDT	Temperature, water	24.3	deg C

Start Date	Start Time	Zone	Result Parameter Name	Result Value	Result Unit
11/6/2022	1:00	PST	Temperature, water	24.3	deg C
11/6/2022	1:15	PST	Temperature, water	24.3	deg C
11/6/2022	1:30	PST	Temperature, water	24.3	deg C
11/6/2022	1:45	PST	Temperature, water	24.7	deg C
11/6/2022	2:00	PST	Temperature, water	24.7	deg C
11/6/2022	2:15	PST	Temperature, water	24.7	deg C
11/6/2022	2:30	PST	Temperature, water	24.7	deg C

Getting Ready to Submit Your Time-Series Data Files

Go to the EIM Loader

Choose A or B depending on where you work. The process is the same after this:

A. **If you work outside of Ecology**, log into your EIM Loader account. If you don't already have an account, follow the instructions in How to Submit Data to EIM.

B. **If you are an Ecology employee**, go to the EIM Loader.

Download Template amd Help

Download the Time-Series Result Template and Time-Series Result Help.

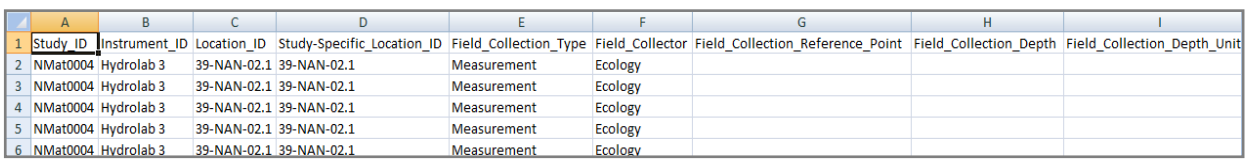
Rename and Save Your Time-Series Result Template

The time-series result file is in CSV format. Keep it and save it in that format.

We suggest using a filename that describes the contents. An example is "NMAT0004_39-NAN-02.1_Hydrolab_PDT," where "NMAT0004" is your Study ID, "39-NAN-02.1" is your Location ID, "Hydrolab" indicates the instrument type, and "PDT" indicates it was collected in Pacific Daylight Time.

Fill Out Your Template

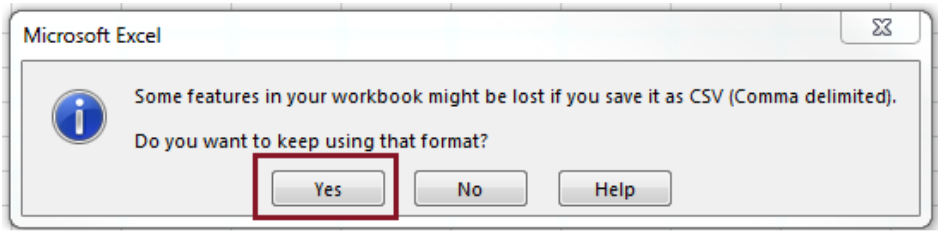
Open and fill out your Time-Series Result Template with the results downloaded from your instrument.



	A	B	C	D	E	F	G	H	I
1	Study_ID	Instrument_ID	Location_ID	Study-Specific_Location_ID	Field_Collection_Type	Field_Collector	Field_Collection_Reference_Point	Field_Collection_Depth	Field_Collection_Depth_Unit
2	NMat0004	Hydrolab 3	39-NAN-02.1	39-NAN-02.1	Measurement	Ecology			
3	NMat0004	Hydrolab 3	39-NAN-02.1	39-NAN-02.1	Measurement	Ecology			
4	NMat0004	Hydrolab 3	39-NAN-02.1	39-NAN-02.1	Measurement	Ecology			
5	NMat0004	Hydrolab 3	39-NAN-02.1	39-NAN-02.1	Measurement	Ecology			
6	NMat0004	Hydrolab 3	39-NAN-02.1	39-NAN-02.1	Measurement	Ecology			

As explained in Things to note before you start, you should adjust, qualify or remove any data as appropriate.

Once completed, save your Time-Series Result Template. Remember to choose "Yes" if you are asked whether you want to keep your workbook format in CSV.



Submit Your Data Files

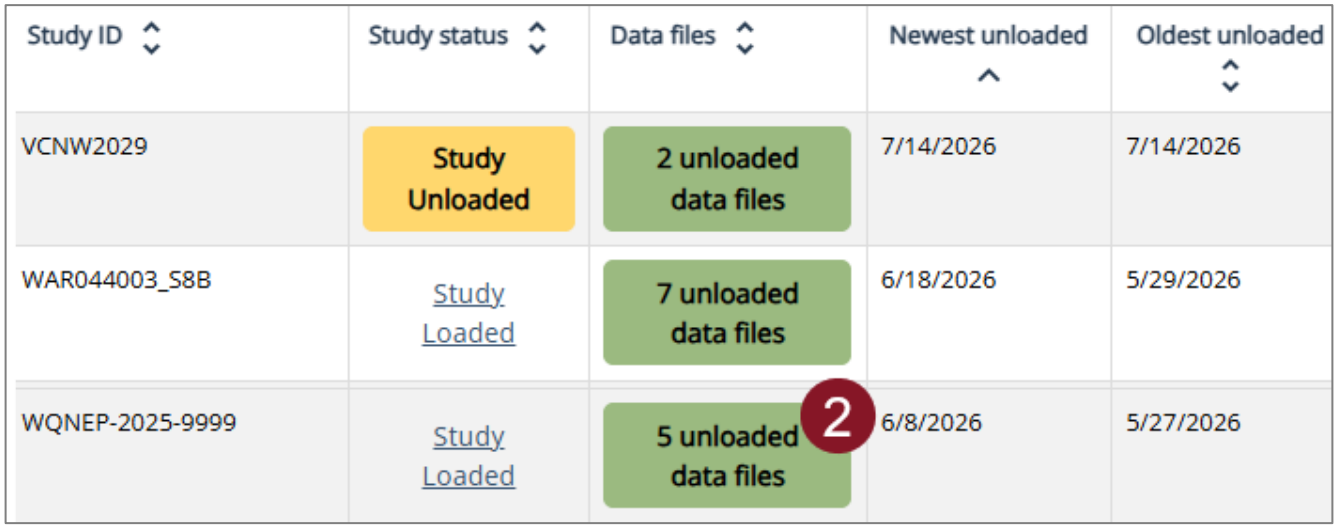
Go to Studies & Data Page

1. Log in to Loader and choose **Studies & Data** from the top menu to get to the **Studies page.**

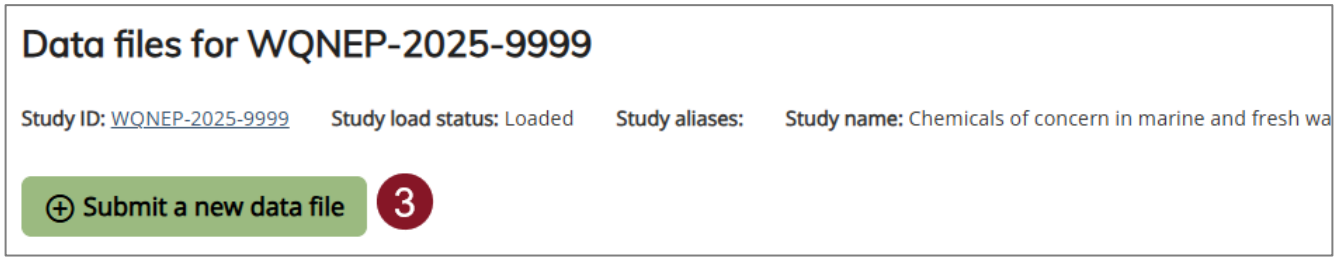


2. **On the Studies page**, go to a study on the list and **choose the button or link in the Data Files column** to get to the **Data Files page.**

   Note: If a study is in EIM but not on your list, ask your data coordinator for permissions. If the study is not yet in EIM, add it first—see instructions under Add a New Study above.



3. **On the Data Files page**, choose the **Submit a new data file** button.

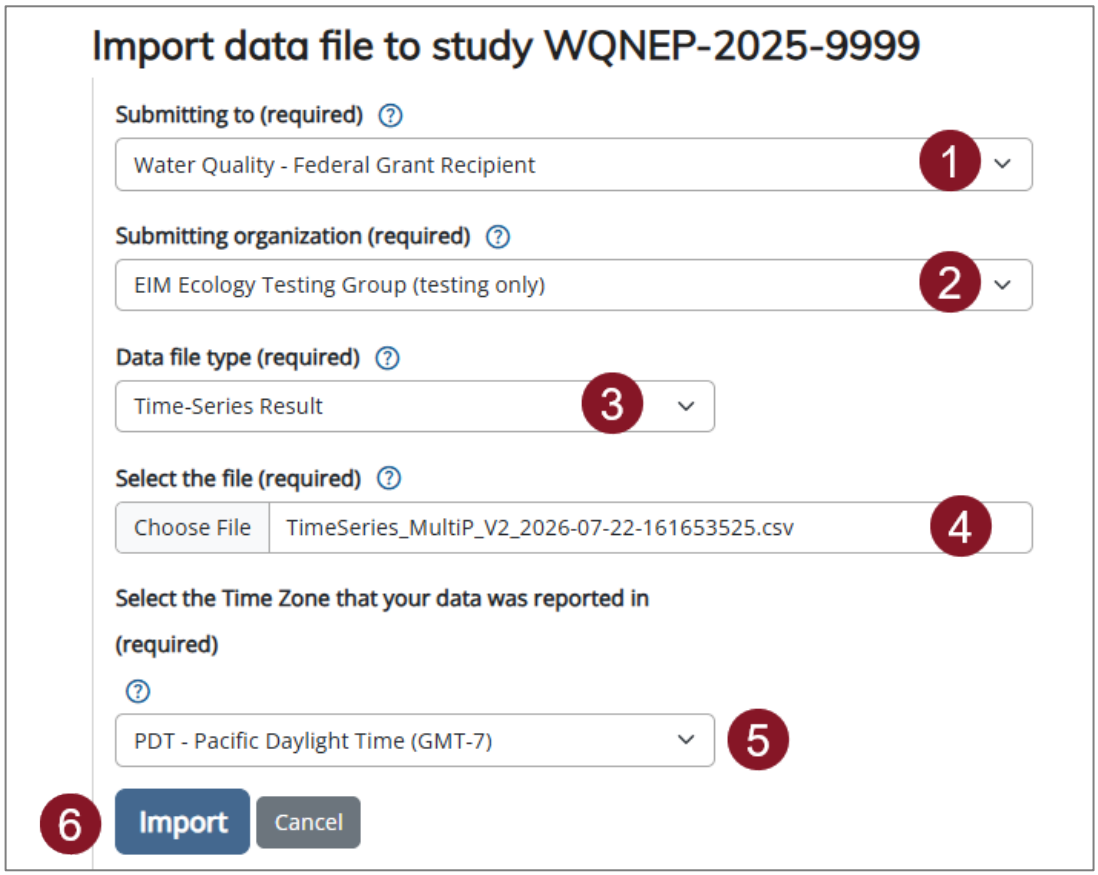


Note: See overviews of the Studies and Data Files pages in the New Loader Overview section.

Import Your Data File

After you choose **Submit a new data file**, EIM takes you to the **Import data file form**. Follow these steps:

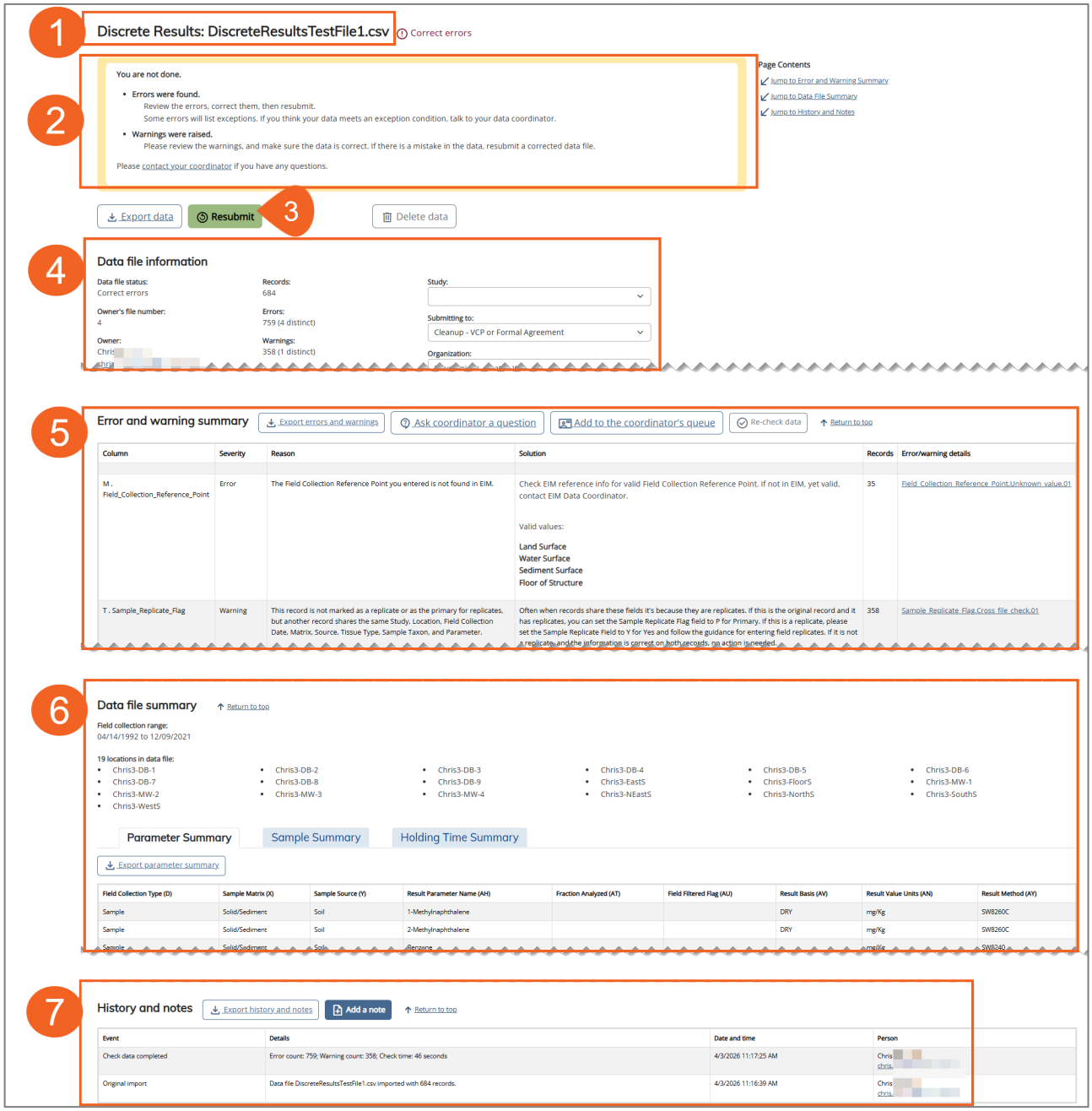
1. **Make sure Submitting to** is correct for this submittal (some submitters have more than one). We pre-populate this with your default settings, found under your Account.
2. **Make sure Submitting organization** is correct for this submittal (some submitters have more than one). We pre-populate this with your default settings under Account.
3. **Choose the Data file type**: Must be **Time-Series Result**.
4. **Select the file** you want to import.
5. **Choose Time Zone** that your data was reported in.
6. Choose the **Import** button.



Data File Page

When you upload a data file to the Loader, it creates a **Data File Page** with the following sections:

1. **Data file type** and **filename.**
2. **Message box** that tells where you are in the submittal process.
3. **Resubmit** data file button.
4. **Data file information** (owner, study, etc.).
5. **Error and warning summary** and link to details.
6. **Data file data summary,** including graphing and information specific to Time-Series data.
7. **History and notes**.



On the **Data File Page**, you can:

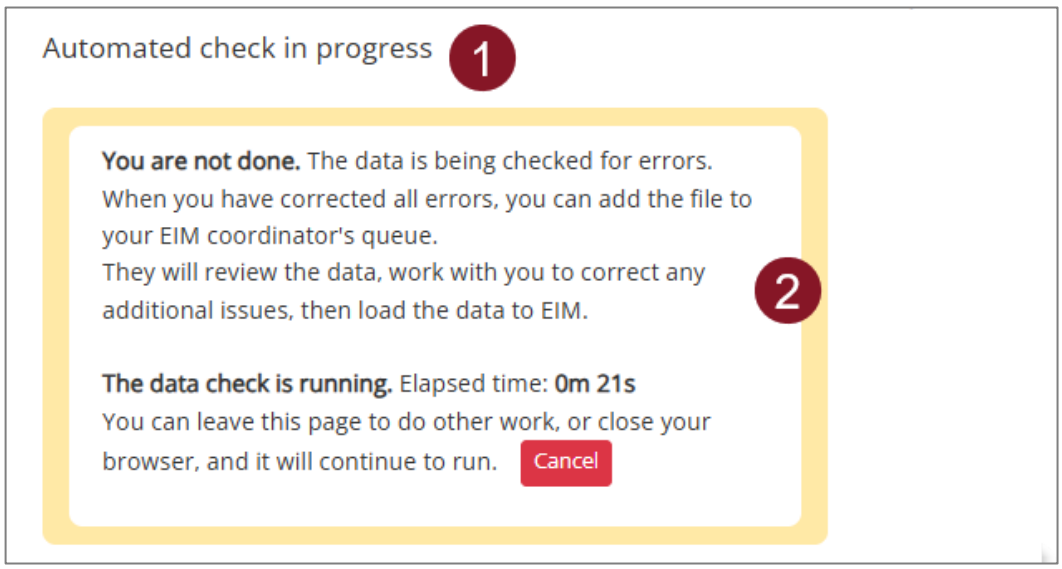
- Edit data file information.
- Take ownership of the file (if you are not the owner).
- Review errors and warnings.
- Export the data file so you can make corrections.
- Resubmit the data file. The Loader deletes the old data file when you resubmit a corrected file, but it keeps the history about the previous upload(s).
- Send questions directly to your data coordinator via an email link.
- Export any of this information for your records.

Once a data file is free of certain errors (see section below), you can load it to EIM.

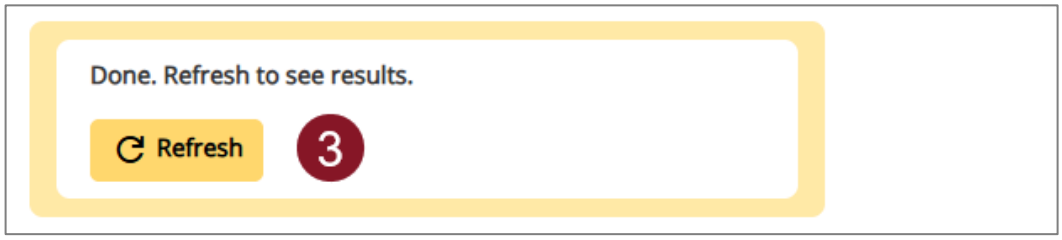
Data Check

When you import a data file, the Loader automatically checks your data for errors. This is the process:

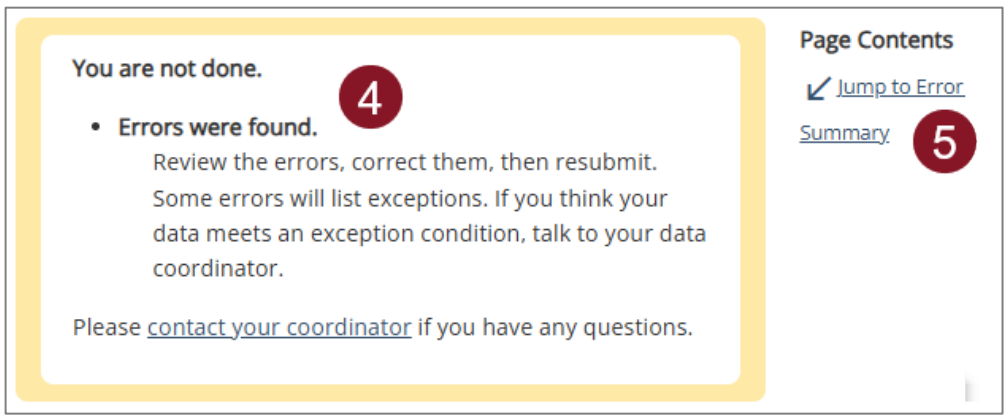
1. Notification that **Automated check is in progress**.
2. Message box with **submittal status** and **data check timer**.



3. Once the data check finishes, you'll see the **Refresh** button. Choose it to see if there are errors and/or warnings.



4. **If EIM finds errors**, it will let you know.
5. Use the link under **Page Contents** to jump to the error and warning summary on the data file page.



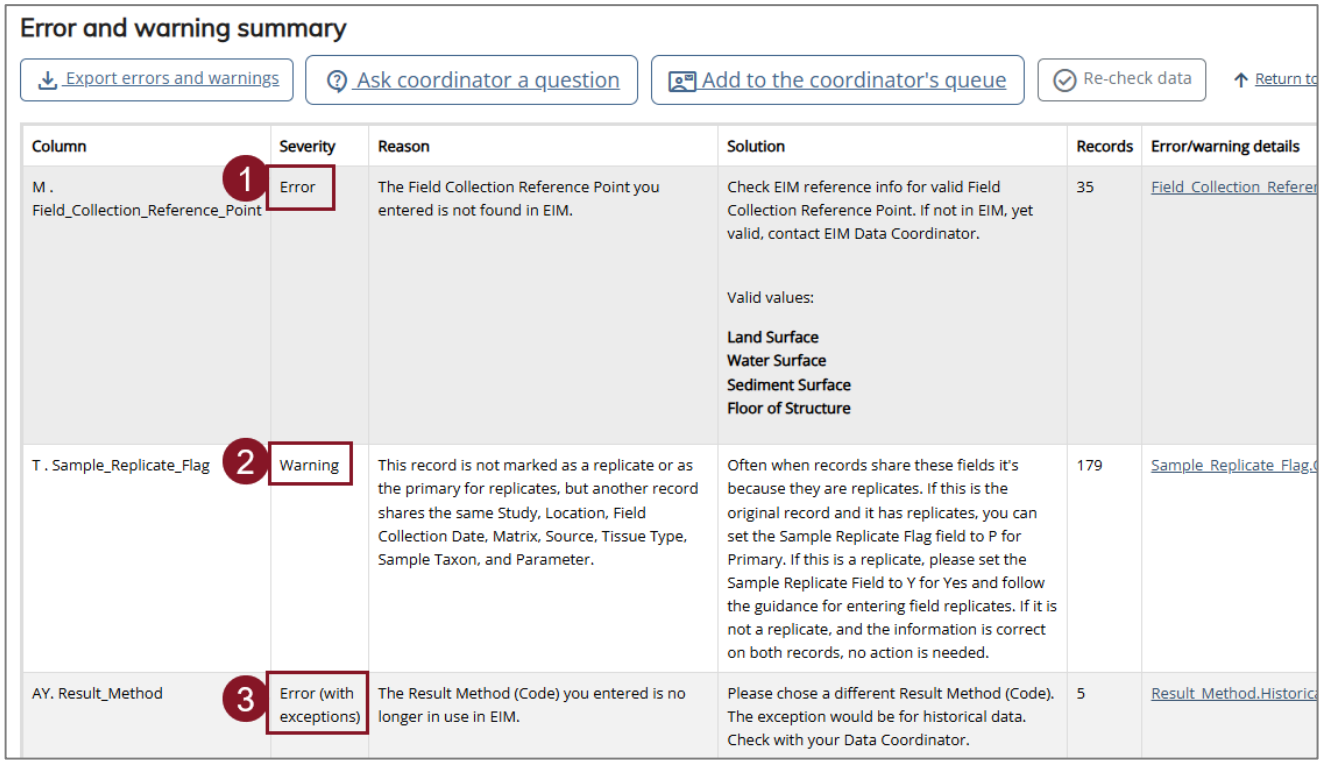
View Errors and Warnings

Error and Warning Summary

On the data file page, follow the link or scroll down to the **Error and Warning Summary**. The summary tells you the:

- **Template column** in which the error occurs.
- **Severity** of the error:
    1. **Errors**—must fix before adding to your data coordinators' queue.
    2. **Warnings**—potential fix. While you don't have to fix warnings before adding a data file to your data coordinators' queue, make sure the exception is valid. Your data coordinator will review it and might request edits.
    3. **Errors with exceptions**—must fix except in certain cases, like a historic method code that is inactive but valid for some data. You can add the file to your data coordinators' queue, but they will review it and might request edits. Also known as "overridable errors" since a data coordinator can *override* valid exceptions.
- **Reason** for the error.
- **Solution** for the error.
- Number of **Records** affected.
- Link to **Error/warning details.**

You can also use the **buttons at the top of the section** to Export Errors and Warnings, Ask Your Data Coordinator a Question (by email), Add Your File to the Data coordinator's Queue for review, or Re-Check the Data.

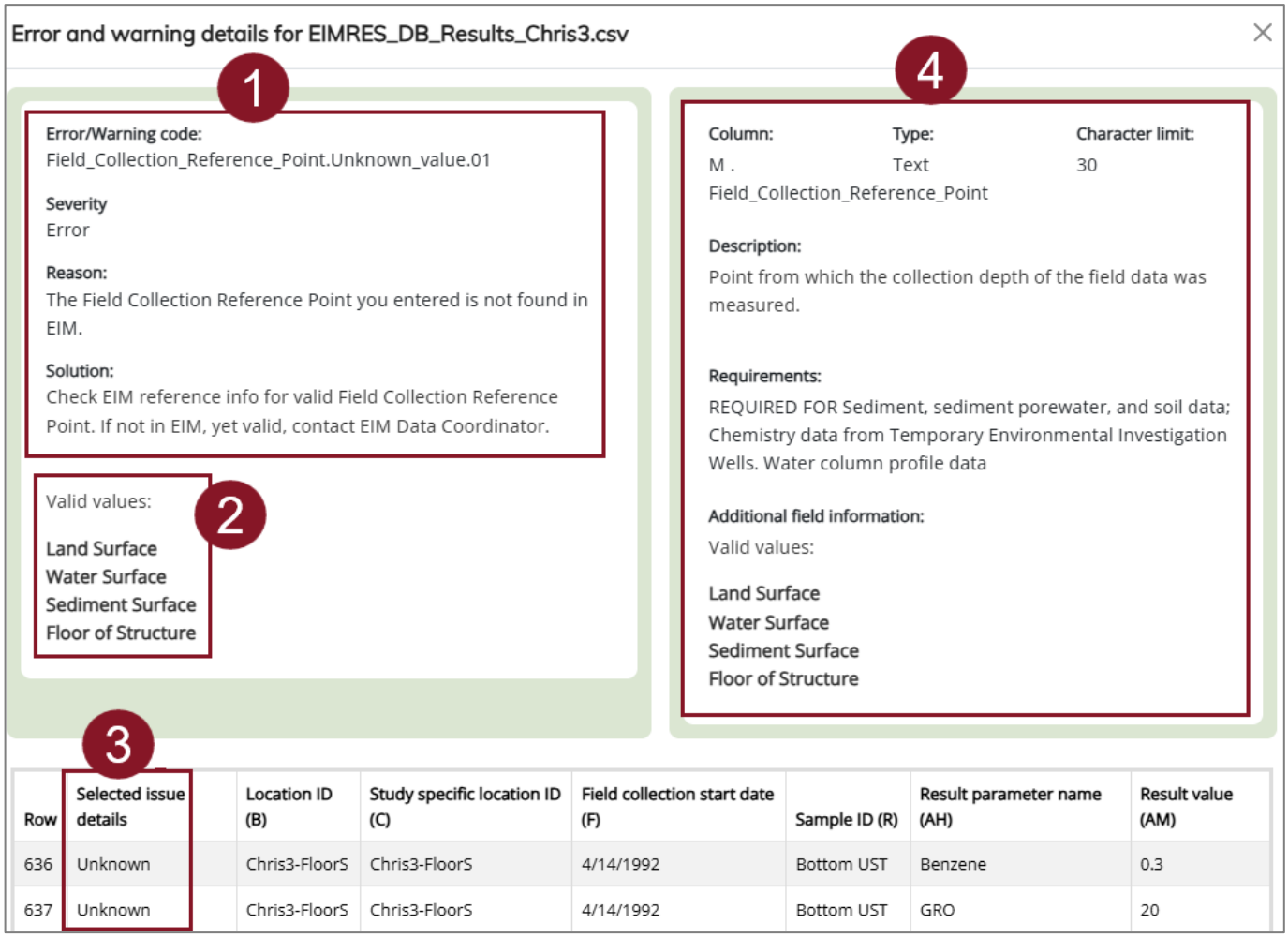


Column	Severity	Reason	Solution	Records	Error/warning details
M . Field_Collection_Reference_Point	Error	The Field Collection Reference Point you entered is not found in EIM.	Check EIM reference info for valid Field Collection Reference Point. If not in EIM, yet valid, contact EIM Data Coordinator. Valid values: **Land Surface** **Water Surface** **Sediment Surface** **Floor of Structure**	35	Field_Collection_Refere
T . Sample_Replicate_Flag	Warning	This record is not marked as a replicate or as the primary for replicates, but another record shares the same Study, Location, Field Collection Date, Matrix, Source, Tissue Type, Sample Taxon, and Parameter.	Often when records share these fields it's because they are replicates. If this is the original record and it has replicates, you can set the Sample Replicate Flag field to P for Primary. If this is a replicate, please set the Sample Replicate Field to Y for Yes and follow the guidance for entering field replicates. If it is not a replicate, and the information is correct on both records, no action is needed.	179	Sample_Replicate_Flag.(
AY. Result_Method	Error (with exceptions)	The Result Method (Code) you entered is no longer in use in EIM.	Please chose a different Result Method (Code). The exception would be for historical data. Check with your Data Coordinator.	5	Result_Method.Historic

Error and Warning Details

To get to the error and warning details for an error, choose the link under Error/Warning Details in the Error and Warning Summary section. The error and warning details show you the:

1. Error/warning code, severity, reason, and solution.
2. Valid values (or link to larger lists) for the field.
3. List of the first 250 affected results, including **selected issue details** (the incorrect value identified in the error).
4. Details about the field, like description, requirements, and links to relevant guidance from the EIM Help Center.

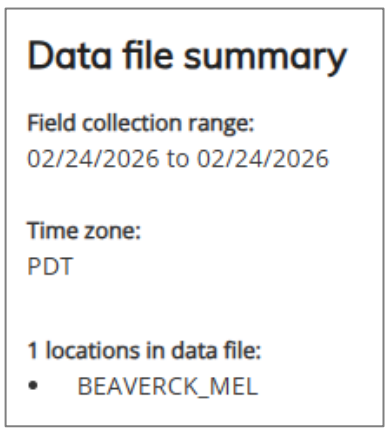


Time-Series Specific File Information

Under the Data File Summary section on the Data File page, there are several sections with information about your time-series file.

General Information

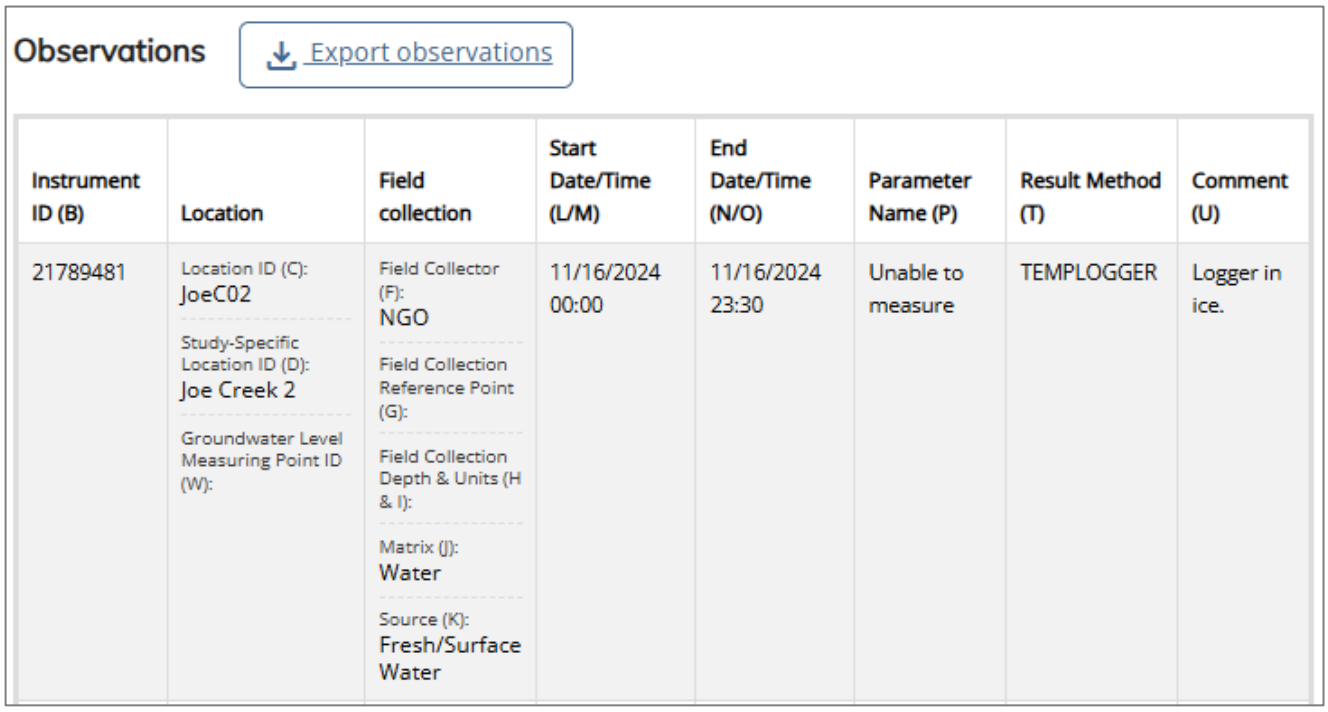
Includes field collection range, time zone (which you can update), and location.



Observations

If you added any observations to your data file, for a time interval where you were unable to get measurements, they are displayed here

- Instrument ID
- Location information (Location ID, Study-Specific Location ID, and Groundwater Level Measuring Point ID, if applicable).
- Field Collection information (Field Collector, Field Collection Reference Point, Depth, and Units, if applicable, Sample Matrix, and Sample Source).
- Field Collection Start and End Date/Time
- Parameter Name
- Result Method
- Comment, if provided



Observations

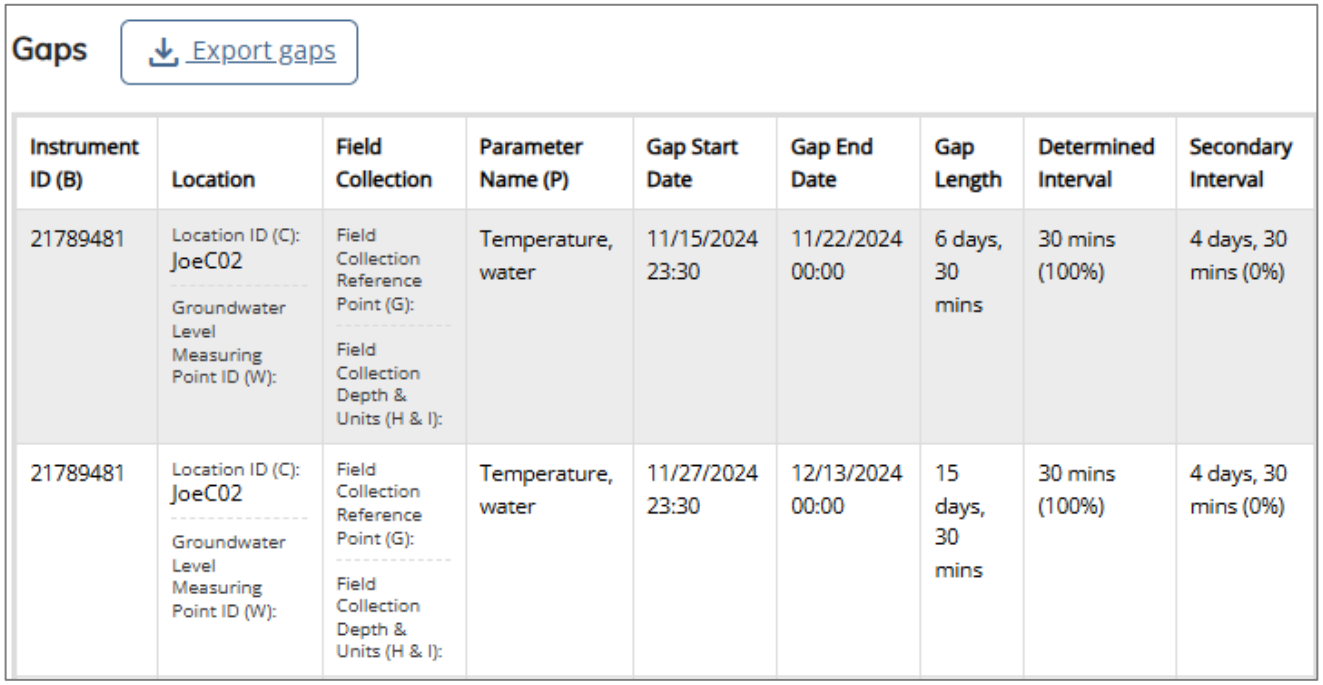
Export observations

Instrument ID (B)	Location	Field collection	Start Date/Time (L/M)	End Date/Time (N/O)	Parameter Name (P)	Result Method (T)	Comment (U)
21789481	Location ID (C): JoeC02 Study-Specific Location ID (D): Joe Creek 2 Groundwater Level Measuring Point ID (W):	Field Collector (F): NGO Field Collection Reference Point (G): Field Collection Depth & Units (H & I): Matrix (J): Water Source (K): Fresh/Surface Water	11/16/2024 00:00	11/16/2024 23:30	Unable to measure	TEMPLOGGER	Logger in ice.

Gaps

If you have data gaps (missing data) in your file, they are displayed here. Fields displayed include

- Instrument ID
- Location information (Location ID and Groundwater Level Measuring Point ID, if applicable).
- Field Collection information (Field Collection Reference Point, Depth, and Units, if applicable).
- Parameter Name
- Gap Start and End Date/Time
- Gap Length (in days and minutes)
- Determined Interval and Secondary Interval



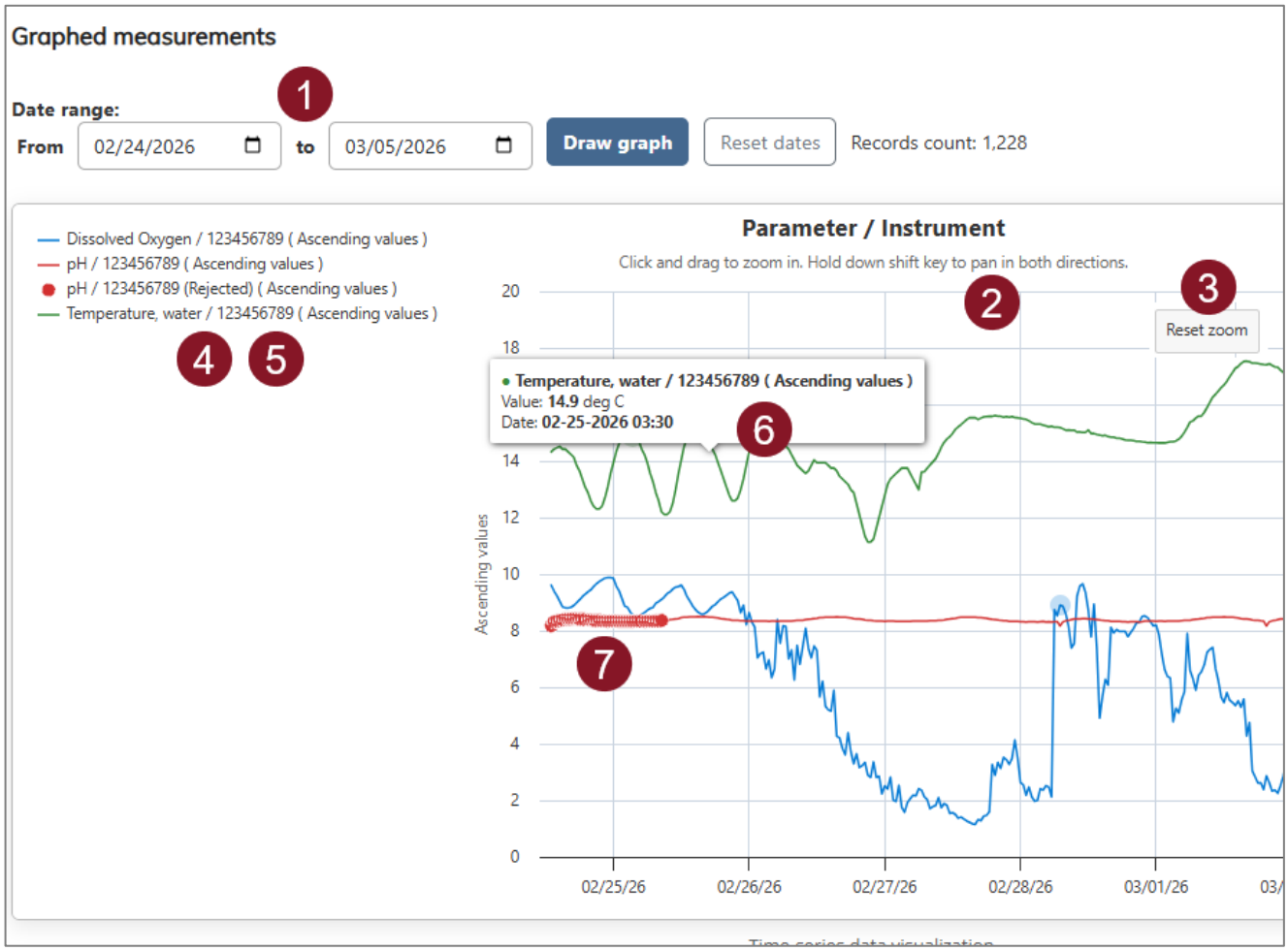
Gaps Export gaps

Instrument ID (B)	Location	Field Collection	Parameter Name (P)	Gap Start Date	Gap End Date	Gap Length	Determined Interval	Secondary Interval
21789481	Location ID (C): JoeC02 Groundwater Level Measuring Point ID (W):	Field Collection Reference Point (G): Field Collection Depth & Units (H & I):	Temperature, water	11/15/2024 23:30	11/22/2024 00:00	6 days, 30 mins	30 mins (100%)	4 days, 30 mins (0%)
21789481	Location ID (C): JoeC02 Groundwater Level Measuring Point ID (W):	Field Collection Reference Point (G): Field Collection Depth & Units (H & I):	Temperature, water	11/27/2024 23:30	12/13/2024 00:00	15 days, 30 mins	30 mins (100%)	4 days, 30 mins (0%)

Graphed Measurements

The Loader graphs your measurements when you submit a data file. If you have multiple parameters, it displays them all, each in a distinct color. On the graph you can:

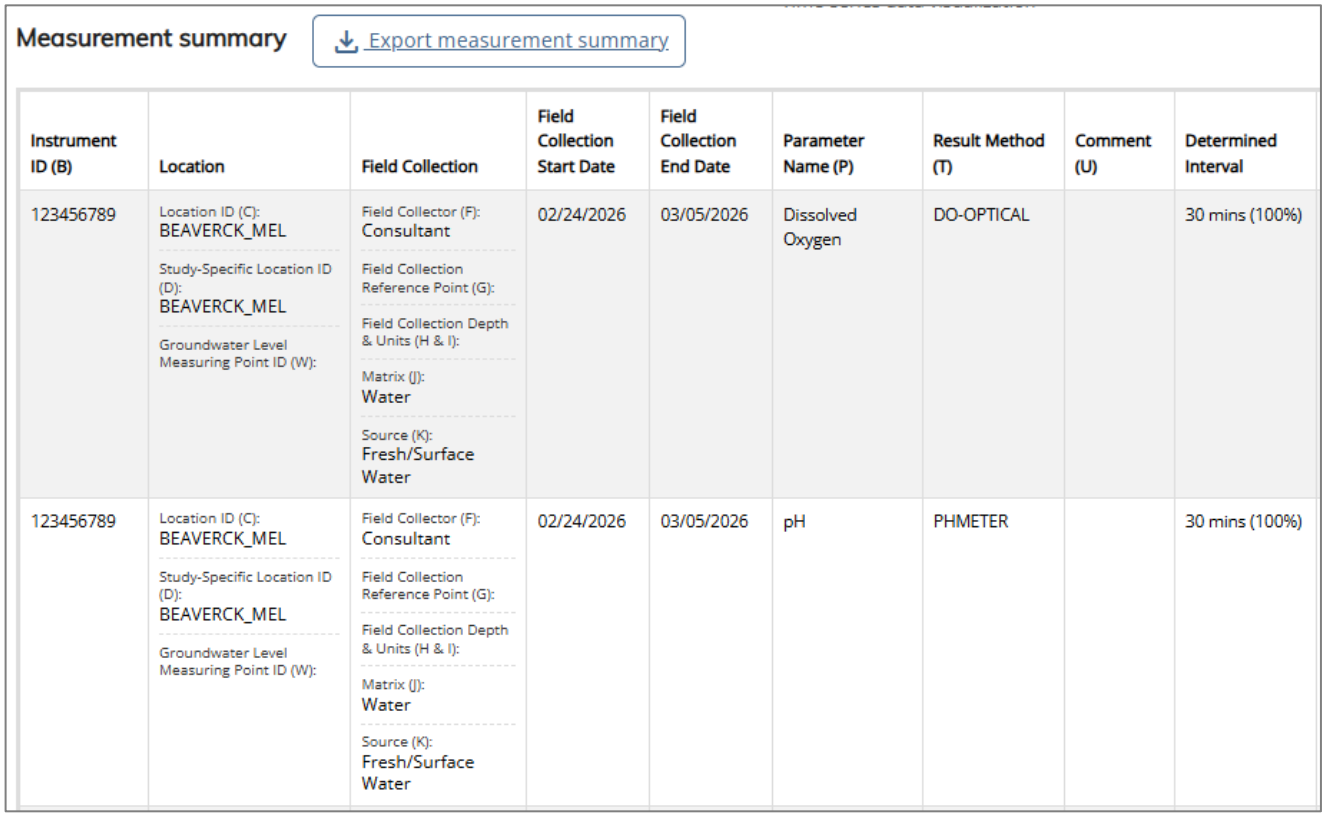
1. **Enter a data range** to display, then choose **Draw Graph**.
2. You can also **go to the graph and hold the ctrl key and your main mouse button to select an area**. You can pan horizontally in both directions by holding the shift key and your main mouse button.
3. Choose **Reset Zoom** on the right side of the graph to get back to the full graph.
4. **Turn a parameter off or on** by clicking it on the list (that will draw a line through it).
5. **Mouse over a parameter on the list to see just that parameter** on the graph.
6. **Mouse over a line on the graph to see information about a data point**, including parameter name, value and unit, and date/time.
7. **If you rejected data in your file with the REJ qualifier, those records display as dots**, in the same color as the parameter.



Measurement Summary

The Measurement Summary includes information about each parameter collected, including:

- Instrument ID
- Location information (Location ID, Study-Specific Location ID, and Groundwater Level Measuring Point ID, if applicable).
- Field Collection information (Field Collector, Field Collection Reference Point, Depth, and Units, if applicable, Sample Matrix, and Sample Source).
- Field Collection Stand and End Date
- Parameter Name
- Result Method
- Comment, if provided
- Determined Interval and Secondary Interval
- Number of Records
- Minimum, Average, and Maximum Value



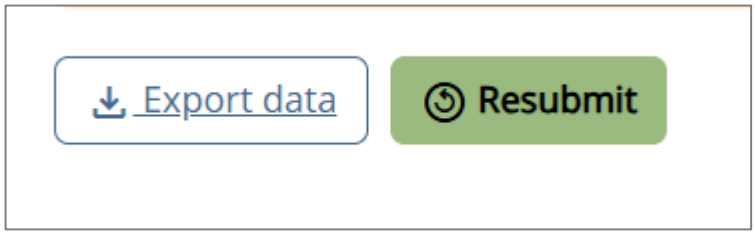
Measurement summary

Export measurement summary

Instrument ID (B)	Location	Field Collection	Field Collection Start Date	Field Collection End Date	Parameter Name (P)	Result Method (T)	Comment (U)	Determined Interval
123456789	Location ID (C): BEAVERCK_MEL Study-Specific Location ID (D): BEAVERCK_MEL Groundwater Level Measuring Point ID (W):	Field Collector (F): Consultant Field Collection Reference Point (G): Field Collection Depth & Units (H & I): Matrix (J): Water Source (K): Fresh/Surface Water	02/24/2026	03/05/2026	Dissolved Oxygen	DO-OPTICAL		30 mins (100%)
123456789	Location ID (C): BEAVERCK_MEL Study-Specific Location ID (D): BEAVERCK_MEL Groundwater Level Measuring Point ID (W):	Field Collector (F): Consultant Field Collection Reference Point (G): Field Collection Depth & Units (H & I): Matrix (J): Water Source (K): Fresh/Surface Water	02/24/2026	03/05/2026	pH	PHMETER		30 mins (100%)

Correct and Resubmit Your Data File

1. **Either download your data file** by choosing the **Export Data** button, under the message box on the data file page **OR open the Excel template file you submitted before**.
   - **Note: If you download your file, import the CSV into an EIM template** vs. opening it in Excel. This preserves formatting, like for significant digits and CAS Numbers that Excel might reformat as dates.
2. **Correct errors** in your data file.
3. **Resubmit** your data file. **Use the same filename as before.** The Loader will ask what changes you made. You can say as much or little as you like. The Loader logs this information in the History and Notes section at the bottom of the data file page. The Loader deletes the old file but retains the history.
4. Repeat the process if necessary.

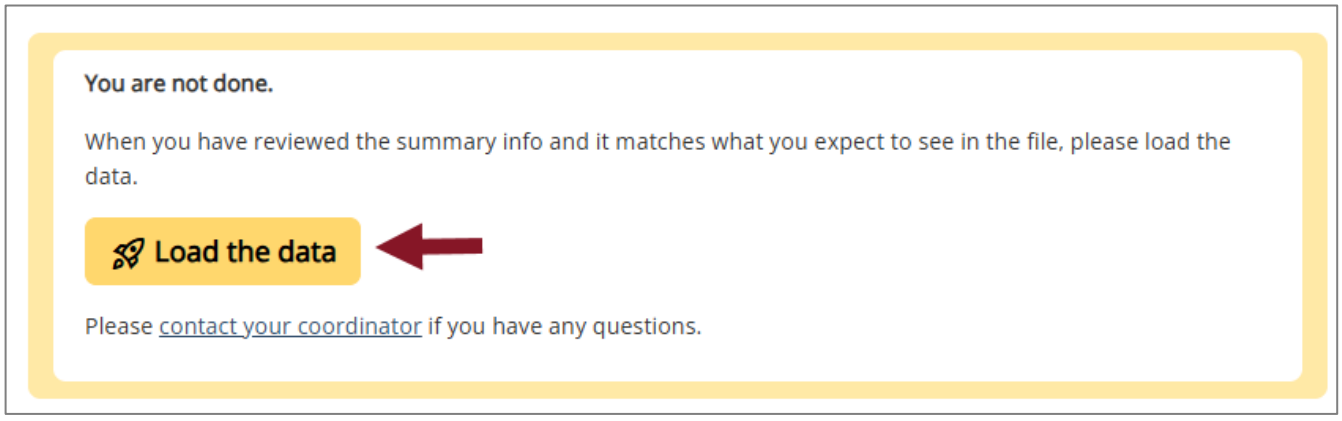


Next Steps

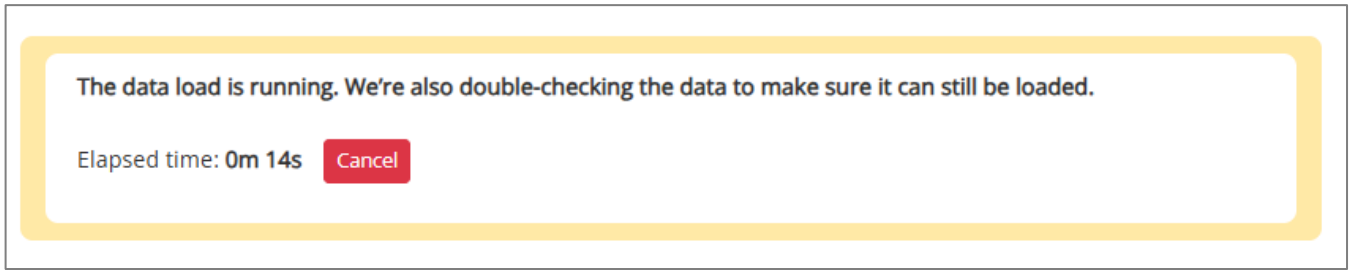
The next steps depend on whether you are Ecology staff or an Ecology parter. If you are Ecology staff, load your data. If you are an Ecology partner submitter, add your data files to the data coordinator's queue. Instructions below.

Load Your Data File (Ecology staff)

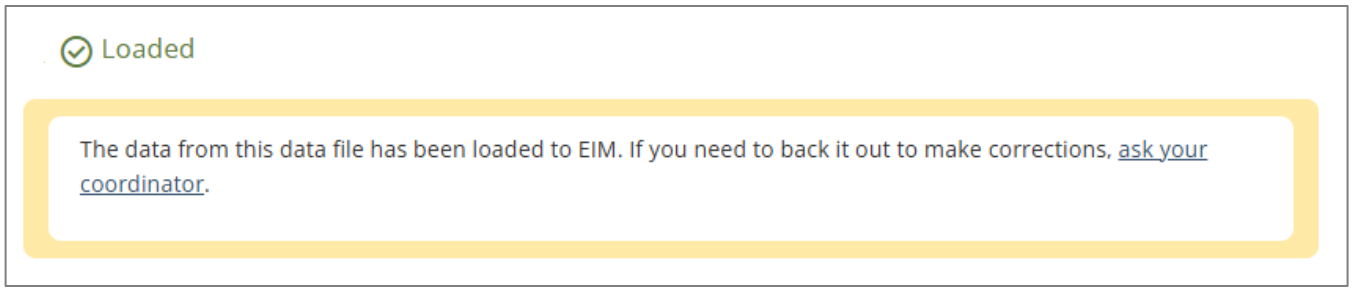
After you have corrected any errors or warnings, you can load your data. Do this by choosing the **Load the data** button from the information box at the top of the page.



Loader will run a final check on your data, to make sure it can be loaded.



If anything is wrong, Loader will let you know. If Loader finds issues, make corrections to your file, resubmit it, and then load it again. If everything is fine, Loader will let you know that the data has been loaded into EIM. Contact your data coordinator if you need to back a data file out of EIM.



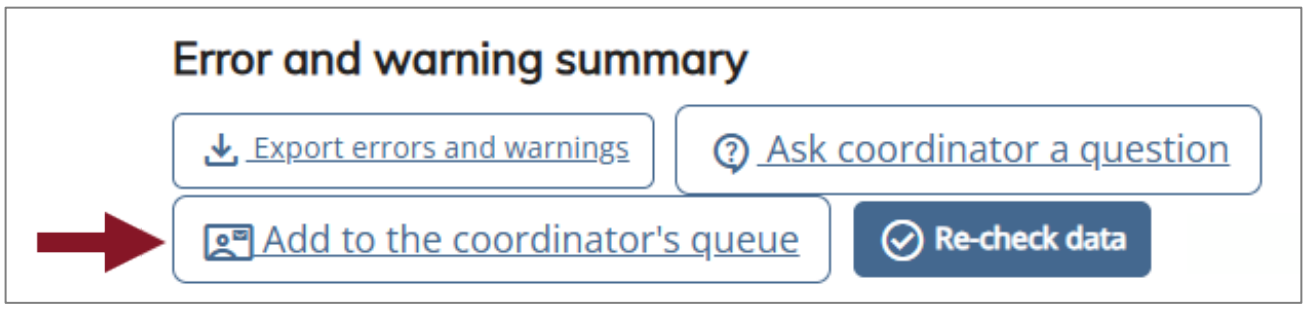
Add Data File to Data Coordinator's Queue (Ecology partner submitters)

Your data file must be error-free before adding it to your data coordinator's queue. See exceptions below.

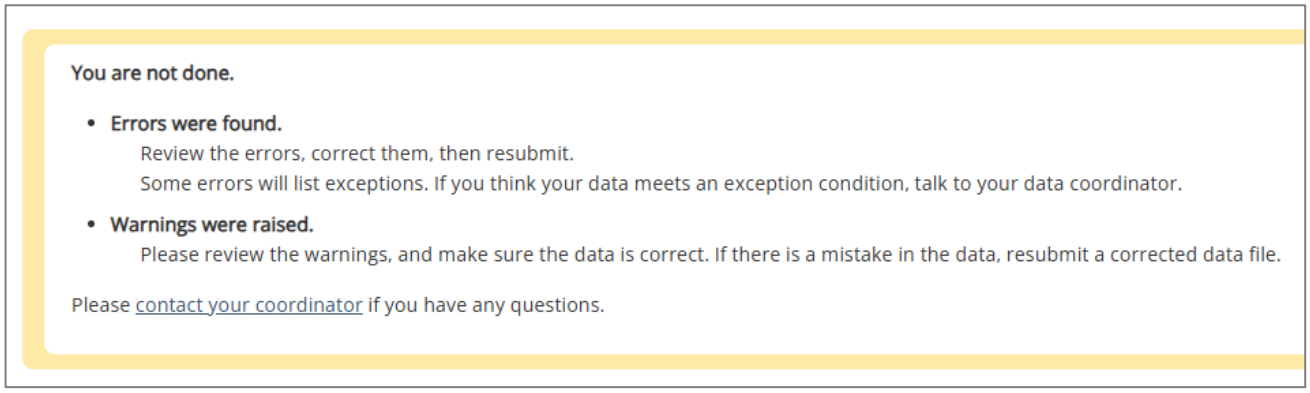
Once a data file is error-free, add it to your data coordinator's review queue. This step happens automatically if there are no errors OR warnings. **Adding a data file to your data coordinator's queue doesn't change its original place in the queue**, it just alerts your data coordinator that the file is ready for review. Your data coordinator still might request edits after they review your submittal.

To do this,

1. Go to the **Data File page** for the file.
2. At the top of the **Error and Warning Summary section**, choose the **Add to the coordinator's queue** button.



3. If you still have errors in your data file, you will get a message in the **message box at the top of the Data File page**, telling you to correct errors.



4. **You must correct errors before you can add your file to the data coordinator's queue.**
5. There are two **exceptions to error corrections**:
    - **Warnings**: You can add a file to the queue with uncorrected warnings, although we encourage you to address them. Your data coordinator might still ask you to fix warnings.
    - **Errors with Exceptions**: Some errors with exceptions are OK, such as for a historical dataset with an older method that is no longer active in EIM. Your data coordinator will override valid exceptions before loading your data into EIM.
6. Your data coordinator will work with you on your submittal. You can ask them questions by using the **Ask coordinator a question** button at the top of the **Error and Warning Summary section**.

Note: Some Ecology programs have a backlog of data to review. This can result in delays between submitting your data and hearing back from your data coordinator.

Contact your grant or site manager if you need your submittal reviewed sooner, such as an upcoming NFA (no further action) determination or a grant/contract that is ending soon.

Also, even if you have no errors or warnings, your data coordinator might contact you with questions.

What to expect next (Ecology partner submitters)

Your EIM data coordinator will be notified and will begin reviewing your submittal as soon as they can.

If your EIM data coordinator finds problems with your submittal, they will contact you to clarify any questions about your data.

Once your EIM data coordinator has completed their review, they will load your data into EIM.

After all data files for a particular Study have been successfully loaded to the EIM system, your EIM data coordinator will send you a notification email. They will ask that you view your Study's data via EIM Search to confirm that everything looks good.

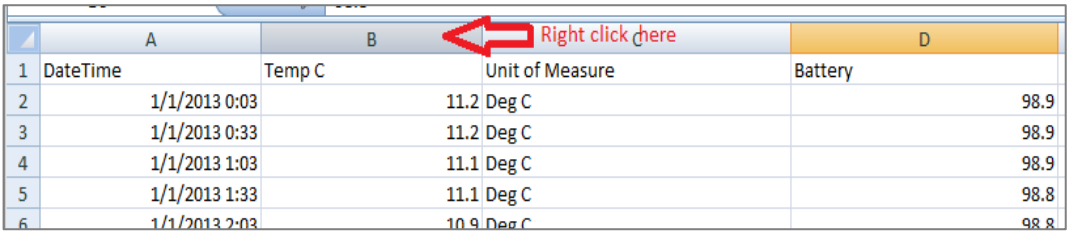
Document Revision History

Revision Date	Revision No.	Summary of Changes	Reviser(s)
8/29/2013	2013.01	Original Document for submitters who work outside of Ecology	CM
3/21/2016	2016.01	Revised to include submitters who work at Ecology, cleaned up text and format, new screenshots, updates on some aspects of submittal.	CN, JK
11/6/2017	3.0	New versioning. Updates for new EIM Help Center.	CN
01/16/2018	3.1	Added several bullets to the "Things to note before you start" section. Minor edits to wording and screen shots throughout the document for clarification.	KC
01/27/2020	3.2	Removed "formerly EIM Time-Series Submittal Guidelines" from subtitle, added additional language to the bullet about observations on page 5.	KC
10/12/2021	3.3	Added bold formatting and bullet points about data gaps and consistent time intervals to the "things to note before you start" section on page 5.	KC
10/31/2023	3.4	Added section on time zone.	KS, MP, AL, EN, KC
06/11/2024	3.5	Rewrote the "Time zone and daylight-saving time" section.	KC
07/31/2026	4.0	Major revision for new Loader	CN

Appendix A: How to Separate a Combined Date/Time Column in Excel

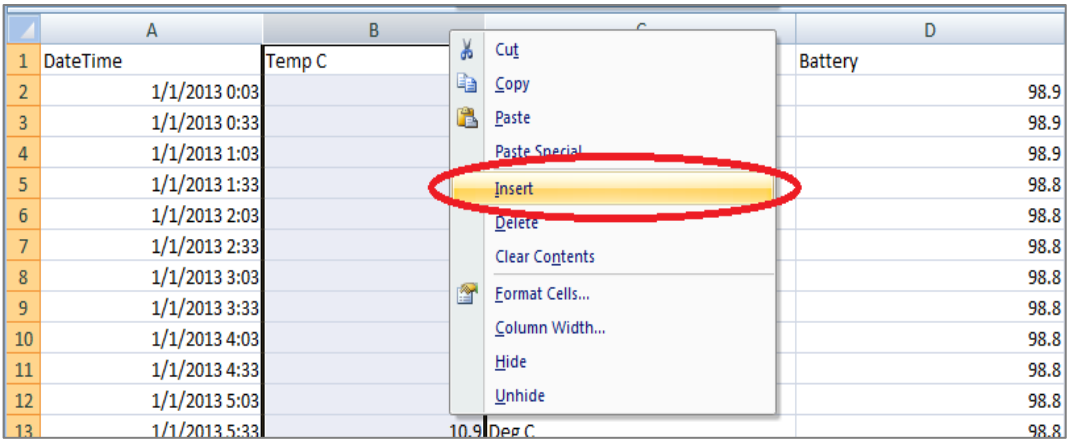
Step 1: Add two new columns to your source data file (the output from your instrument, opened in Excel).

1. Right click on a column close to your combined date and time column.



	A	B	C	D
1	DateTime	Temp C	Unit of Measure	Battery
2	1/1/2013 0:03	11.2	Deg C	98.9
3	1/1/2013 0:33	11.2	Deg C	98.9
4	1/1/2013 1:03	11.1	Deg C	98.9
5	1/1/2013 1:33	11.1	Deg C	98.8
6	1/1/2013 2:03	10.9	Deg C	98.8

2. From the menu that pops up, choose “Insert.”



	A	B	C	D
1	DateTime	Temp C		Battery
2	1/1/2013 0:03			98.9
3	1/1/2013 0:33			98.9
4	1/1/2013 1:03			98.9
5	1/1/2013 1:33			98.8
6	1/1/2013 2:03			98.8
7	1/1/2013 2:33			98.8
8	1/1/2013 3:03			98.8
9	1/1/2013 3:33			98.8
10	1/1/2013 4:03			98.8
11	1/1/2013 4:33			98.8
12	1/1/2013 5:03			98.8
13	1/1/2013 5:33	10.9	Deg C	98.8

3. Do this twice. You are creating two new columns - one for dates and one for times.

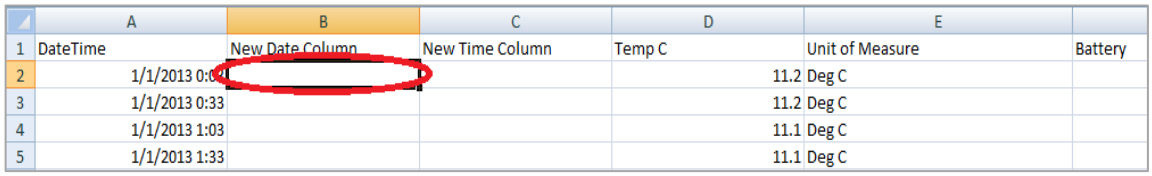
	A	B	C	D	E	F
1	DateTime			mp C	Unit of Measure	Battery
2	1/1/2013 0:03			11.2	Deg C	98.9
3	1/1/2013 0:33			11.2	Deg C	98.9
4	1/1/2013 1:03			11.1	Deg C	98.9
5	1/1/2013 1:33			11.1	Deg C	98.8

4. Give them appropriate column names.

	A	B	C	D	E	F
1	DateTime	New Date Column	New Time Column	Temp C	Unit of Measure	Battery
2	1/1/2013 0:03			11.2	Deg C	98.9
3	1/1/2013 0:33			11.2	Deg C	98.9
4	1/1/2013 1:03			11.1	Deg C	98.9
5	1/1/2013 1:33			11.1	Deg C	98.8

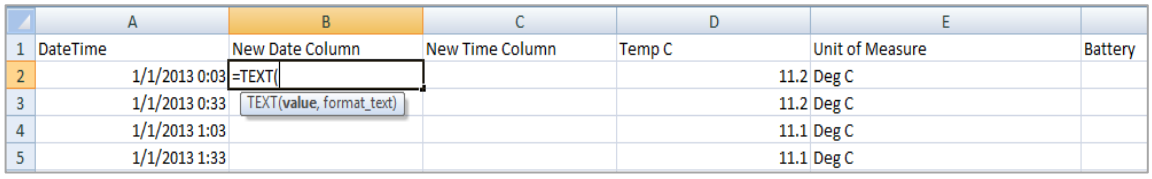
Step 2: Separate Date from the Combined Date/Time column

1. Select the empty cell adjacent to the combined date and time column. The first non-header row is a good place to start.



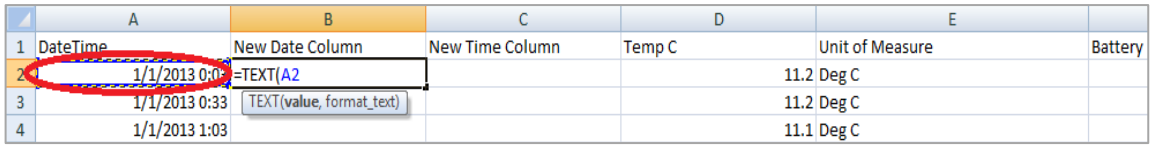
	A	B	C	D	E	
1	DateTime	New Date Column	New Time Column	Temp C	Unit of Measure	Battery
2	1/1/2013 0:03			11.2	Deg C	
3	1/1/2013 0:33			11.2	Deg C	
4	1/1/2013 1:03			11.1	Deg C	
5	1/1/2013 1:33			11.1	Deg C	

2. In the cell you have selected, type the Excel function =TEXT(.



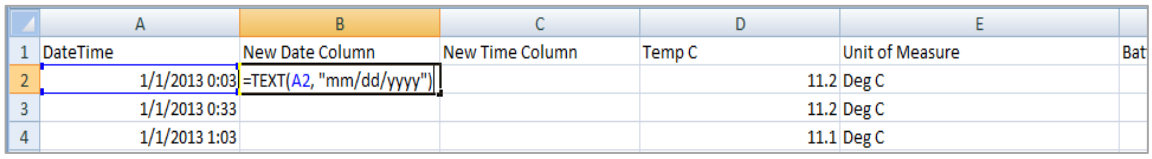
	A	B	C	D	E	
1	DateTime	New Date Column	New Time Column	Temp C	Unit of Measure	Battery
2	1/1/2013 0:03	=TEXT(		11.2	Deg C	
3	1/1/2013 0:33	TEXT(value, format_text)		11.2	Deg C	
4	1/1/2013 1:03			11.1	Deg C	
5	1/1/2013 1:33			11.1	Deg C	

3. Using your mouse, select the adjacent value from the combined date and time column.



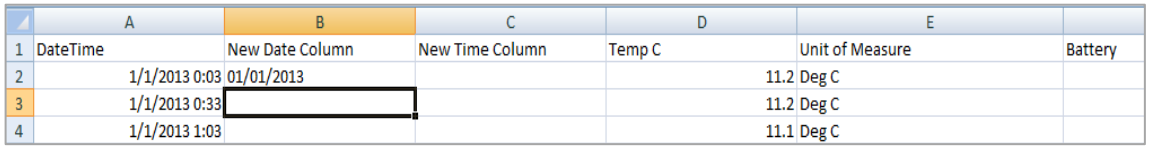
	A	B	C	D	E	
1	DateTime	New Date Column	New Time Column	Temp C	Unit of Measure	Battery
2	1/1/2013 0:03	=TEXT(A2		11.2	Deg C	
3	1/1/2013 0:33	TEXT(value, format_text)		11.2	Deg C	
4	1/1/2013 1:03			11.1	Deg C	

4. Finish off the Excel function by typing "mm/dd/yyyy") and click "Enter" on your keyboard.



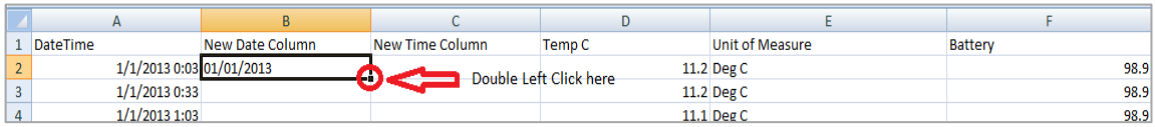
	A	B	C	D	E	
1	DateTime	New Date Column	New Time Column	Temp C	Unit of Measure	Bat
2	1/1/2013 0:03	=TEXT(A2, "mm/dd/yyyy")		11.2	Deg C	
3	1/1/2013 0:33			11.2	Deg C	
4	1/1/2013 1:03			11.1	Deg C	

5. The date portion of the combined date and time column should now be populated in one cell of your new Date column.



	A	B	C	D	E	
1	DateTime	New Date Column	New Time Column	Temp C	Unit of Measure	Battery
2	1/1/2013 0:03	01/01/2013		11.2	Deg C	
3	1/1/2013 0:33			11.2	Deg C	
4	1/1/2013 1:03			11.1	Deg C	

6. To populate the remaining rows in the new Date column, select the date cell and double left click on the lower right corner.



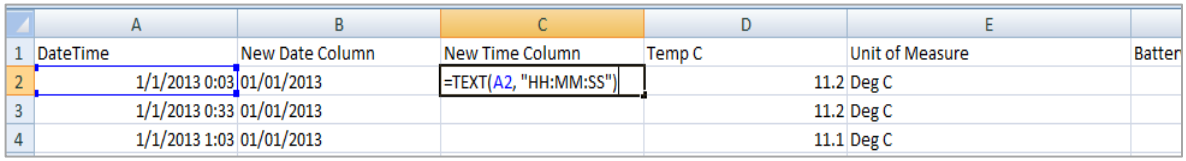
	A	B	C	D	E	F
1	DateTime	New Date Column	New Time Column	Temp C	Unit of Measure	Battery
2	1/1/2013 0:03	01/01/2013	Double Left Click here	11.2	Deg C	98.9
3	1/1/2013 0:33			11.2	Deg C	98.9
4	1/1/2013 1:03			11.1	Deg C	98.9

7. Assuming a contiguous dataset, all your dates should now be separated from the combined date and time column.

	A	B	C	D	
1	DateTime	New Date Column	New Time Column	Temp C	Unit of M
2	1/1/2013 0:03	01/01/2013		11.2	Deg C
3	1/1/2013 0:33	01/01/2013		11.2	Deg C
4	1/1/2013 1:03	01/01/2013		11.1	Deg C
5	1/1/2013 1:33	01/01/2013		11.1	Deg C
6	1/1/2013 2:03	01/01/2013		10.9	Deg C
7	1/1/2013 2:33	01/01/2013		10.5	Deg C
8	1/1/2013 3:03	01/01/2013		10.8	Deg C
9	1/1/2013 3:33	01/01/2013		10.7	Deg C
10	1/1/2013 4:03	01/01/2013		10.9	Deg C
11	1/1/2013 4:33	01/01/2013		10.4	Deg C
12	1/1/2013 5:03	01/01/2013		10.6	Deg C
13	1/1/2013 5:33	01/01/2013		10.9	Deg C
14	1/1/2013 6:03	01/01/2013		11	Deg C
15	1/1/2013 6:33	01/01/2013		11	Deg C
16	1/1/2013 7:03	01/01/2013		11	Deg C
17	1/1/2013 7:33	01/01/2013		11.4	Deg C
18	1/1/2013 8:03	01/01/2013		11.7	Deg C
19	1/1/2013 8:33	01/01/2013		11.6	Deg C
20	1/1/2013 9:03	01/01/2013		11.7	Deg C
21	1/1/2013 9:33	01/01/2013		11.9	Deg C
22	1/1/2013 10:03	01/01/2013		12	Deg C
23	1/1/2013 10:33	01/01/2013		12	Deg C
24	1/1/2013 11:03	01/01/2013		11.9	Deg C
25	1/1/2013 11:33	01/01/2013		11.9	Deg C
26	1/1/2013 12:03	01/01/2013		12.3	Deg C
27	1/1/2013 12:33	01/01/2013		15	Deg C
28	1/1/2013 13:03	01/01/2013		15.3	Deg C
29	1/1/2013 13:33	01/01/2013		15.3	Deg C
30	1/1/2013 14:03	01/01/2013		15.2	Deg C
31	1/1/2013 14:33	01/01/2013		15.1	Deg C
32	1/1/2013 15:03	01/01/2013		15	Deg C
33	1/1/2013 15:33	01/01/2013		15.6	Deg C
34	1/1/2013 16:03	01/01/2013		15.8	Deg C

Step 3: Separate Time From the Combined Date/Time Column

1. For the new Time column, use the same process you used for the date separation, except the Excel function is =TEXT(A2, “HH:MM:SS”). (This assumes your combined date/time column starts in cell A2).



	A	B	C	D	E	
1	DateTime	New Date Column	New Time Column	Temp C	Unit of Measure	Batter
2	1/1/2013 0:03	01/01/2013	=TEXT(A2, "HH:MM:SS")	11.2	Deg C	
3	1/1/2013 0:33	01/01/2013		11.2	Deg C	
4	1/1/2013 1:03	01/01/2013		11.1	Deg C	

2. The New Time Column should look like this after you populate the remaining rows.

	A	B	C	
1	DateTime	New Date Column	New Time Column	Temp C
2	1/1/2013 0:03	01/01/2013	00:03:00	
3	1/1/2013 0:33	01/01/2013	00:33:00	
4	1/1/2013 1:03	01/01/2013	01:03:00	
5	1/1/2013 1:33	01/01/2013	01:33:00	
6	1/1/2013 2:03	01/01/2013	02:03:00	
7	1/1/2013 2:33	01/01/2013	02:33:00	
8	1/1/2013 3:03	01/01/2013	03:03:00	
9	1/1/2013 3:33	01/01/2013	03:33:00	
10	1/1/2013 4:03	01/01/2013	04:03:00	
11	1/1/2013 4:33	01/01/2013	04:33:00	
12	1/1/2013 5:03	01/01/2013	05:03:00	
13	1/1/2013 5:33	01/01/2013	05:33:00	
14	1/1/2013 6:03	01/01/2013	06:03:00	
15	1/1/2013 6:33	01/01/2013	06:33:00	
16	1/1/2013 7:03	01/01/2013	07:03:00	
17	1/1/2013 7:33	01/01/2013	07:33:00	
18	1/1/2013 8:03	01/01/2013	08:03:00	
19	1/1/2013 8:33	01/01/2013	08:33:00	
20	1/1/2013 9:03	01/01/2013	09:03:00	
21	1/1/2013 9:33	01/01/2013	09:33:00	
22	1/1/2013 10:03	01/01/2013	10:03:00	
23	1/1/2013 10:33	01/01/2013	10:33:00	
24	1/1/2013 11:03	01/01/2013	11:03:00	
25	1/1/2013 11:33	01/01/2013	11:33:00	
26	1/1/2013 12:03	01/01/2013	12:03:00	
27	1/1/2013 12:33	01/01/2013	12:33:00	
28	1/1/2013 13:03	01/01/2013	13:03:00	
29	1/1/2013 13:33	01/01/2013	13:33:00	
30	1/1/2013 14:03	01/01/2013	14:03:00	
31	1/1/2013 14:33	01/01/2013	14:33:00	
32	1/1/2013 15:03	01/01/2013	15:03:00	
33	1/1/2013 15:33	01/01/2013	15:33:00	
34	1/1/2013 16:03	01/01/2013	16:03:00	
35				

The values in the new Date and Time columns can be copied and pasted into your Time-Series Results Template. Use Paste Special > Paste Values. Simply copying the cell values will copy the Excel formula, not the dates/times themselves).