![Department of Ecology, State of Washington — EIM Environmental Information Management]

How to Submit Data to EIM

This document shows you **how to submit discrete monitoring data** to EIM.

EIM also takes times-series (aka continuous) data, including transducer and other data collected by longer-term instrument deployments. Download How to Submit Time-Series Data to EIM for guidance.

Overview

What is EIM?

The **Environmental Information Management System (EIM)** is the Washington State Department of Ecology's (Ecology's) main database for environmental monitoring data. EIM contains records on physical, chemical, biological, and habitat analyses and measurements. EIM centers on three main elements – Study, Locations, and Results (including Bioassay, Well Water Levels, and Time-Series data).

What is the EIM Loader?

The EIM Loader (Loader) is an online application for organizations required to submit monitoring data electronically to Ecology. Examples include grant and loan recipients or consultants working on cleanup sites.

How do I submit data using the EIM Loader?

This document explains the following **basic steps** in detail:

1. Go to the EIM Help Center and choose Templates & Guidance. Under Data Entry Documents, download the applicable "How to" documents, templates, and help.

2. Make an account and log in to the EIM Loader via SecureAccess Washington (SAW). We will assign an EIM data coordinator to help you.

3. Enter your Study information into the online form.

4. Fill out the templates with your data. Most labs provide results data in an EIM-ready electronic data delivery (EIM EDD).

5. Submit your completed templates via the Loader.

6. Work with your EIM data coordinator on finalizing your submittal.

7. Receive notice of submittal completion.

Important points about EIM Loader

- The Loader times out after 30 minutes of inactivity. Unsaved data in forms gets lost. **Note:** once you choose the Load or Check Data buttons, they continue to run on our server, even though you get logged out. Log back in to see the results.

- About browsers: Most current browsers work.

- **Name your files so you and your EIM data coordinator know what they are for.** Identifiers like EIM Study IDs, Facility Site IDs, site names, and grant numbers combined with data type are helpful. **Don't use special characters** like quotes in your file names. Examples of good filenames:
  - FS6653498_SpecializedAuto_Locations.csv
  - TFRumfordProperty_WellWaterLevels.csv
  - WQC-2025-00025_EIMResults_Ecoli_2025.csv
  - CamelDriveSRT_SW030_WQC-2021- LuviBC-00217_DiscreteResults_final.csv
  - MackinacLandfillQuarter2GWResults.csv

- Your browser's back button might not work. Use the Loader's navigation.

Get Help

EIM Help Center

The EIM Help Center is a comprehensive resource for getting help on EIM. Features include:

Data Entry Templates and Guidance

Download the "How to Submit Data" documents (users' manuals), data entry templates, and step-by-step template help documents. Find them under Templates & Guidance > Data Entry Documents. We recommend that you print the template help documents in color.

Topic-Specific Guidance for Data Entry

We have a library of topic-specific guidance documents such as "Entering Non-Detects." Find them under "Templates & Guidance > Topic-Specific Guidance."

Topic areas:

- Studies
- Locations
- Lab and field result data
- Groundwater
- Taxonomy, tissue, and bioassay
- Valid values
- Program-specific guidance

Training

If you are new to EIM, we recommend watching our training videos under "Training" in the EIM Help Center.

EIM News

Keep up to date on EIM information and changes in EIM News. If you see an asterisk by EIM News, it means there is a new announcement.

FAQ

EIM FAQ provide answers to frequent questions about EIM.

Valid Values

Valid values are specific values accepted by EIM. Download our About EIM Valid Values help document for more info. Most valid values are in our template help documents, but some lists are too long to fit. They include Parameters, Methods, and Taxa. For those we have searchable and downloadable lists under Valid Values.

Data Dictionary

The Data Dictionary has information about all the fields in EIM, including field names, descriptions, examples, and specifications (requirements, field type and size, valid values). This same information is available throughout EIM in the form of pop-up help when you click on field labels.

Field:	Location Name
Description:	The name assigned by the responsible person, typically the Study Lead, to identify a particular Location. Formerly known as a Station Name in EIM. For wells, the Well Tag Number is often used as the Location Name (AAB123).
Example:	Humptulips River Near Mouth; AAB123.
Specification:	REQUIRED FIELD. Alpha/numeric, 40 characters. Free text.

Contact EIM

Use online form to contact the EIM Team. You can also contact your EIM data coordinator directly. We assign an EIM data coordinator to you when you make an account to load data. Log in to the Loader to see a list of EIM data coordinators.

Get Started

Make a SecureAccess Washington (SAW) account
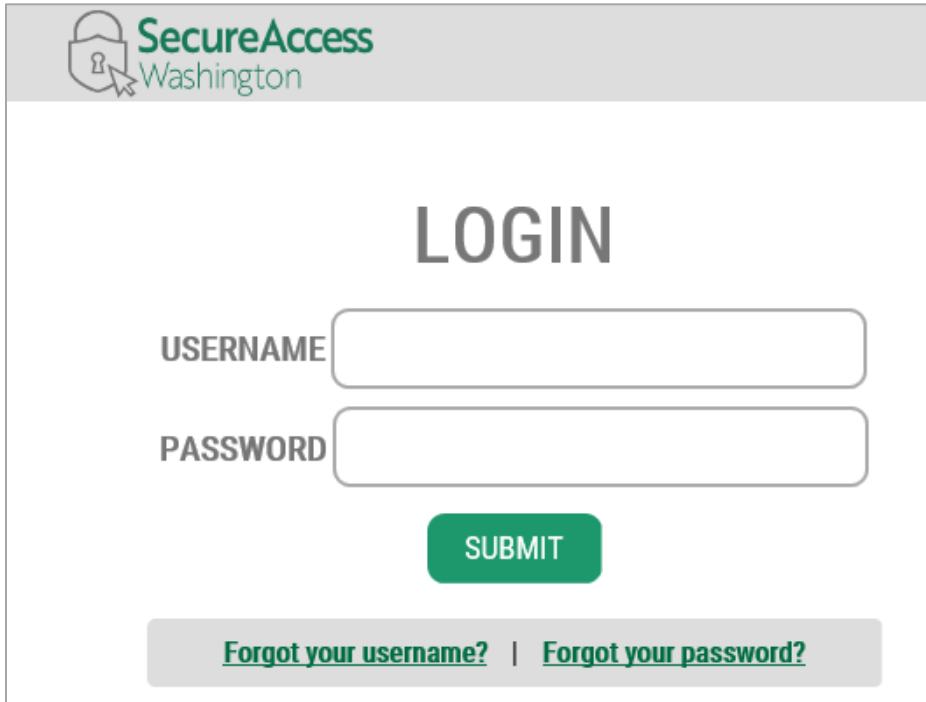
1. Go to SecureAccess Washington and choose the "**Sign Up"** button on the right.

2. Follow the steps to make your account. Use your work email address. **Don't use a personal email SAW account.** We need your work email to contact you.

3. Link your SAW account to the EIM Loader (next page).
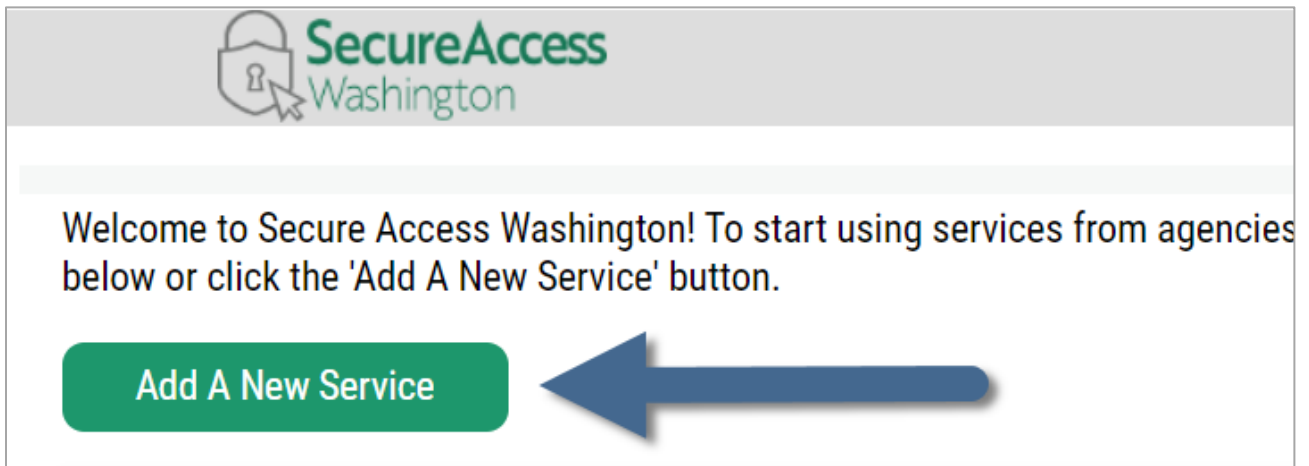
Link to EIM Loader from SAW

1. Log in to your SAW account.

2. Choose "**Add a New Service**."

3.   Under "Add a New Service," choose "**I would like to browse a list of services by agency**."
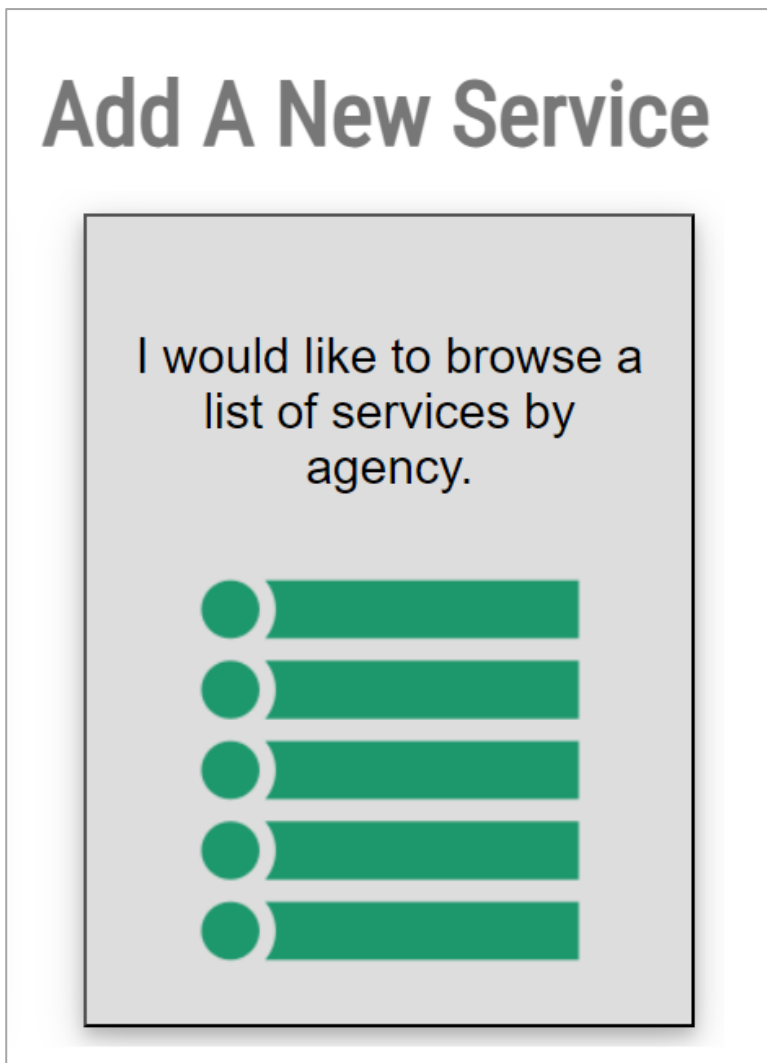
4.   Scroll down and choose "**Department of Ecology**."

5.   Scroll down to EIM Loader and choose "**Apply**."

EIM LOADER   APPLY

For clients required by Ecology, upload field and lab data to the Environmental Information Management (EIM) System. Includes Study and Location information and Result (Discreet, Time-Series, Well Water Level) and Bioassay data

6. Choose "**OK**."
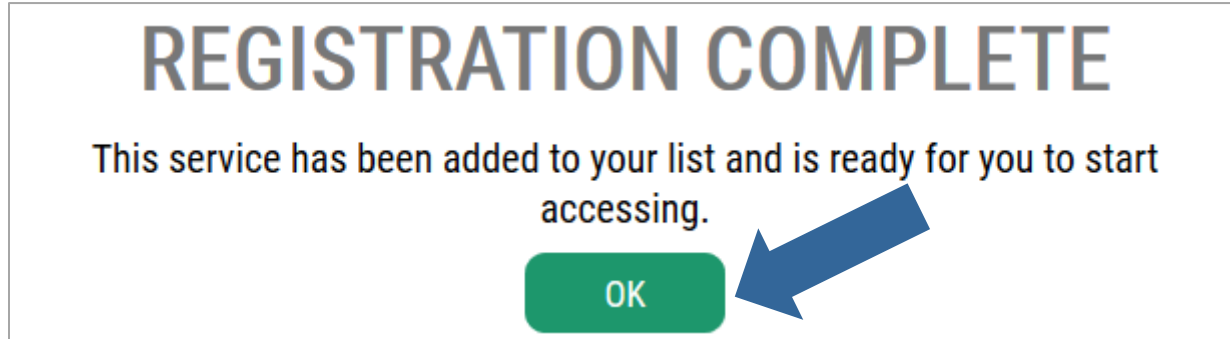
7. Choose "**EIM Loader**."
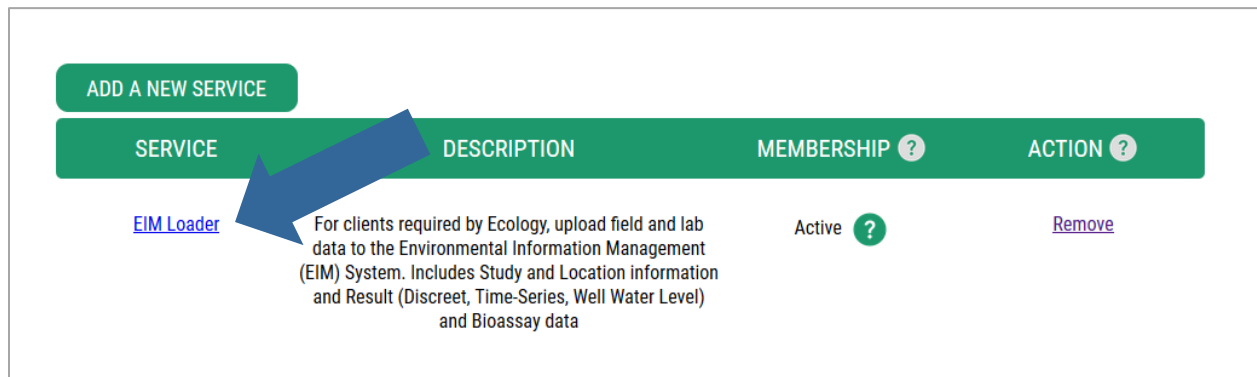
8. Choose "**Continue**."

9. Sign In

If you know your organization is already in EIM, continue to "**Make a User Profile**" (next section). You can also check in the next section to see if your organization is already in EIM.
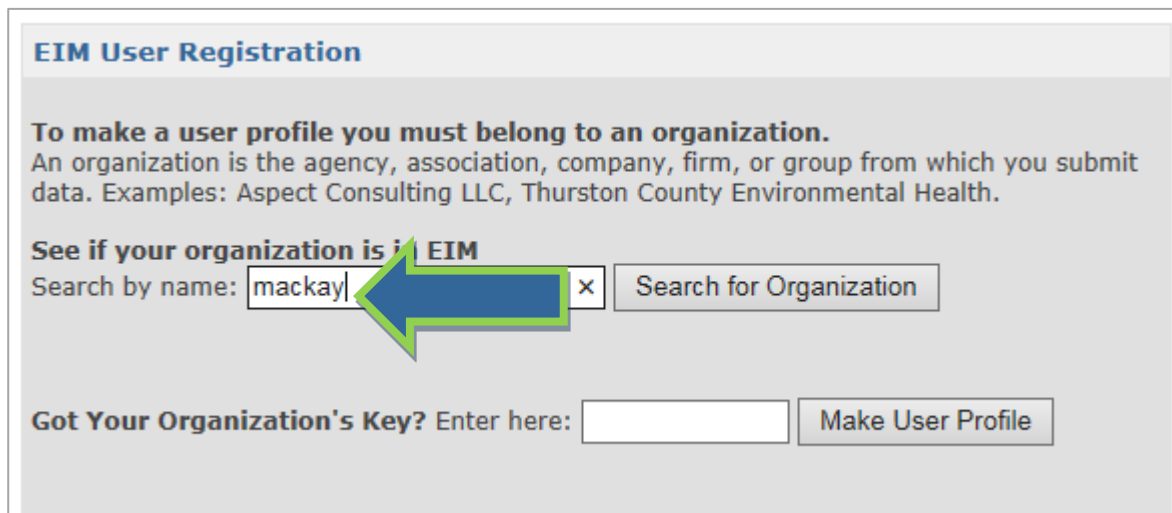
If your organization is not in EIM, make a New Organization Account first.

Make a User Profile

If your organization is already in EIM, follow these steps to make an EIM user profile under it:
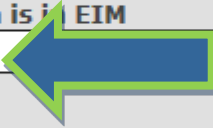
1. Find your organization - OR if you know your organization's key, enter it and go to Step 5.

2. Select your organization. If it's not listed, make a new EIM organization account first.
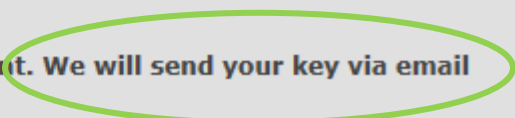
3. Request your organization's key so you can make a user profile.

EIM User Registration

To make a user profile you must belong to an organization.
An organization is the agency, association, company, firm, or group from which you submit data. Examples: Aspect Consulting LLC, Thurston County Environmental Health.

See if your organization is in EIM
Search by name: mackay   Search for Organization

Organization selected: Mackay and Associates

Request Organization Key
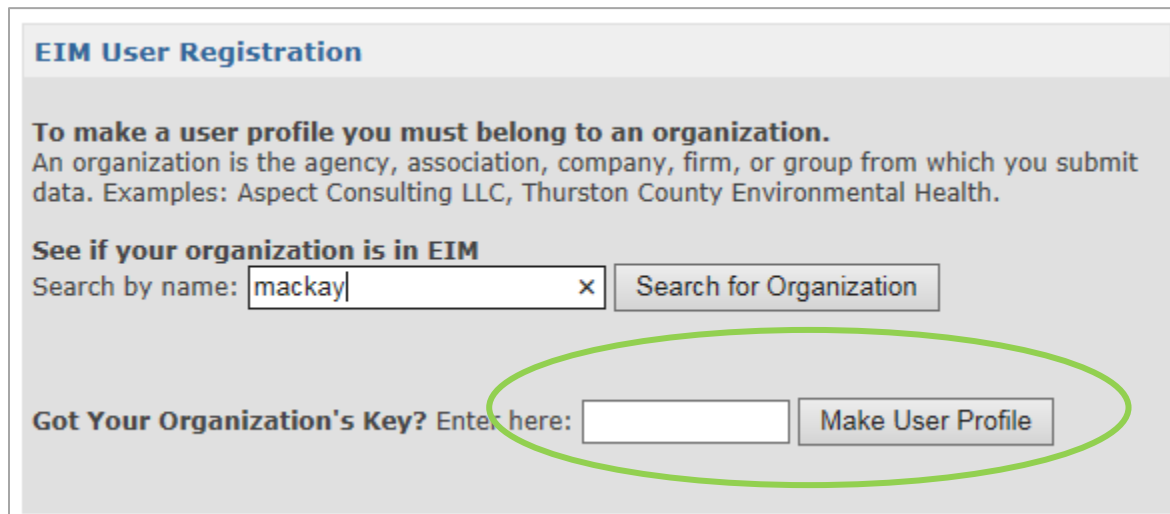
4. We will email the key to you.

EIM User Registration

To make a user profile you must belong to an organization.
An organization is the agency, association, company, firm, or group from which you submit data. Examples: Aspect Consulting LLC, Thurston County Environmental Health.

See if your organization is in EIM
Search by name: mackay   Search for Organization

Organization selected: Mackay and Associates

Your organization key request has been sent. We will send your key via email shortly.

5. Enter your organization's key once you receive it by email. Then choose the Make a User Profile button.
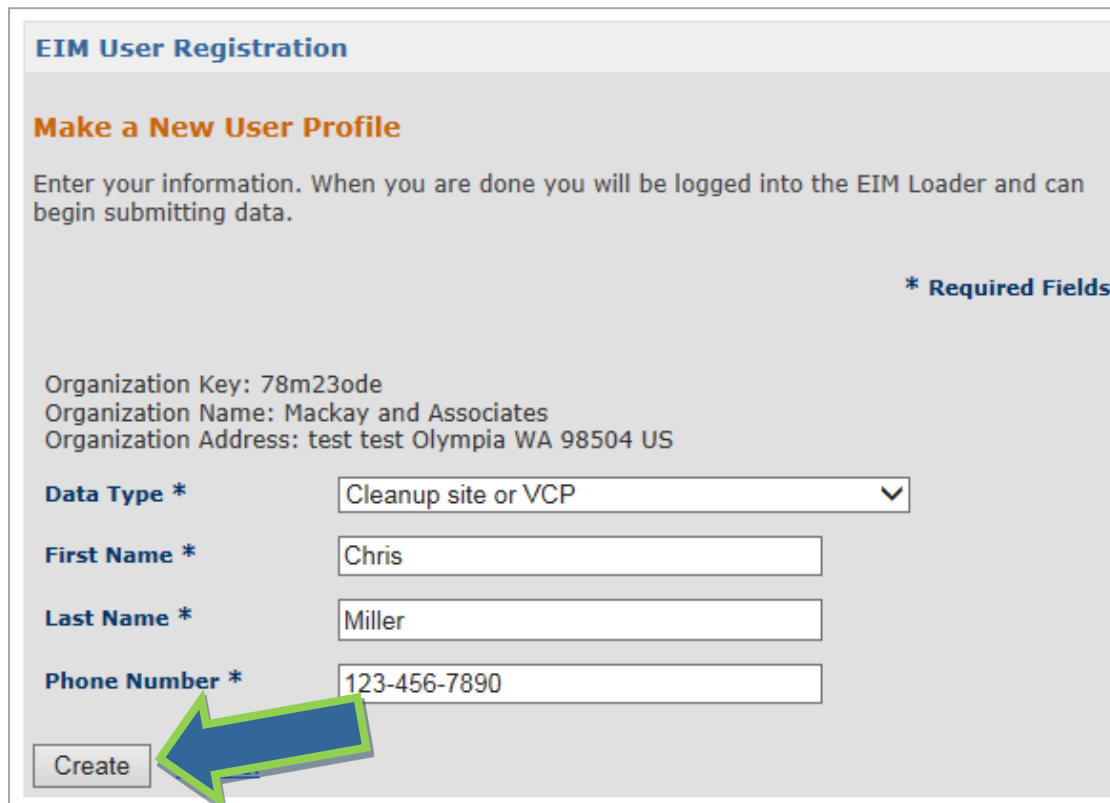
EIM User Registration

To make a user profile you must belong to an organization.
An organization is the agency, association, company, firm, or group from which you submit data. Examples: Aspect Consulting LLC, Thurston County Environmental Health.

See if your organization is in EIM
Search by name: | mackay | × | Search for Organization |

Got Your Organization's Key? Enter here: [   ] | Make User Profile |

6. Make an EIM user profile by filling out the form and choosing the Create button.

EIM User Registration

Make a New User Profile

Enter your information. When you are done you will be logged into the EIM Loader and can begin submitting data.

* Required Fields

Organization Key: 78m23ode
Organization Name: Mackay and Associates
Organization Address: test test Olympia WA 98504 US

Data Type *	Cleanup site or VCP
First Name *	Chris
Last Name *	Miller
Phone Number *	123-456-7890

| Create |

Note: "**Data Type**" in the User Profile form directs your submittal to the correct EIM Data Coordinator. If you later submit a different Data Type (e.g., "Water Quality 303(d) assessment"), change it in your User Profile first. EIM can also send studies with federal grant-related data types onward to EPA's WQX database. For more information, see section on "EPA NEP and Section 319 Grant Studies" in this document.

7. You're done! You can now submit data.

Make a New Organization Account

1. Search for your organization first. If it's in EIM, skip this step and make a user profile under your organization. If you can't find it, choose "Add a new organization."
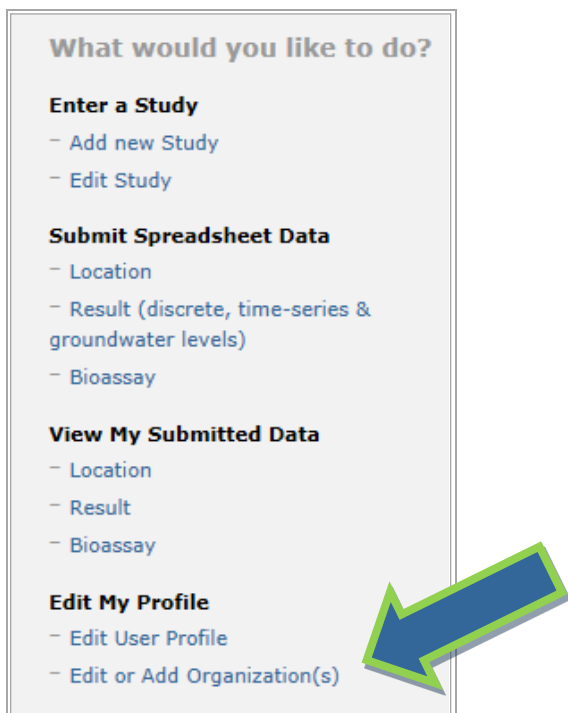
2. Fill out the form to make a new organization account.

3. You're done making your organization account! We'll email you an organization key. Use the key to make a user profile. You can also share your key with others in your organization so they can make user profiles too. Each person should use their own user account to submit data. That way, our data coordinators know who to contact if we have questions.
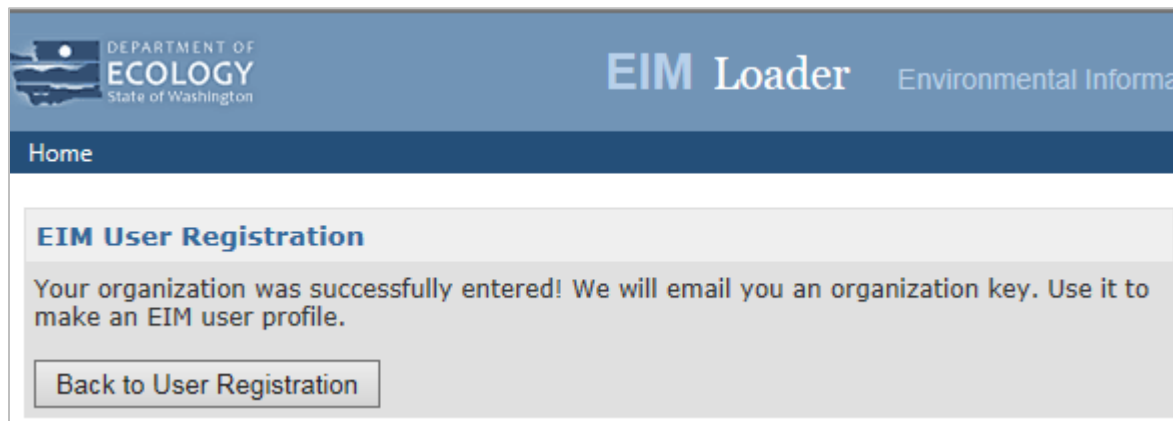
Edit EIM User Profile

Note: Editing your user profile in EIM does not affect your SAW account. If you need to edit your SAW account information, go to https://secureaccess.wa.gov/. If you need to change your email address, do that through your SAW account.

1. Choose "Edit User Profile" in the right menu box on the Loader homepage.

2. Edit your information and choose "Update."
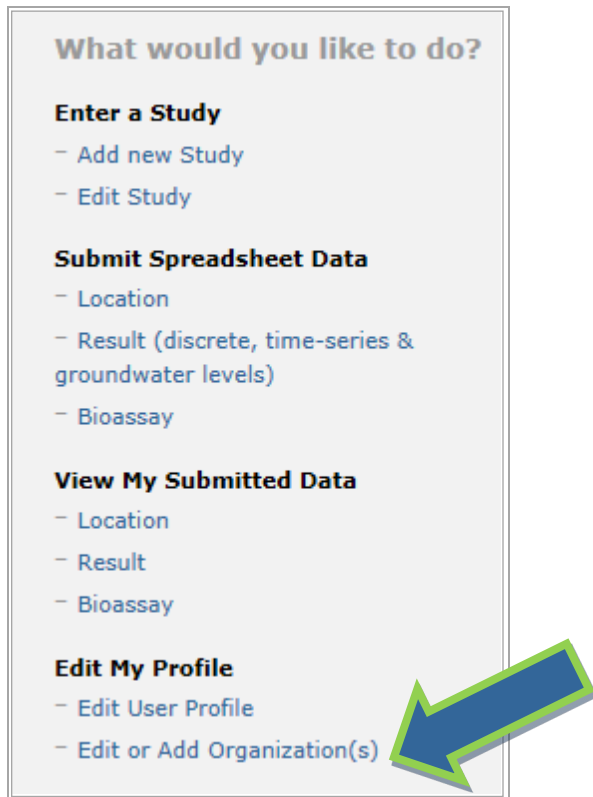
3. **You are done** editing your EIM user profile!

Edit EIM Organization Account

1. Choose "Edit or Add Organization(s)" in the right menu box on the Loader homepage.

2. Choose "Edit Organization."

3. Edit your organization's information then choose "Request Update." We will be notified and make the updates to your organization's information.

4. **You are done** editing your EIM organization account!

Submit Data for More Than One Organization

If you need to submit data for more than one organization, you can add one or more additional organizations to your user profile as long as they are in EIM.

1. Choose "**Edit or Add Organization(s)**" in the right menu box on the Loader homepage.

2. Type the organization's name.

3.   Select an organization. If it is not in the list, contact us.

4. Choose "Request organization key."

5. We will email an organization key to you.

6. Type in the organization key once you receive it by email.

7. **You are done!** You can now choose the organization for which you want to submit data by choosing the radio button next to it.

Log in to Loader as a Returning User

When you return to the EIM Loader, log in using the following steps. This is how you log in from now on.

1. Log in to your SAW account at https://secureaccess.wa.gov/ecy/eimloader/

2. **You are done!** You can begin submitting data.

Enter Study Information

Information for all studies

A Study is an organized activity or set of monitoring activities conducted for the purpose of collecting information about a given area or natural resource. Studies typically have specific objectives and most commonly have quality assurance goals described in a Quality Assurance Project Plan (QAPP).

For help creating your Study ID and Study Name, download Naming Conventions for EIM Studies help document. It provides examples of naming conventions used within EIM.

Submit your Study information by filling out the form in the Loader. To get to the form, choose "Study" in the top menu. Fill out the required fields (denoted by asterisks) and the optional or conditionally required fields if applicable. For help filling out this form, download the Study Help document.

You can edit your Study until your EIM data coordinator enters it into the main EIM database. It's locked for editing thereafter. Your EIM data coordinator can make changes for you.

Study ID *	ANDSW
Study Name *	Seawater Intrusion Study, Anderson Island, Pierce County
Study Type *	General environmental study
Study Purpose *	Determine if groundwater withdrawals have caused head declines and seawater intrusion on Anderson Island. In 1997-98, monitored four times for chloride and water levels in 45 wells and four springs. Water level results found under Study ID SWROGWDB.
Ecology Contact * e.g. site manager, grant manager, project lead or other Ecology contact	Sinclair, Kirk
Ecology Program or Other Responsible Entity *	
Study QA Planning Level *	LEVEL 4: Approved QAPP or SAP.
Study QA Project Plan (QAPP) Description	
Study QA Assessment Level *	Level 5 - Data Verified and Assessed for Usability in a Peer-Reviewed Study Report
Study Result Description	
Study Comment	
Ecology Funding Number	
Facility/Site (FS) ID	
	Click to find FSID and CSID in Ecology's ISIS database
Cleanup Site ID	

EPA NEP or Section 319 grant studies

U.S. EPA requires submittal of National Estuary Program (NEP) and Clean Water Act Section 319 federal grant data to their Water Quality Exchange (WQX) database. WQX feeds EPA's Water Quality Portal (WQP), which is used by many organizations across the country.

If your "Data Type" under your User Profile is "NEP grant data" or "Section 319 grant data," EIM can send this data onward to WQX on behalf of your organization or the organization you are submitting on behalf of. That way, you don't need to submit your data to both systems.

EIM opens a popup window when you make a new study, asking "Do you want EIM to send this study's data to EPA WQX on behalf of your organization (or your client's organization)?"

If you select "No" or "Cancel," the popup closes. We will not send your data to WQX. You can always change your mind later.

If you select "Yes," EIM will open another popup window saying "We need your (or your client's) EPA WQX Organization ID and Name. Send it your EIM Data Coordinator." EIM needs this information to be able send to the data (Study, Locations, and Results) to WQX under your (or your client's) WQX organization rather than Ecology's.

We need your (or your client's) EPA WQX Organization ID and Name. Send it to your EIM Data Coordinator.

[OK]
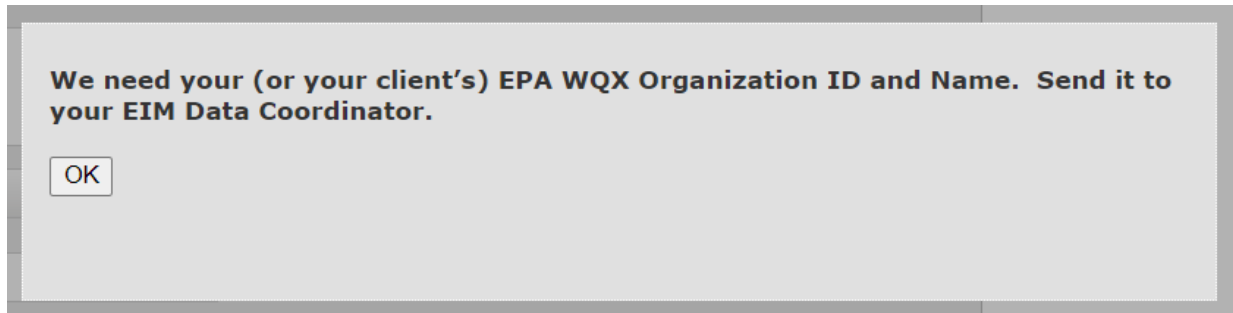
If you don't yet have a WQX account, go to WQX Web Account Registration and follow the instructions. Note that it's a multi-step process and includes a check to make sure your organization doesn't already have a WQX account.

EIM Templates

Template FAQs

What are the EIM templates?

The EIM templates are preformatted Excel spreadsheets used to submit data to EIM. They have specific data-entry requirements and are designed to be filled out and submitted online to Ecology per the guidance below.

Where do I get the EIM templates?

Get the EIM templates from Templates and Guidance in the EIM Help Center. Download the templates you need, and the help (essential for filling out the template).

If I downloaded the templates a while ago, can I still use them?

The best practice is to download a fresh template each time you submit data.

Do I have to fill out ALL the columns?

No. The templates cover many different data types. If your field locations are not wells, 11-15 columns are required. For the Results template, as few as 9 columns are required - depending on your data type.

How do I know which columns are required?

Required columns are color-coded. These colors are explained at the top of the accompanying help documents. Additionally, bold type in the help documents indicates that a column is required.

Is there a size limit on data files?

The maximum number of rows that can be submitted in one discrete template is 62,000.

Help documents for EIM templates

We have detailed help documents with information about each column in the corresponding EIM template (or Study online form). The information includes column number (A, B, etc.), field name, requirements, type (alpha or numeric), size, valid values and conditions, and examples and guidance. See an example of the Results template help document below.

The help documents have links to online tables of valid values with long lists, like parameters. You will also find links to additional information on specific topics. The help documents are formatted to be printed on 8.5x11 landscape. We recommend printing them in color.

The template help documents are in the EIM Help Center, under Templates & Guidance > Data Entry Documents.

Col	Field Name	Description	Requirements	Type	Size	Valid Values and Conditions	Examples and Guidance
A	Study ID	UNIQUE ID to identify the Study in EIM.	REQUIRED	Alpha	20	Must be valid EIM Study ID.	Use value from "Study ID" field in your Study form.
B	Location ID	UNIQUE ID to identify the field Location in EIM.	REQUIRED	Alpha	15	Must be valid EIM Location ID.	Location IDs are from Column A in your Location template. You will commonly have multiple result records associated with the same Location ID. All result records associated with a particular sampling location will use that Location ID.
C	Study-Specific Location ID	Unique ID to identify the field location within a	REQUIRED	Alpha	40	Free text / preferred format An ID of 8 characters or less will	Ex: If your Location ID for a monitoring well is "CITGO-34586-MW4," your Study-Specific

Submit Location and Result Data

Get your EIM templates ready to submit

EIM can't directly import Excel files (xlsx). **Save your EIM template as a comma delimited file**. Use Excel's Save As > Other Formats > CSV (Comma delimited) *.csv.

Or - Export EIM-ready files from your database

You can submit files exported directly from your database to EIM, as long as all the column headings match the EIM column headings for any particular template. You can't leave out any column headings, even if you don't have data in those columns. The files need to be in comma delimited (.csv) format.

File naming

Name your files so you and your EIM data coordinator know what they are for. Identifiers like EIM Study IDs, Facility Site IDs, site names, and grant numbers combined with the type of data (like "Results") are helpful. **Don't use special characters** like quotes in your file names.
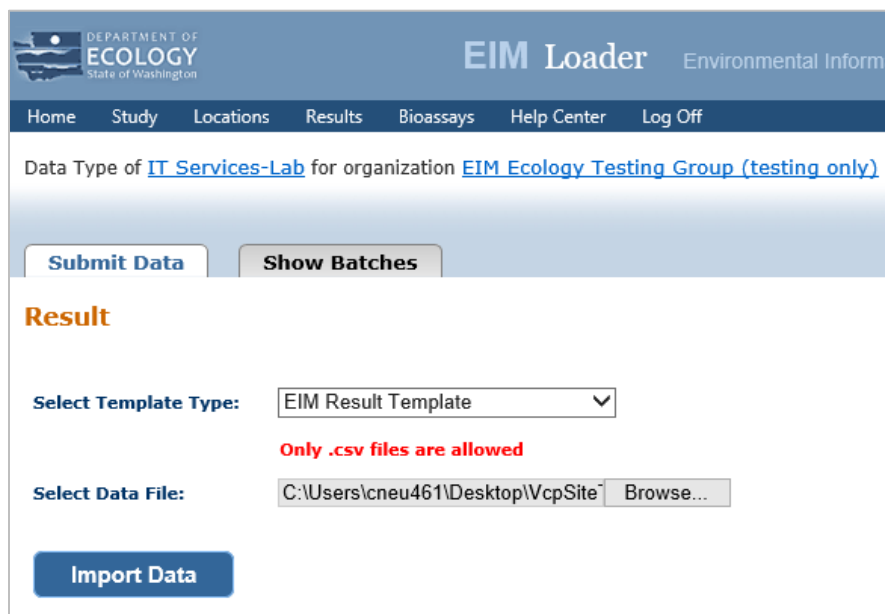
Examples of good filenames:

- FS6653498_SpecializedAuto_Locations.csv

- TFRumfordProperty_WellWaterLevels.csv

- WQC-2025-00025_EIMResults_Ecoli_2025.csv

- CamelDriveSRT_SW030_WQC-2021- LuviBC-00217_DiscreteResults_final.csv

- MackinacLandfillQuarter2GWResults.csv

Import EIM templates or EIM-ready files

After you log in to the Loader, choose Locations, Results (includes well water levels and time-series data), or Bioassay from the top menu or under Quick Links. On the next page choose the Submit Data tab.

Follow these steps:

1. Select template type - Result (discrete), GW Water Level, or Time-Series Result

2. Select data file by browsing for it on your computer.

3. Choose "Import Data."

Unsuccessful import

EIM checks for file format errors during import. If there are issues with your file, it won't import. Unsuccessful imports are due to the following:

1. Submitting an outdated version of a template or an incorrect template (like a Result template when you meant to submit a Location template). The error message indicates specifics.

2. Submitting an incorrect date format or having a field length exceedance or similar issue. Choose "View Errors" to see the error list. You can view errors by record or by error type.

When you have an unsuccessful import, you get an error summary. Choose "View Errors" to see the details.

Error Summary

• Your file could not be imported because it contains one or more errors. Please click the link below to view errors, fix them, and resubmit your file.

View Errors

Selected template: **EIM Result Template**
Selected data file: **BearCreekTestForChrisFormatError.csv**

Total Records Processed: **322**
Error Records found: **1**

You can view errors by record or type of error. You can also print your errors.

Error List

⦿ By Record ◯ By Error Print Cancel

Error: A field value exceeds the maximum allowed length.

Column With Error	Value	Record No.
Study_ID	vcnw2776ccccccccccccccccccc	1

If you have an unsuccessful import, fix your file and start over with Step 1 above.

Successful import

When you have a successful import, you get a list of imported batch of records, along with the batch metadata.

To see the details for a record:

1. Highlight a record
2. Choose "Details"
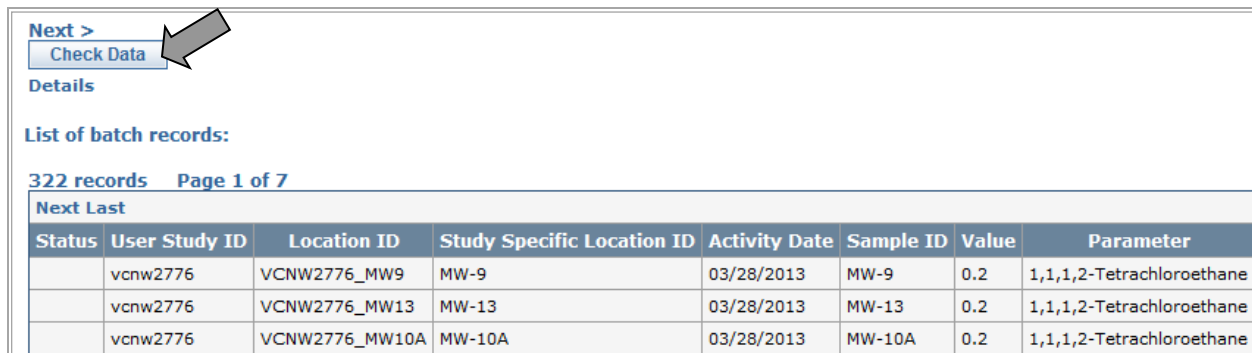
Check Data

Check Data is the second to last step in submitting data. Choose "Check Data" to validate your data against EIM valid values and requirements.
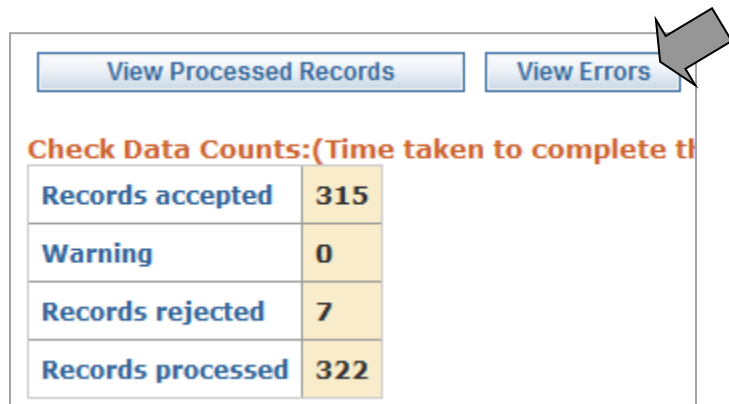
When Check Data finishes, you get a summary that includes records accepted, warnings, records rejected, and records processed.

Check Data Statuses:

- **Accepted**: All aspects of the record are consistent with EIM valid values and requirements.

- **Rejected**: A value(s) does not match an EIM valid value(s) and/or one or more required fields are missing.
    - Choose "Rejected" to see error detail.
    - All rejected errors need to be corrected before data submittal process is considered complete. The dataset will need to be resubmitted after the errors have been corrected.

- **Warning**: A value(s) does not match an EIM valid value(s). This may be the result of a value that needs to be added to EIM.
    - Choose "Warning" to see error detail.
    - Although we would like to see these errors fixed, warnings will not prevent the data submittal process from being considered complete.

If you get warnings or rejected records, choose "View Errors" to see error details.

You can also look at your validated records by choosing "View Processed Records."

When you choose this, you get a list of imported batch records with the submittal status of each record. Choose the text in the Status column to see the error for an individual record.

Fix any errors in your file and resubmit it. Contact your EIM data coordinator if you have questions or need a valid value added to the Reference Tables.

Notify EIM data coordinator

Notifying your EIM data coordinator is last step in the data submittal process. The "Notify EIM Coordinator" button appears when all records in your batch are accepted or only contain warnings.

Results

Next >> If you received no warnings:

| Notify EIM Coordinator |

| View Processed Records | | View Errors |

Check Data Counts:(Time taken to complete the check data process-00:00:03 seconds.)

Records accepted	322
Warning	0
Records rejected	0
Records processed	322

Once you click the button, you get confirmation that your EIM data coordinator has been notified of your submittal.

Results

Your EIM Coordinator has been notified of your submittal. They may be contacting you with questions.

| View Processed Records | | View Errors |

Check Data Counts:(Time taken to complete the check data process-00:00:03 seconds.)

Records accepted	322
Warning	0
Records rejected	0
Records processed	322

They will perform the final check and load of your data into EIM. They may contact you with questions or revisions.

View Submitted Data

When you import a file into EIM, it becomes a batch

The "Show Batches" tab in Loader displays your list of imported data batches for Location, Result (including Water Level and Time-Series), or Bioassay data. You can View, Delete, or Export batches. Once a batch has been partially or fully loaded into the main EIM database by your EIM data coordinator, you will no longer be able to delete it.

You automatically get directed to your batches when you are in Loader and choose Locations, Results, or Bioassays.

Note: Keep EIM clean! Delete your old batch when you resubmit a file after fixing errors.

View batch records

When you choose "View" for a record in Show Batches, you get details about the record.

To see all of your records, choose "Continue." You can filter the records you want to see by using one or more of the drop-down boxes before choosing "Continue."

Document Revision History

Revision Date	Revision No.	Summary of Changes	Reviser(s)
10/18/2017	3.0	Added document revision history. Changed document name from EIM Submittal Guidelines to How to Submit Data to EIM. Changed versioning from date format to numerical format (last version was 2014.01). Added new EIM Help Center information. Revised formatting. Updated to account for discontinuation of XML and txt file uploads and removal of EIM template menu (Validate and Export tools).	CN
07/30/2018	3.1	Added new SAW account screens/process. Replaced some blurry screenshots.	CN
05/31/2024	3.2	Accessibility and formatting updates. Removed "formerly EIM Submittal Guidelines" from subtitle.	CN
07/25/2024	3.3	Info on ability to send EPA NEP and Section 319 federal grant data through to WQX.	CN
10/01/2024	3.4	Added information about the maximum number of rows allowed in template.	KC