DEPARTMENT OF ECOLOGY State of Washington

EIM Environmental Information Management

How to Submit Data to EIM

FOR PUBLIC USERS

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. See New Loader Overview section for a summary of changes.

This guide shows you **how to make an EIM Data Loader account and 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.

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

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 Data Loader?

The EIM Data 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.

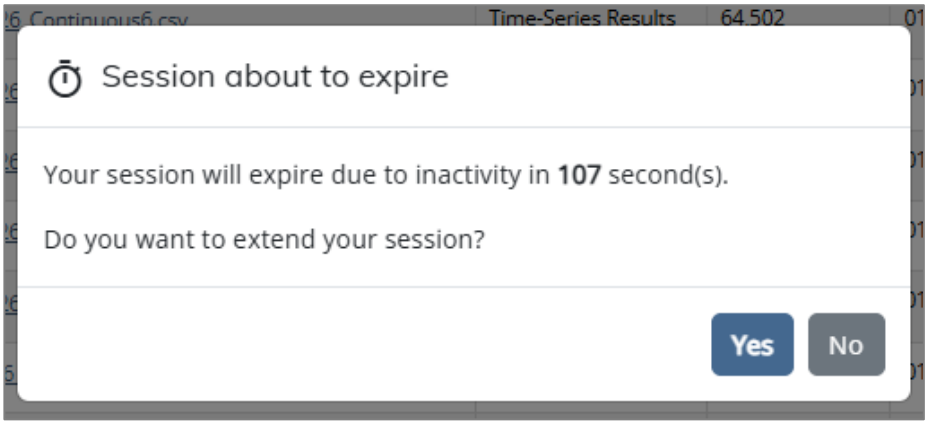
How do I submit data using the Loader?

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, data entry 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 (coordinator) to help you.
3. Search for an existing study or add a new study.
4. Fill out the data entry templates.
    - **Tip**: Ask lab for result data in an EIM-EDD format.
5. Submit your data files (locations and results) under their associated Study.
6. Review and correct your data files.
    - EIM automatically checks data files for errors when you upload it. Correct and resubmit if needed.
    - Contact your data coordinator with any questions.
7. Add your corrected data files to the coordinator's queue.
    - They might have questions or find additional data quality issues you need to correct.
    - They will notify you after they successfully load your data into EIM.

Important points about the Loader

- The Loader times out after 18 minutes of inactivity, with a 2-minute warning where you can extend your session. Save often so you don't lose unsaved data in forms.



Get Help

EIM Help Center

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

Data Entry Templates and Help

Download the "How to Submit Data" guidance (user manuals), data entry templates, and template help documents. Find them under Templates & Guidance > Data Entry Documents. See more information about template help in the Help for Data File Templates section.

Topic-Specific Guidance for Data Entry

We have a library of topic-specific guidance like "Entering Non-Detects." Find them under Templates & Guidance > Topic-Specific Guidance. We link many of these to our template help documents, but not all of them. Look through the list to see if any pertain to the type of data you plan to submit. We also provide links to relevant guidance within error messages (covered below).

Topic areas:

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

Training

We used to have training videos made from an in-person training session, before webinars. Most of the information in them has changed with the launch of the new Loader. We might schedule a future webinar training session for the new Loader. We will reach out if we do this.

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

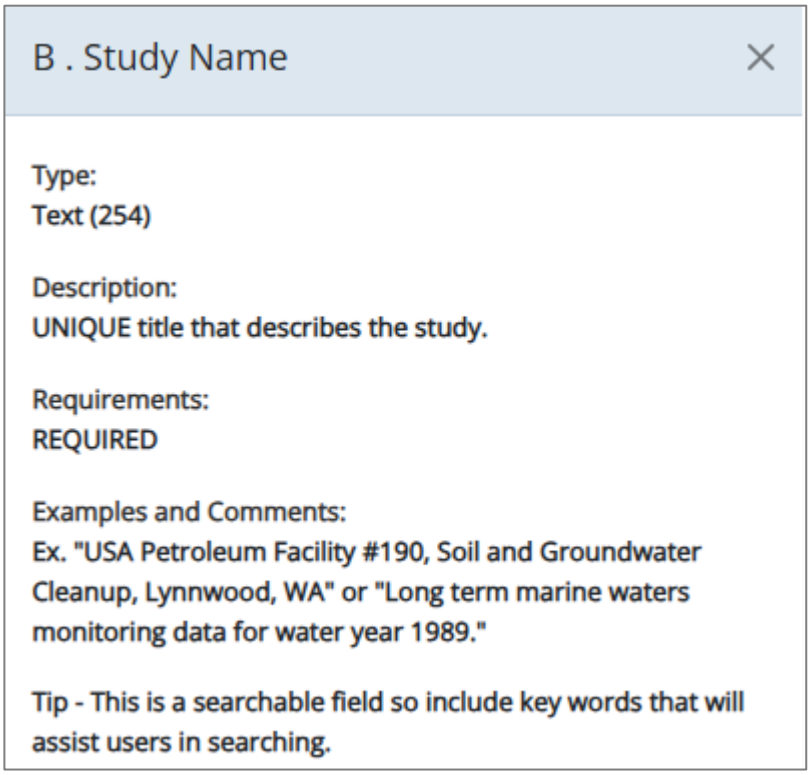
EIM FAQ provides answers to frequent questions about EIM.

Valid Values

Valid values are specific values accepted by EIM. Download About EIM Valid Values guidance for more info. Most valid values are in our template help, 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). You can access it from the Loader or the Help Center. This same information is available throughout EIM in the form of pop-up help when you click on the question mark next to field labels.



Contact EIM

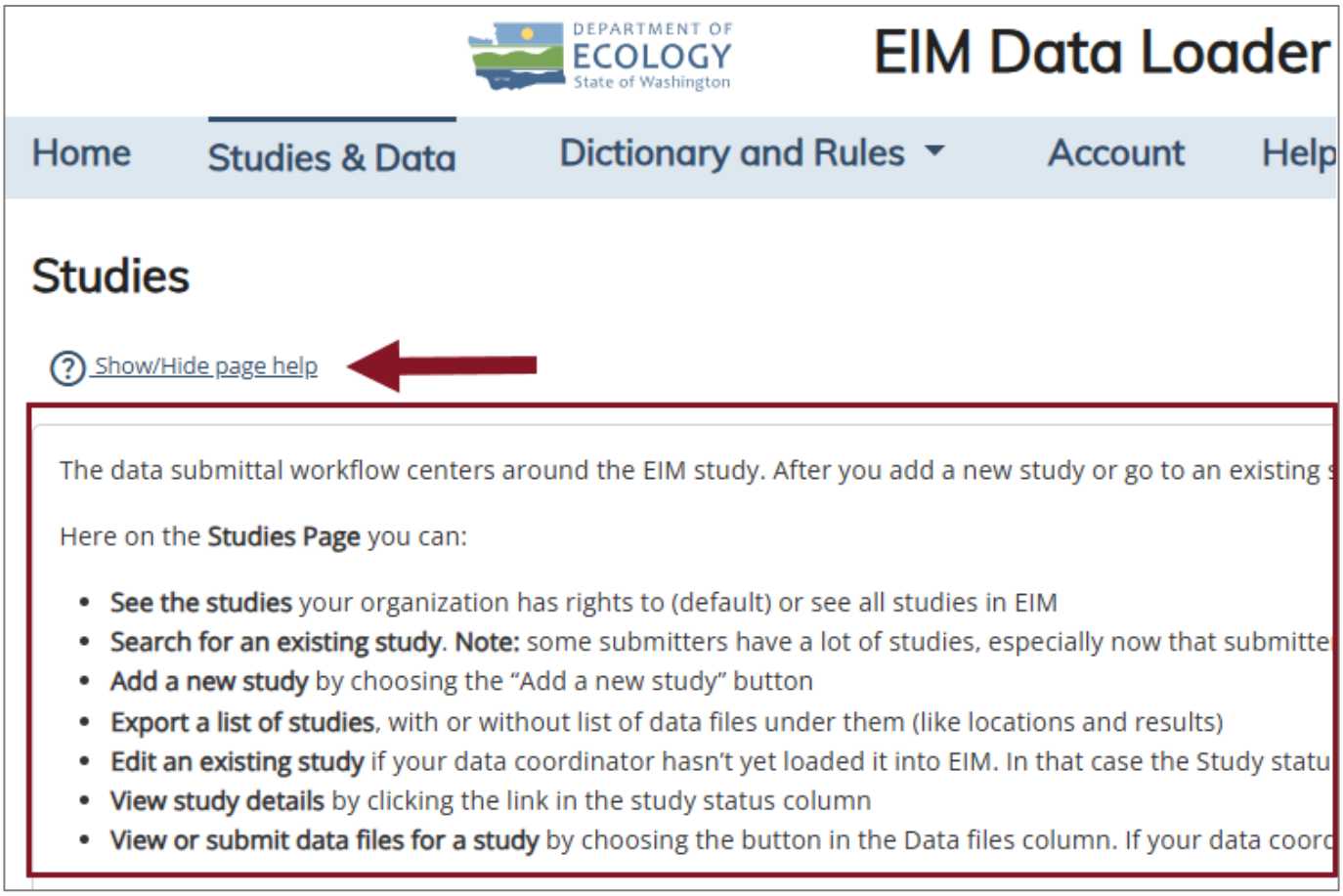
Use our online form to contact the EIM Team. You can also contact your EIM data coordinator directly. We assign you an EIM data coordinator when you make an account to load data—we will send you send you an email with this info. We also list your EIM data coordinator(s) on your Loader homepage.

In-Loader Help

There are several places to get help within the new Loader.

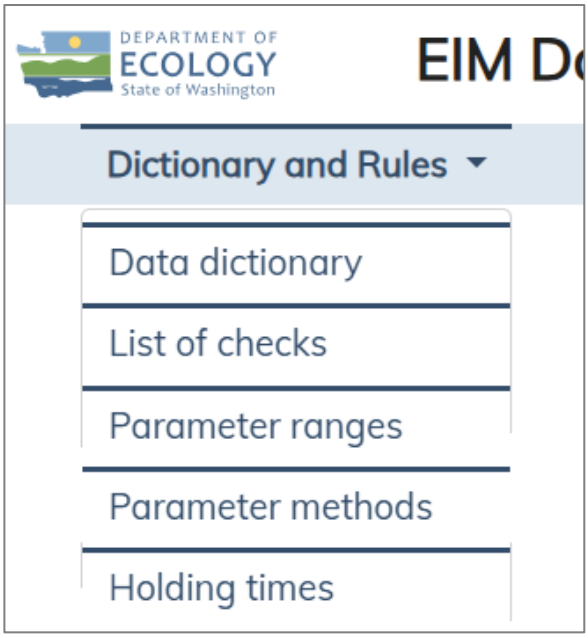
Page Help

Each page in Loader has a Show/Hide help link that you can open and close. This has basic information about what you can do on the page.



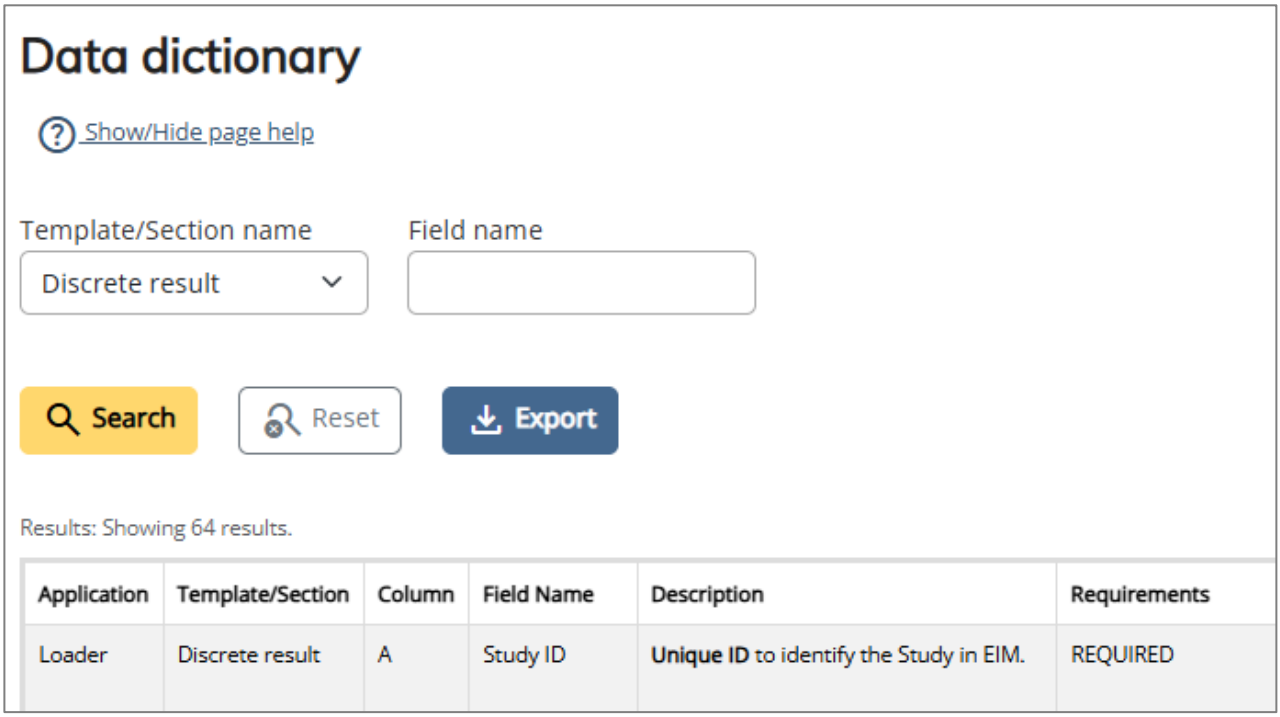
Dictionary and Rules

The Dictionary and Rules dropdown list in the top menu has several sections, including the data dictionary, list of checks, parameter ranges, parameter methods, and holding times. We describe these below.



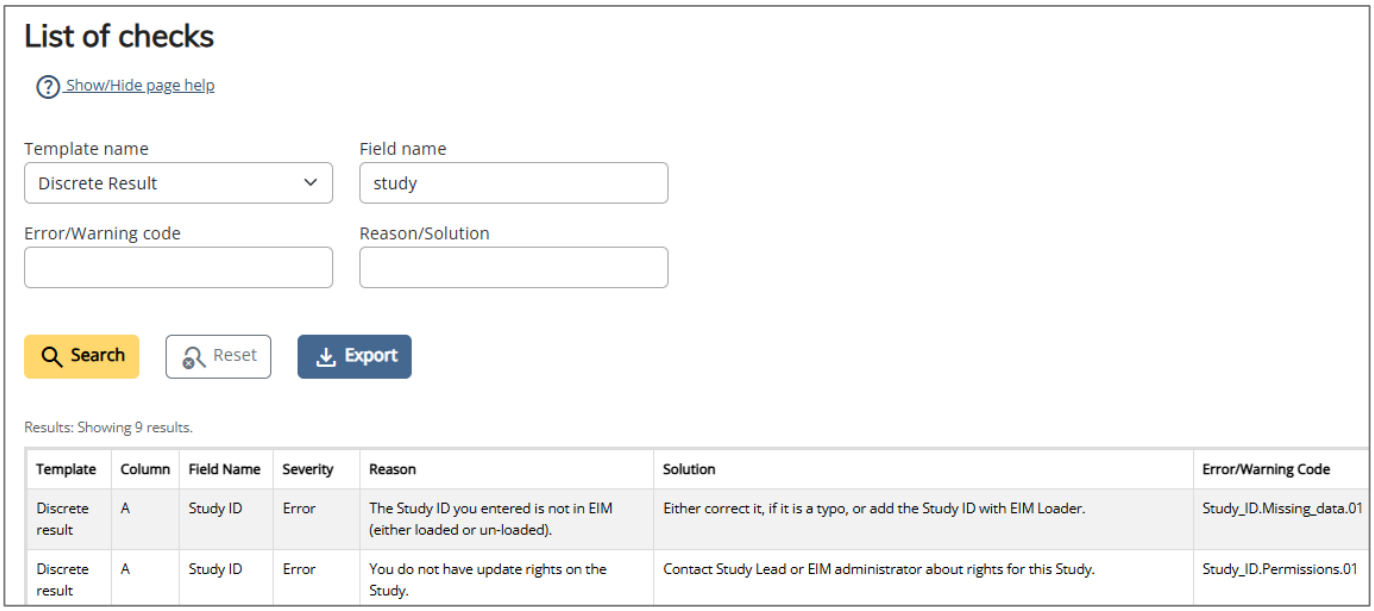
Data Dictionary

The Data Dictionary contains information about all of the fields in EIM. You can view these fields by template (e.g., discrete result). The information is the same as what's in our template help PDFs, minus the color coding.



List of Checks

The List of Checks are the business rules against which the Loader checks your data submittals. You can search for checks by template name, field name, error warning code, and error reason/solution.



List of checks

Show/Hide page help

Template name: Discrete Result

Field name: study

Error/Warning code:

Reason/Solution:

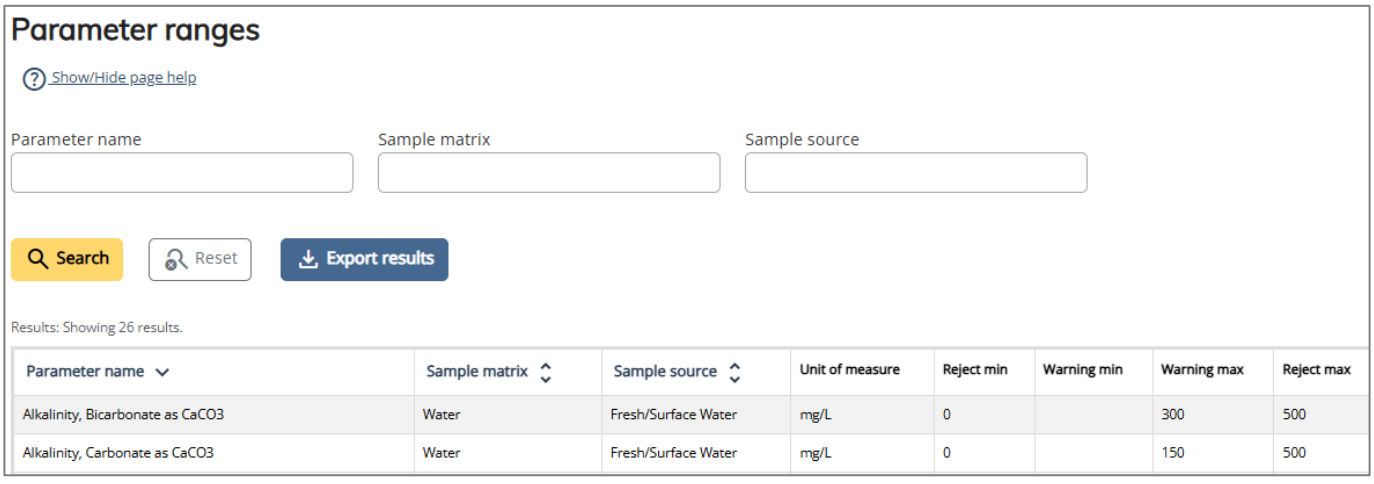
Search Reset Export

Results: Showing 9 results.

Template	Column	Field Name	Severity	Reason	Solution	Error/Warning Code
Discrete result	A	Study ID	Error	The Study ID you entered is not in EIM (either loaded or un-loaded).	Either correct it, if it is a typo, or add the Study ID with EIM Loader.	Study_ID.Missing_data.01
Discrete result	A	Study ID	Error	You do not have update rights on the Study.	Contact Study Lead or EIM administrator about rights for this Study.	Study_ID.Permissions.01

Parameter Ranges

Parameter Ranges are minimum and maximum values at which Loader gives you a warning or an error. You can search by parameter name, sample matrix, and sample source. We will add more parameters to the list in the future.



Parameter ranges

Show/Hide page help

Parameter name:

Sample matrix:

Sample source:

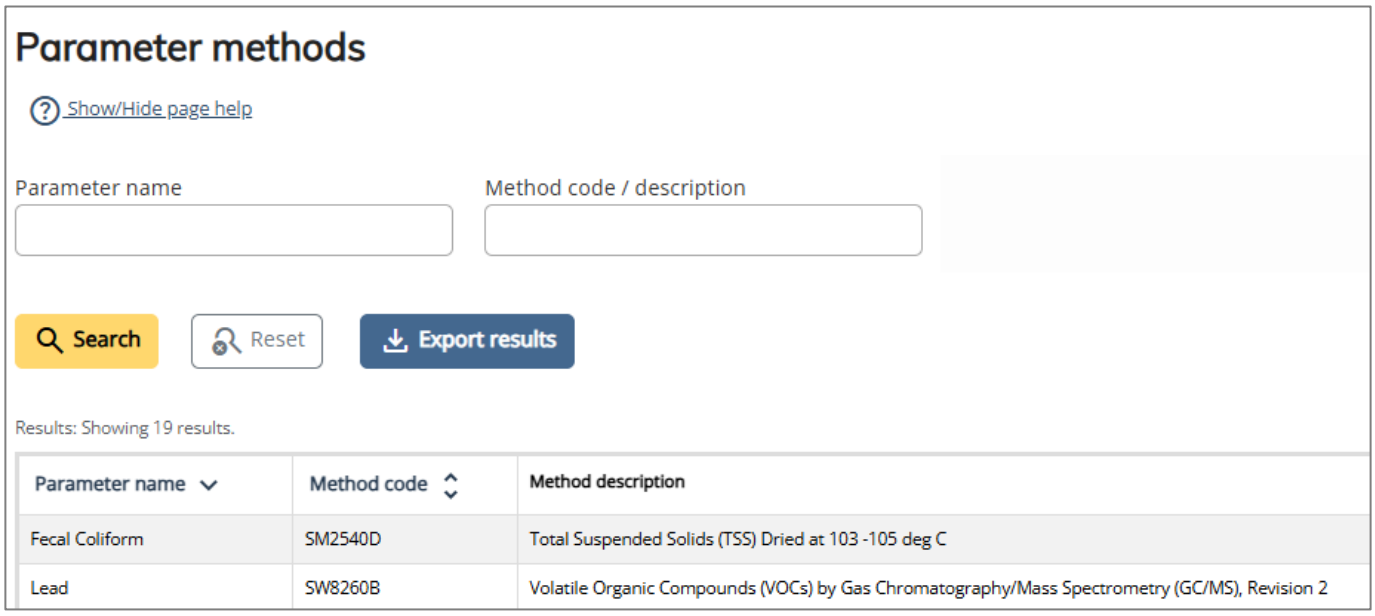
Search Reset Export results

Results: Showing 26 results.

Parameter name	Sample matrix	Sample source	Unit of measure	Reject min	Warning min	Warning max	Reject max
Alkalinity, Bicarbonate as CaCO3	Water	Fresh/Surface Water	mg/L	0		300	500
Alkalinity, Carbonate as CaCO3	Water	Fresh/Surface Water	mg/L	0		150	500

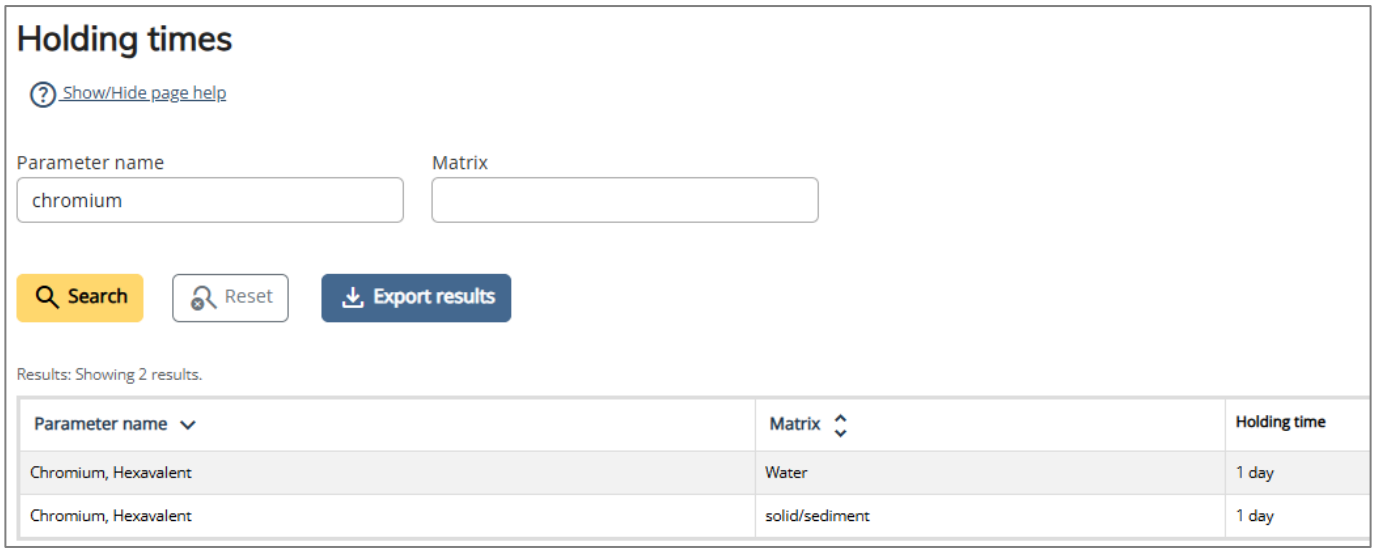
Parameter Methods

Parameter Methods are valid combinations of parameters and field or analytical methods. You can search by parameter name and method code/description. We get a lot of invalid combinations, so hopefully this will help.



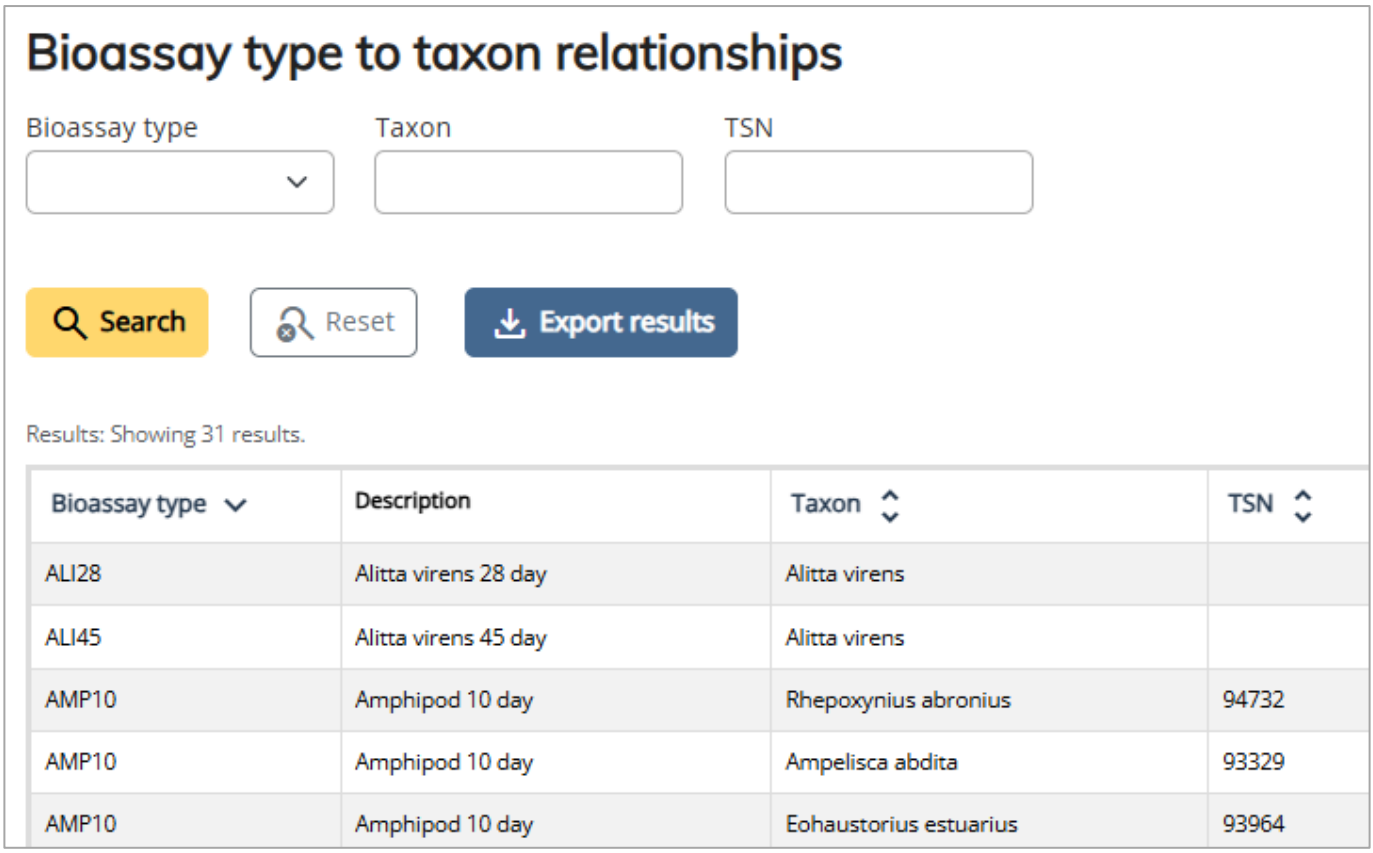
Holding Times

The Holding Times are a list of parameter/matrix combinations that Loader checks for exceedances. Loader requires that you provide field collection start date and time, and lab analysis date and time, so it can check for holding time exceedances. The parameters in this list have short holding times (48 hours or less). In the future, we might add more combinations to this list. These holding times don't include corrections for preservatives and preparation.



Bioassay type to taxon relationships

Table shows how Bioassay Type and test description are related to the taxa in the EIM taxa reference table.



Bioassay type to taxon relationships

Bioassay type | Taxon | TSN

Search | Reset | Export results

Results: Showing 31 results.

Bioassay type	Description	Taxon	TSN
ALI28	Alitta virens 28 day	Alitta virens	
ALI45	Alitta virens 45 day	Alitta virens	
AMP10	Amphipod 10 day	Rhepoxynius abronius	94732
AMP10	Amphipod 10 day	Ampelisca abdita	93329
AMP10	Amphipod 10 day	Eohaustorius estuarius	93964

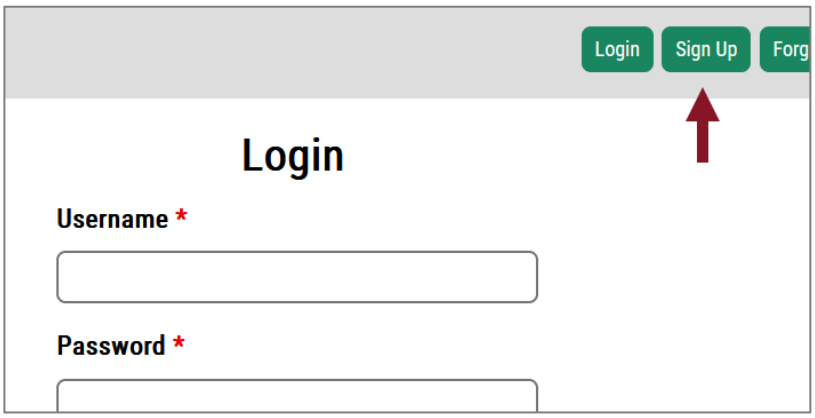
Make or Manage Your Account

Note: If you already have an EIM Loader account, you don't need to make a new account for the new Loader Just log in as usual.

Making a Loader account involves three steps: (1) making a SAW account, (2) linking to the Loader from SAW, and (2) completing your account in the Loader by registering with an organization and making a user profile.

Make a SecureAccess Washington (SAW) account

Go to SecureAccess Washington. Choose the **Sign Up** button on the top right.

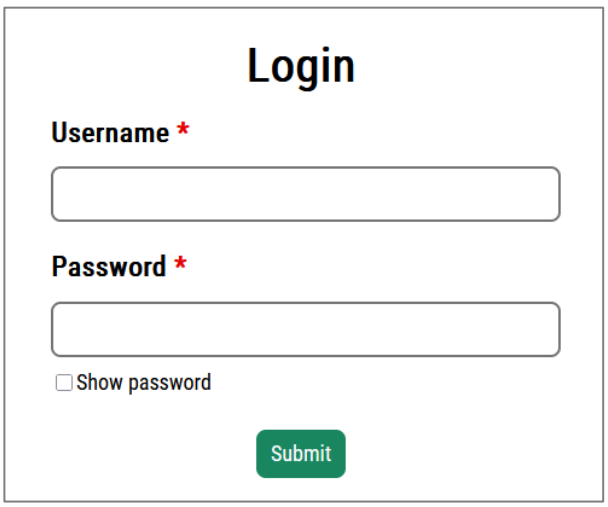


Follow the online steps to make your account. **Don't use your personal SAW account.**

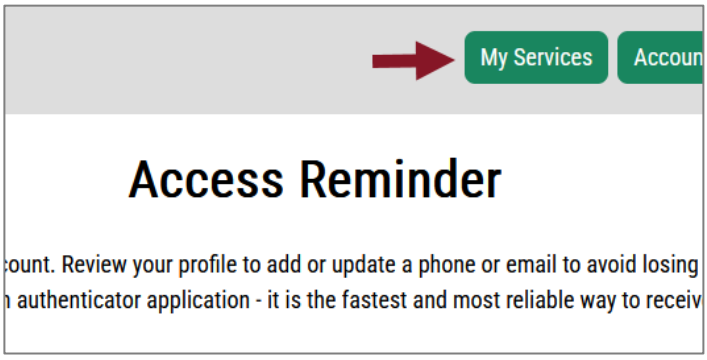
Use your work email for the primary SAW email. We need this to contact you.

Link to EIM Loader from SAW

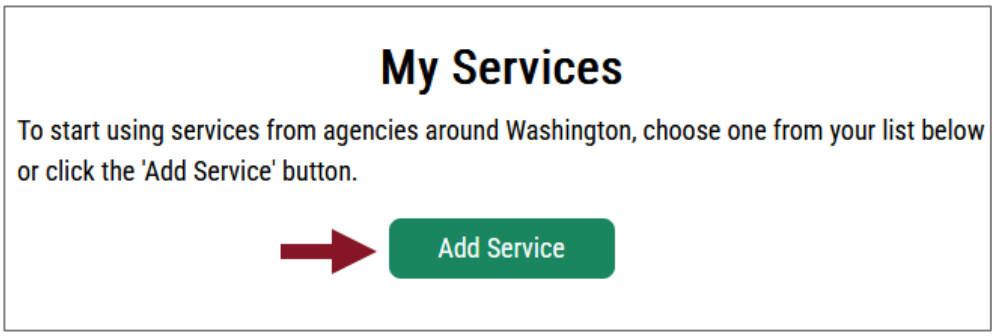
1. Log in to your SAW account.



2. Choose **My Services** button.



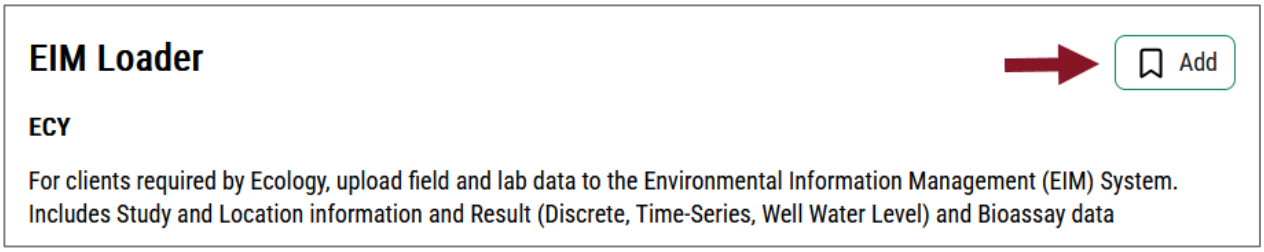
3. Choose **Add Service** button.



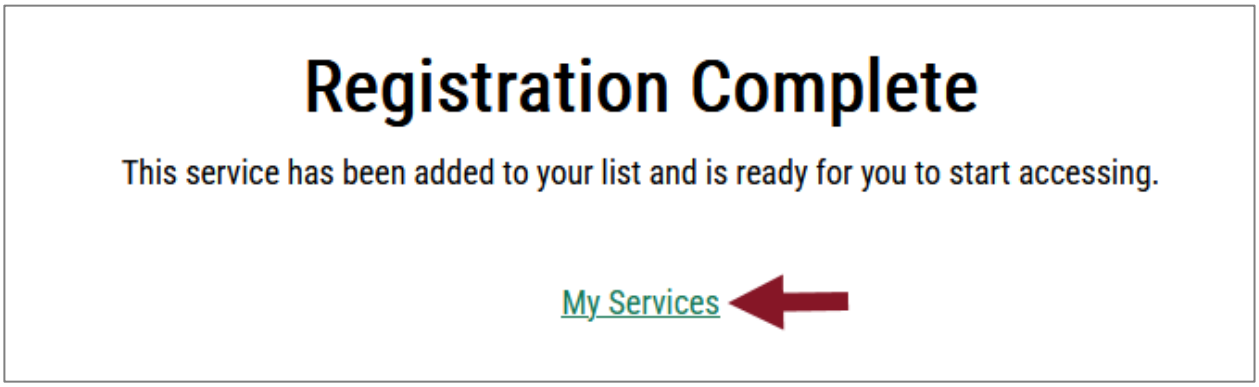
4. Choose **Add By Agency** button.



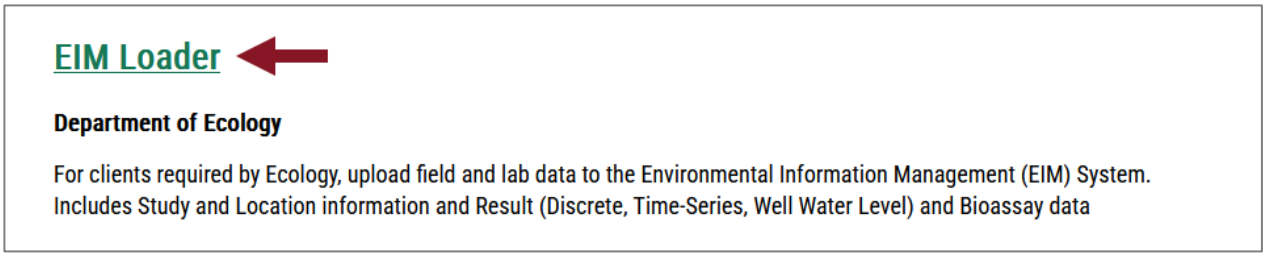
5. Scroll down and choose **Department of Ecology** from list.
6. Scroll down to **EIM Loader** and choose **Add** button.



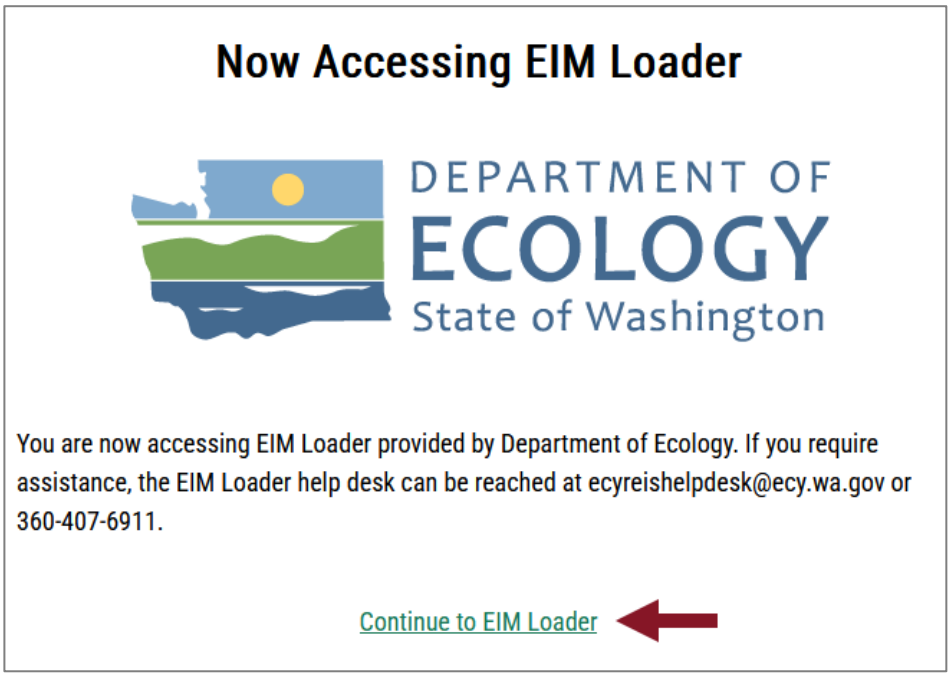
7. Choose **My Services** link.



8. Choose **EIM Loader** link.



9. Choose **Continue to EIM Loader** link to make an EIM Loader account.

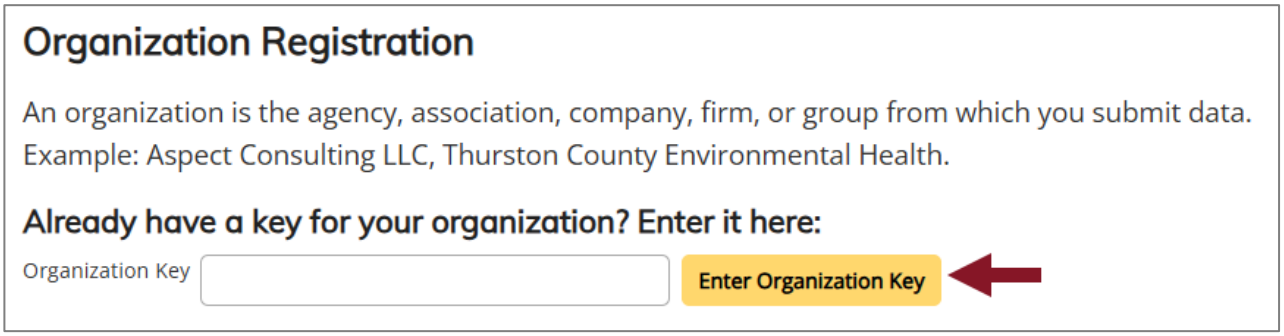


Complete Your Account in EIM Loader

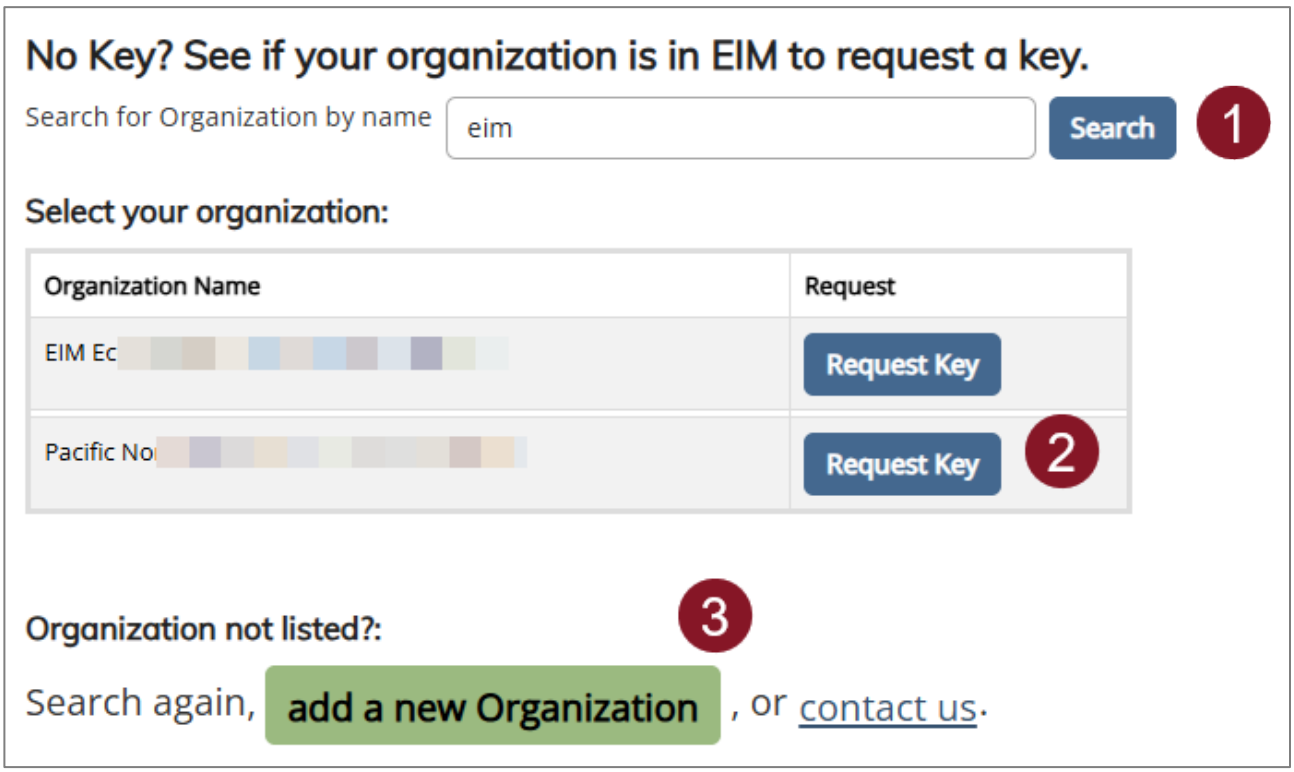
Register with an Organization

The first time you access EIM Loader from SAW, it takes you to the **Organization Registration** page. **An organization is the group from which you submit data**, like a consulting firm or a government agency. We already have an extensive list of organizations in EIM. Each organization has a unique key. Use the key to register.

1. **If you have your organization's key**, enter it to register with your organization. Skip to Make a User Profile.

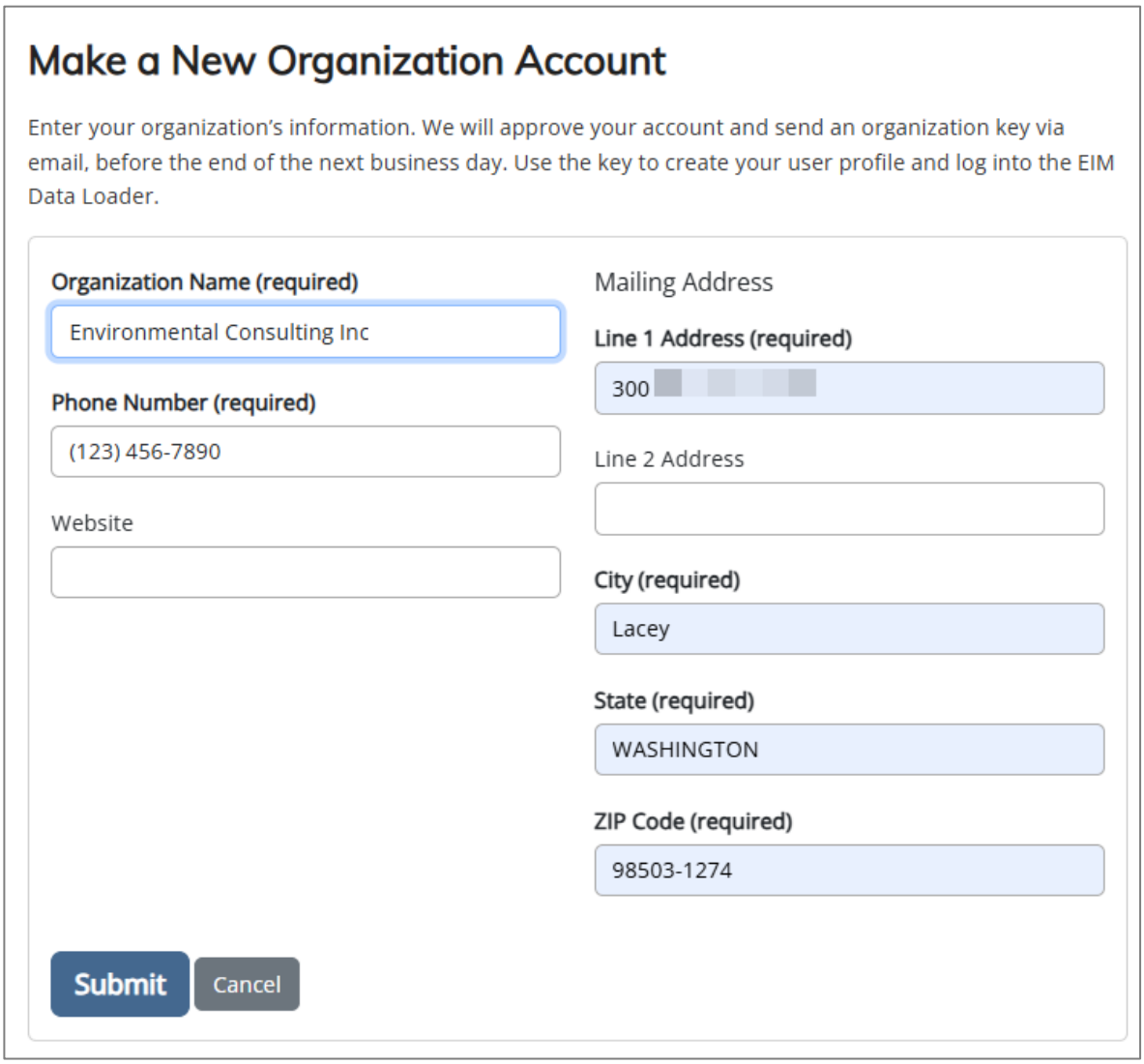


2. **If you don't have your organization's key**, **(1)** Search for your organization. **(2)** If you see it on the list, choose the Request Key button. We will email the key to you. **(3)** If your organization isn't on the list, choose the add a new organization button. See the next page (Add a New Organization) for instructions.

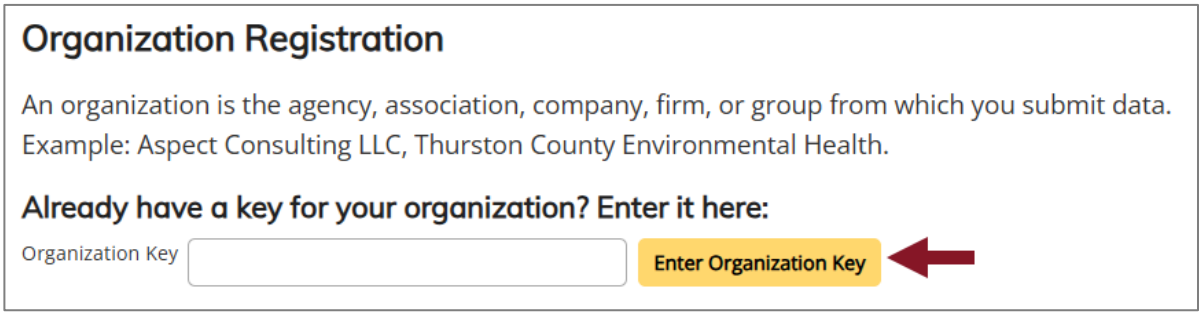


Add a New Organization

1. To **add a new organization** for EIM Loader, fill out the form. We sometimes have questions or need clarifications and will contact you. We will send you a confirmation email along with your organization key.



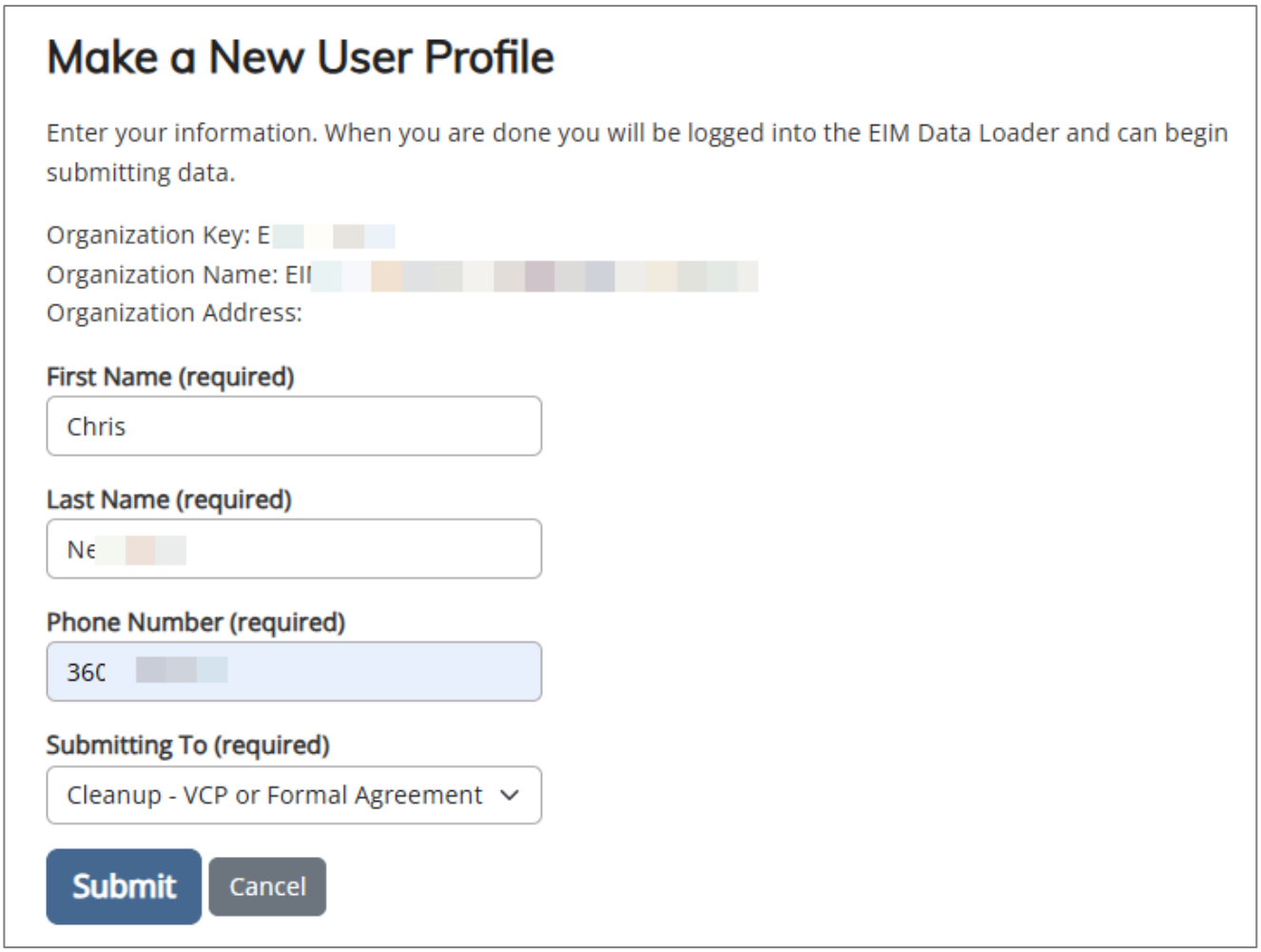
2. Log back in to your SAW account and go to the EIM Loader. It will take you to the Organization Registration page.
3. Enter your key. EIM will take you to the Make a User Profile page (next page).



Make a User Profile

Once you enter your organization key, make a user profile by entering your name, phone, and Submitting To*. We use your email from your SAW account. We look at each account request and sometimes have questions and will contact you.

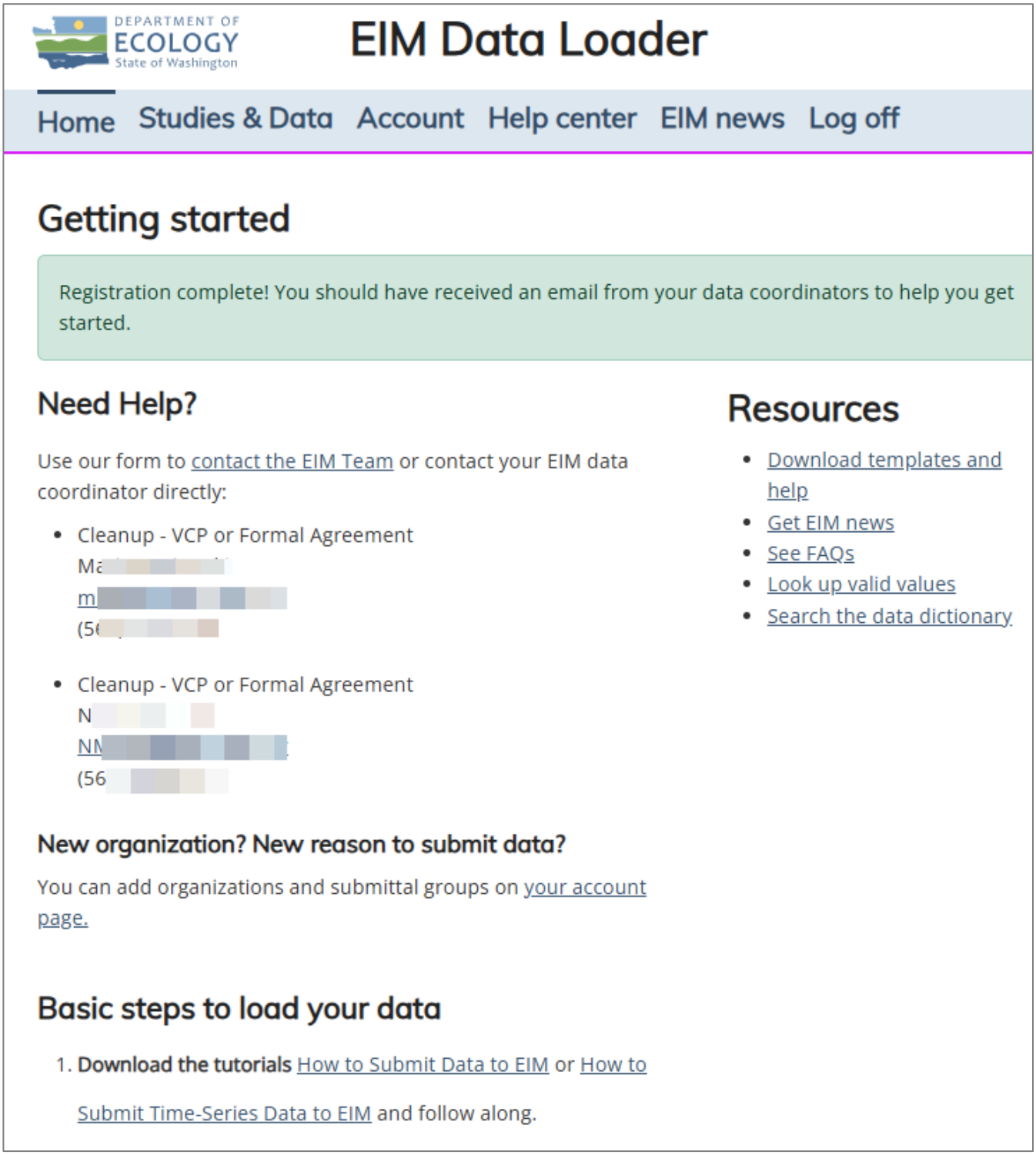
***Submitting To** is the type of data you plan to submit, like "Cleanup – VCP or Formal Agreement." This will pre-populate forms when you submit data and send your submittal to the correct data coordinator(s) for review. If you need to submit more than one type of data, you can add others to your list and toggle among them as needed. See instructions under Manage Your Loader Account.



After you submit this form, it takes you to the Loader homepage (next page). We will also send you a confirmation email with contact information for your data coordinators. They can help with questions on your submittal and will provide edits on your datasets.

Explore the EIM Loader Homepage

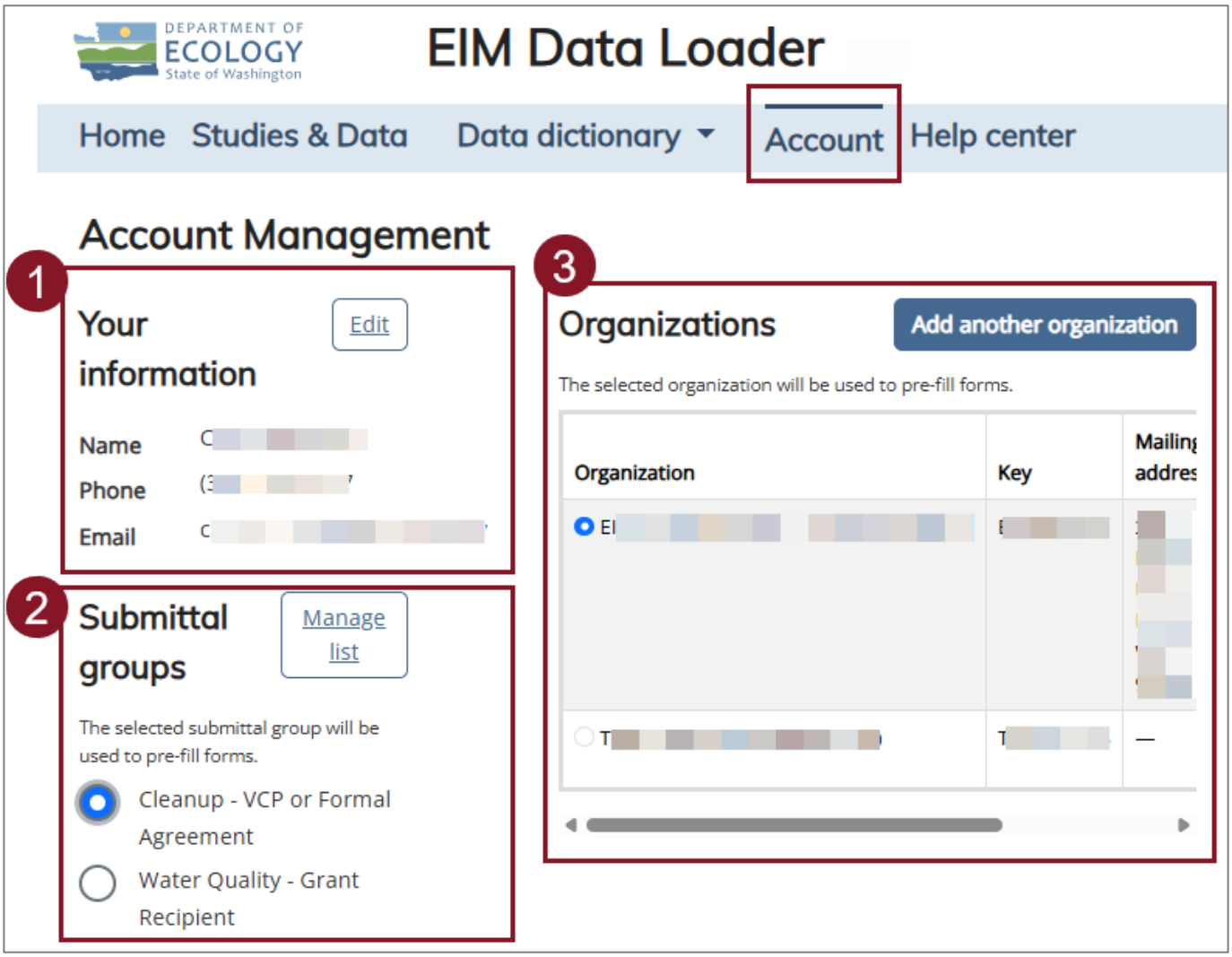
After you make your user profile, EIM takes you to the **Loader homepage**. From here you can submit data (Studies & Data), manage your account, and access various resources. EIM takes you here each time you log in.



Manage Your Loader Account

Go to **Account** on the top menu. The sections on this page include:

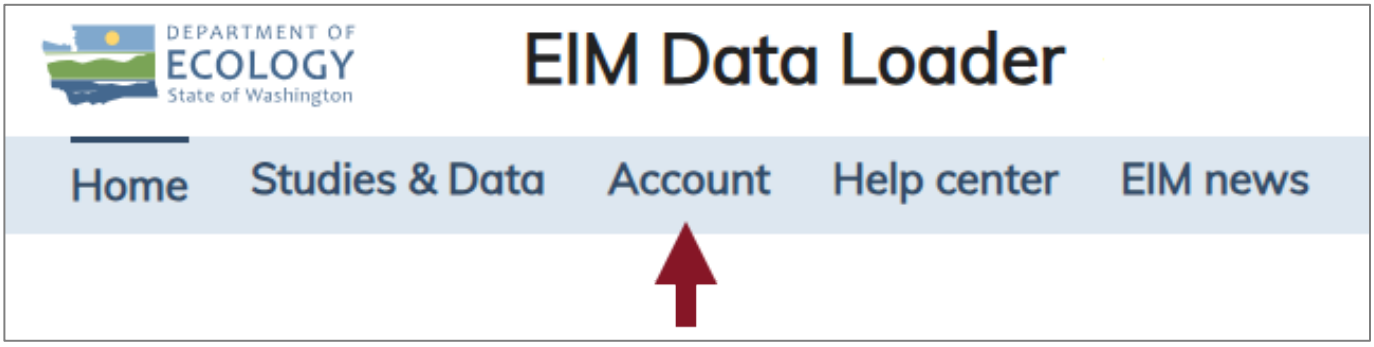
1. **Your information:** Manage your name and phone. **Note:** editing your EIM Loader account doesn't affect your SAW account. **If you need to change your email address, do that through your SAW account**. It will propagate down to EIM Loader the next time you log in. To edit your SAW account, go to the SAW homepage.
2. **Submittal groups:** Toggle or add submittal groups if you submit more than one type of data, like "Cleanup – VCP or Formal Agreement" and "Cleanup – RCRA Corrective Action." See "Manage List" for other choices. You can also change this when you submit a data file, as long as you checked it under "Manage List."
3. **Organizations:** Toggle or add organizations you are submitting from. See Submit Data for More Than One Organization to see how to add another organization to your list (next page).



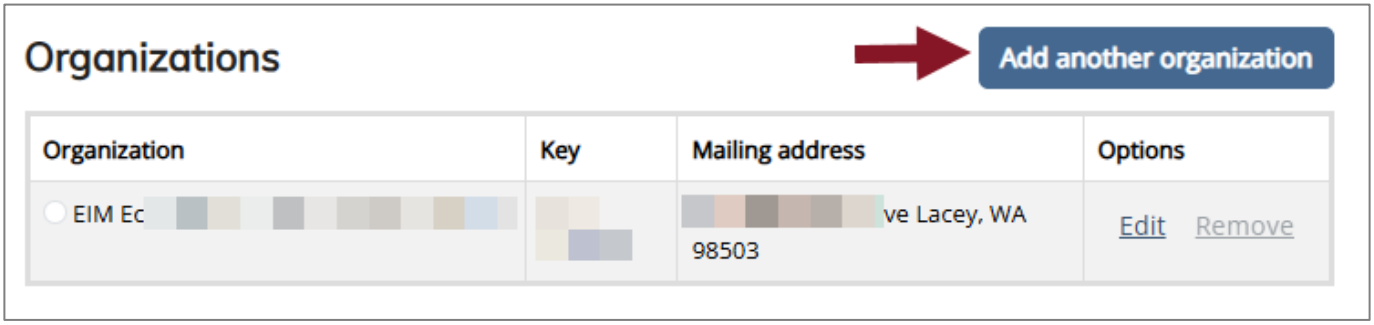
Submit Data for More Than One Organization

If you need to submit data for more than one organization, you can add one or more additional organizations to your account.

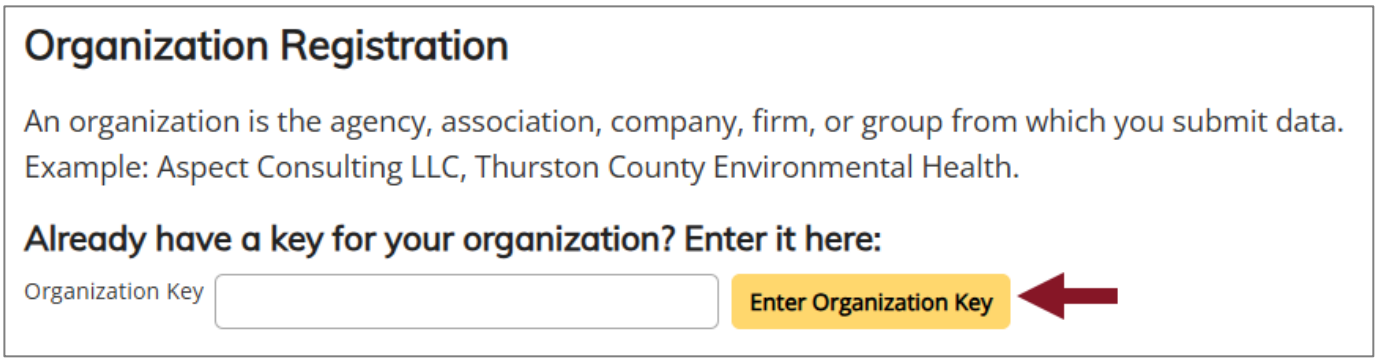
1. Choose **Account** from the top menu.



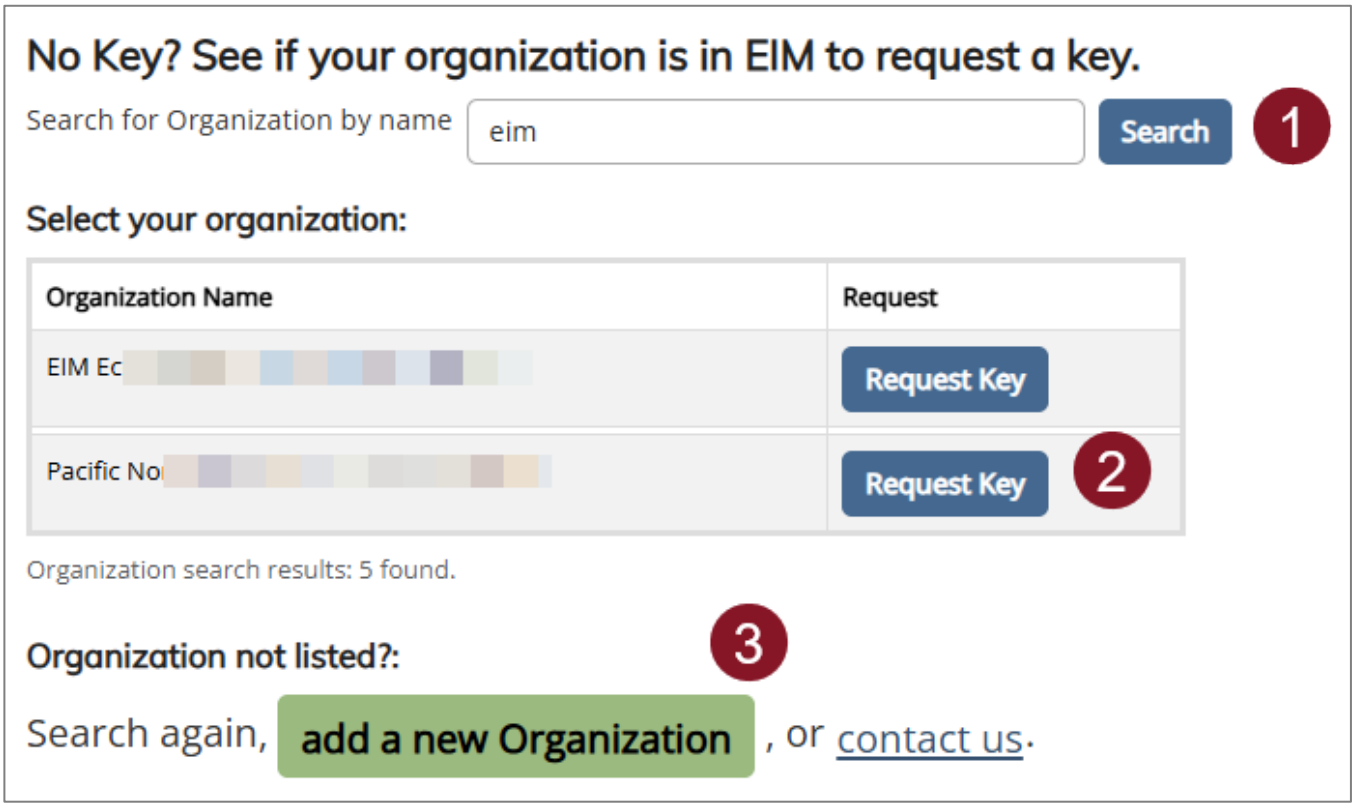
2. Choose **Add another organization** button.



3. If you have an organization key, enter it.



4. **If you don't have a key, (1)** Search for your organization. **(2)** If you see it in the list, choose the **Request Key** button. We will send you a key. **(3)** If your organization isn't on the list, choose **Add a new organization** button or contact us. See Add a New Organization for details.



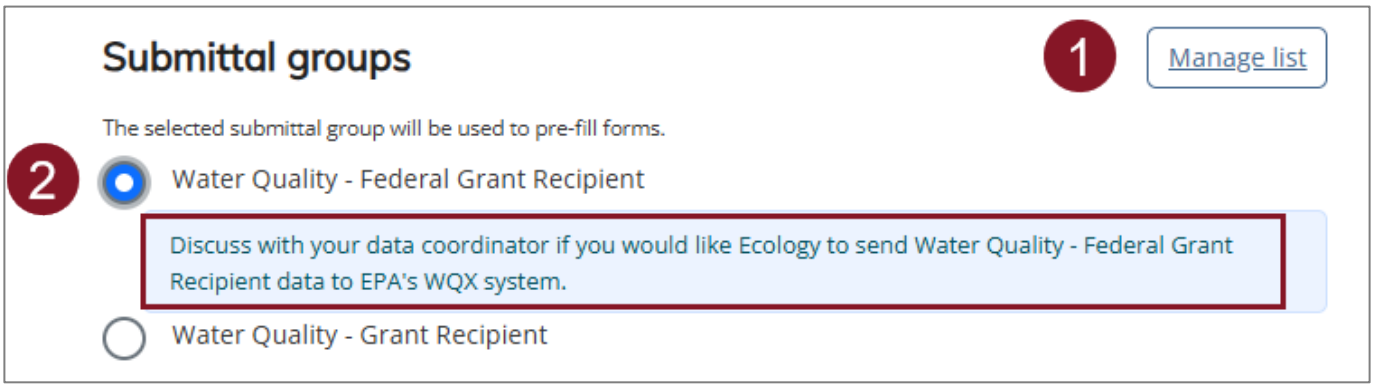
Flag EPA Federal Grant Studies for WQX Submittal

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

Once your data is in EIM, we can send it to WQX on your organization's behalf if you would like. That way, you don't need to submit your data to both systems.

You can do this if your Submittal Group is **Water Quality – Federal Grant Recipient**.

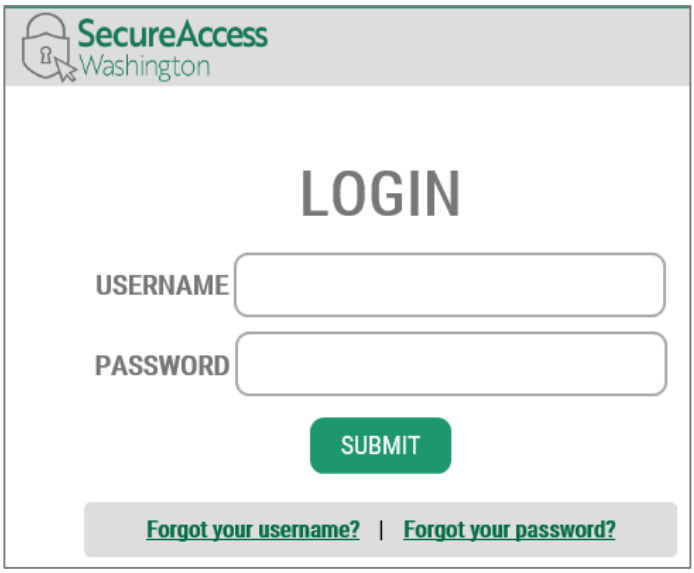
Note: To change your default Submittal Group or add Submittal Groups to your account, go to your **Account** page. Under **Submittal Groups**, choose (1) **Manage List**. On the page that opens, check **Water Quality – Federal Grant Recipient**. Save your changes. Then (2) toggle to the desired Submittal Group. For example, for NEP data, EIM will display the message "Discuss with your data coordinator if you would like Ecology to send Water Quality – Federal Grant Recipient data to EPA's WQX system." You can reach out to them by email. They will flag your study for submittal to WQX. Your data coordinators will work with you on this process if you choose to use it.



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.

Log in to Loader as a Returning User

Once you make your Loader account, use the direct SAW link to EIM Loader.



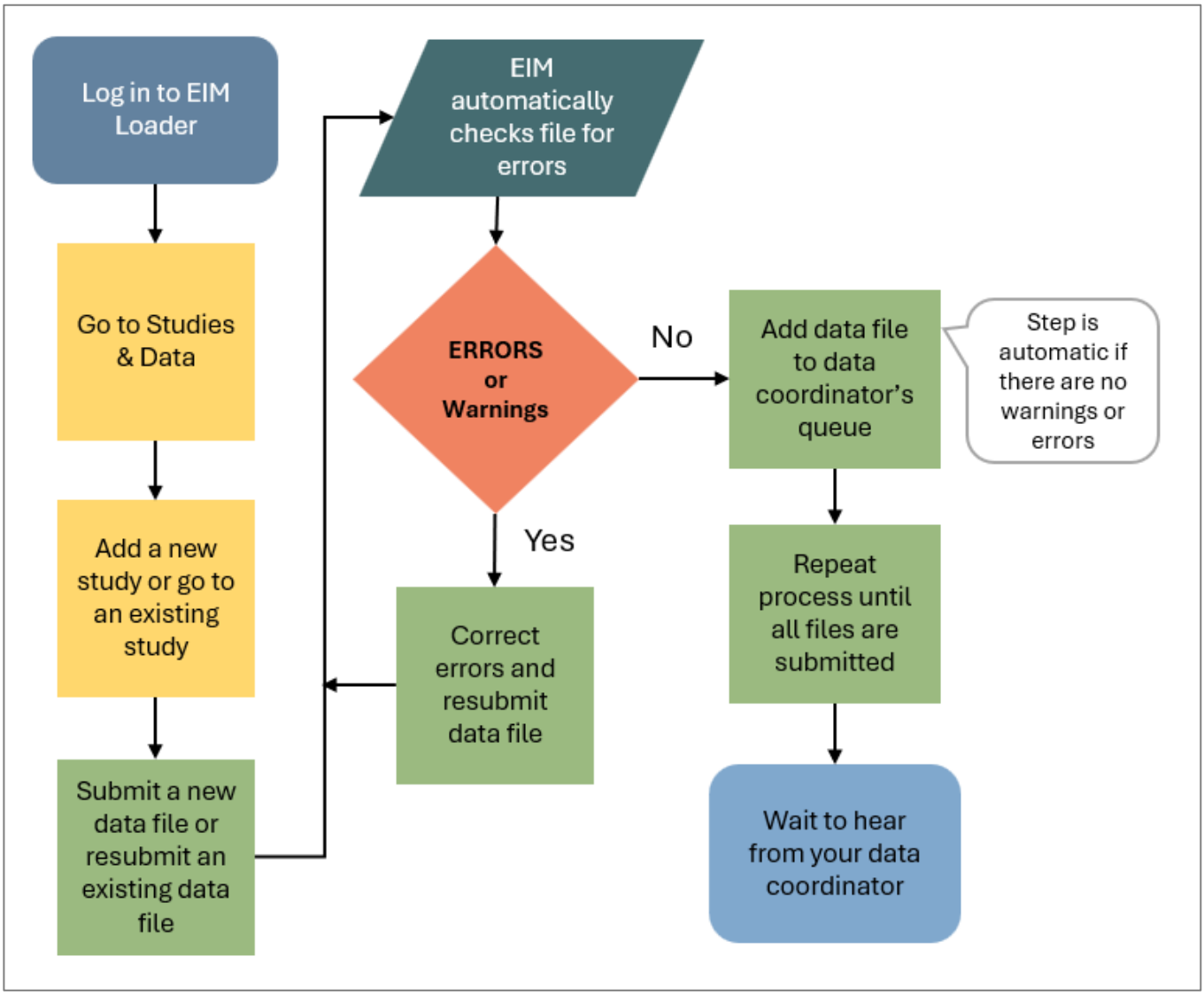
Note: If you need to make changes to your SAW account, go to the SAW homepage.

New Loader Overview

In July 2026, we launched a new Loader. Following is an overview of how it works. See sections below the overview for details on how to submit your data.

Basic Workflow Diagram

This diagram shows the shows the basic workflow for the Loader. We explain the details in the following sections.



Study Centricity

The data submittal workflow centers around the EIM study. After you add a new study or go to an existing study in the Loader, submit all related data files under it—locations and results (discrete, time-series, well water levels, and bioassay).

Note: Even though you submit data files for new locations under a specific study, it doesn't tie the new locations to that study in EIM. That happens when you load your result data, just as it has always been.

The Loader lists all your studies on one page, the **(1) studies page.**

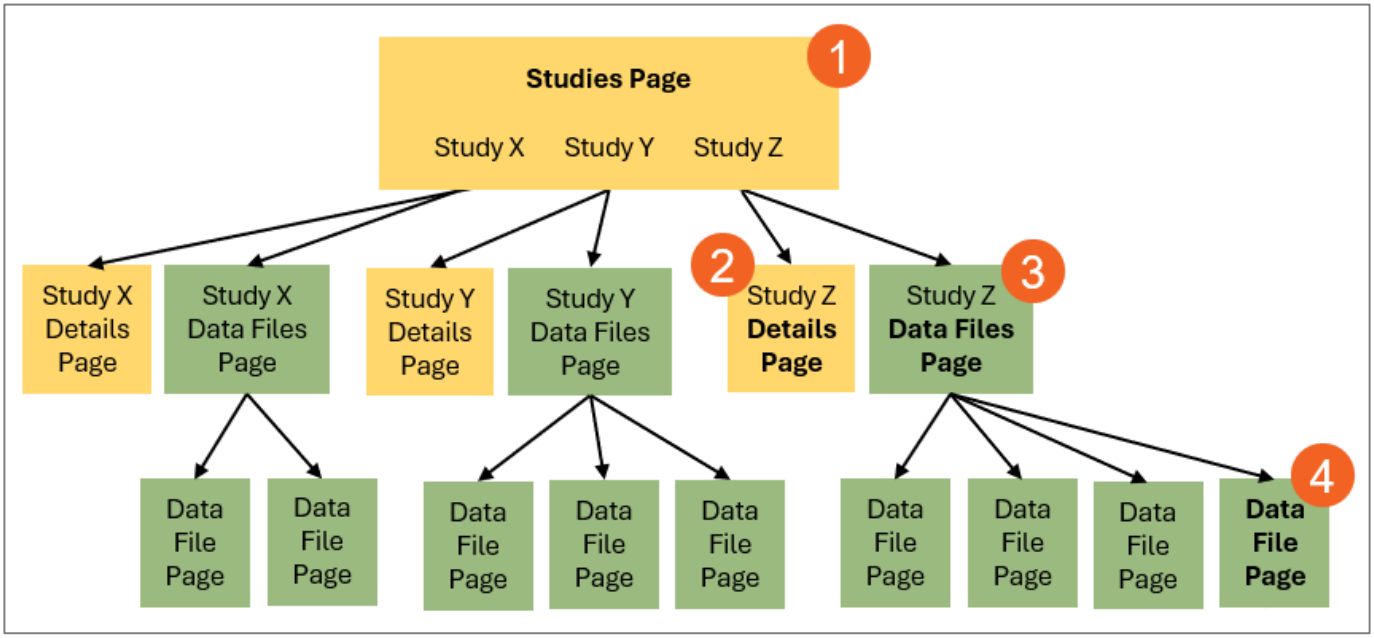
From the studies page you can add a new study—or go to an existing study's (2) details page or (3) data files page.

From a **(2) study details page**, you can edit your study until your data coordinator loads it.

From a **(3) study data files page**, you can submit a new data file or go to an existing **(4) data file page**.

See overviews of these pages and what you can do on them below.

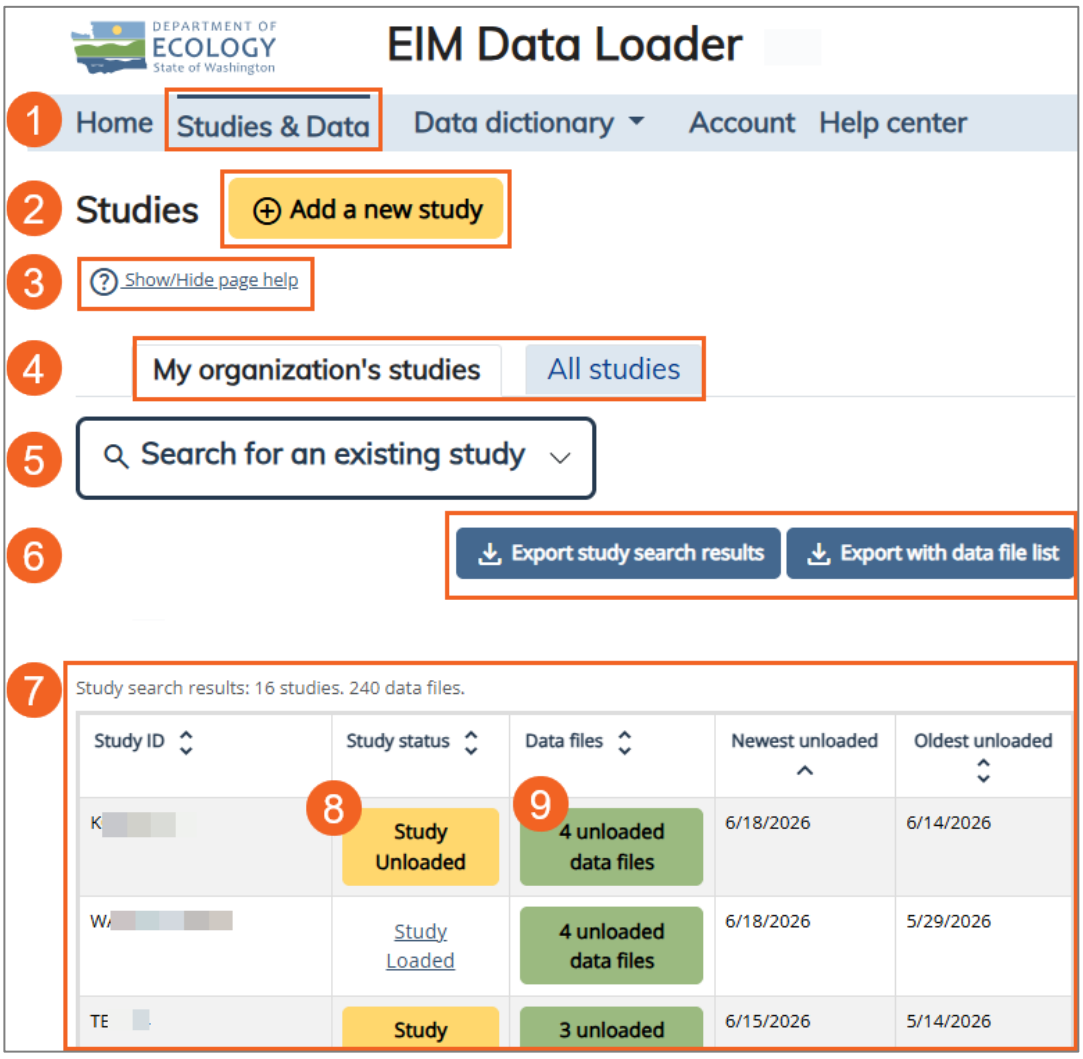
Note the color scheme. Studies are yellow and data files are green. You will see this same color scheme in the Loader.



Studies Page––Overview

The data submittal workflow centers around the EIM study (see diagram under Study Centricity in the Overview). The **Studies Page** is central to your data submittal.

1. **To get to the Studies Page, choose Studies & Data** on the top menu. **Here you can:**
2. **Add a new study** by choosing the Add a new study button.
3. **Show or hide help** for this page.
4. **See the studies your organization has rights to** (default) or see all studies in EIM.
5. **Search for an existing study**. **Note:** some submitters have a lot of studies, especially now that submitters within an organization can see all studies.
6. E**xport a list of studies**, with or without list of data files under them (like locations and results).
7. **See a list of your studies** (if you've submitted data before).
8. **Edit an existing study** if your data coordinator hasn't yet loaded it into EIM. In that case the Study status column button says **Study unloaded.**
9. **View or submit data files for a study, by choosing the button or link in the Data files column**. If you have unloaded data files, the button tells you how many.

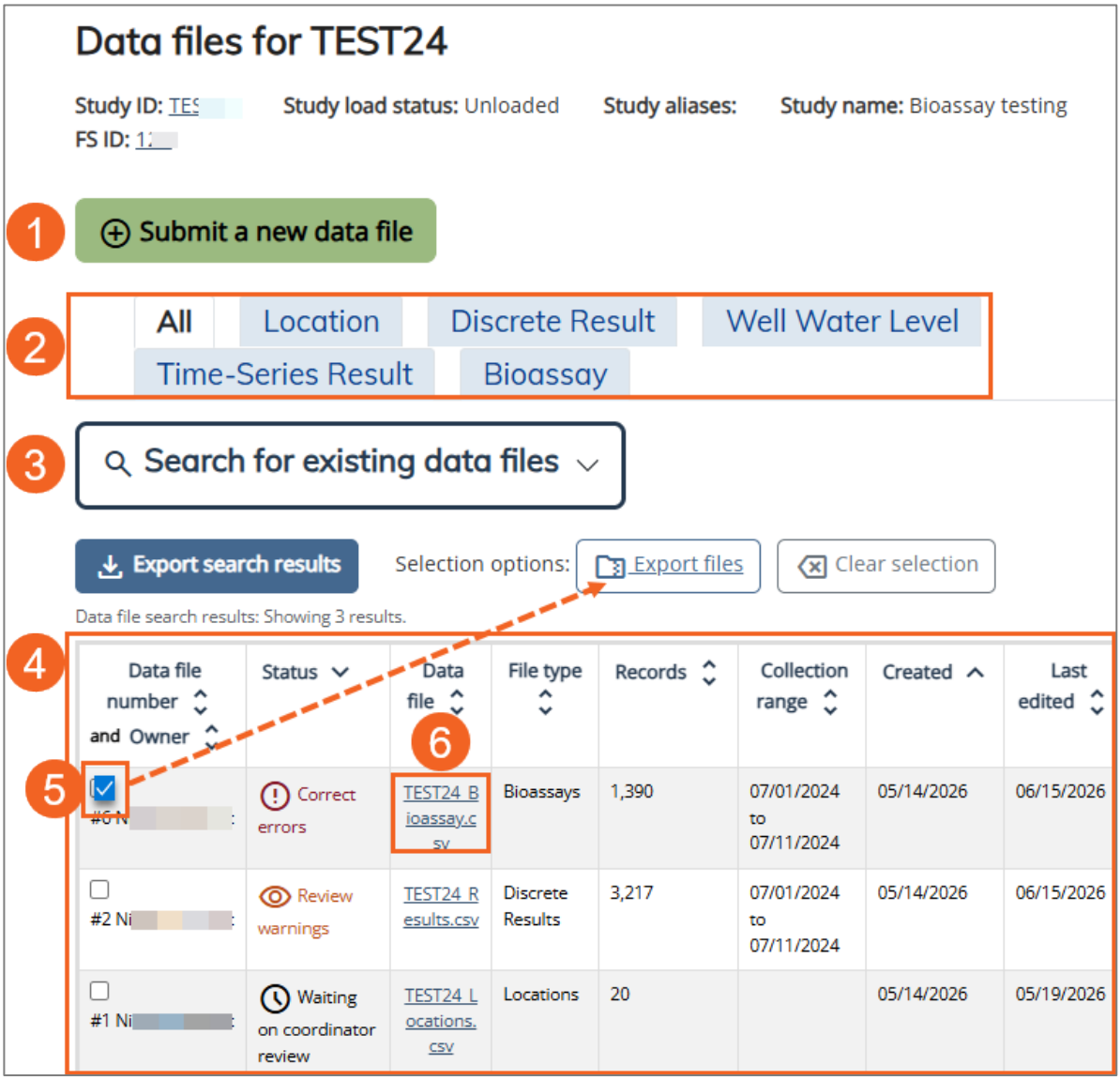


Data Files Page––Overview

When you add a study to Loader, it creates a **Data Files Page** for that study. This is where you submit all data files or go to an existing data file for your study. Get there from the Study page by choosing the button or link for a particular study in the data files column (number 9 above).

On the Data Files Page, you can:

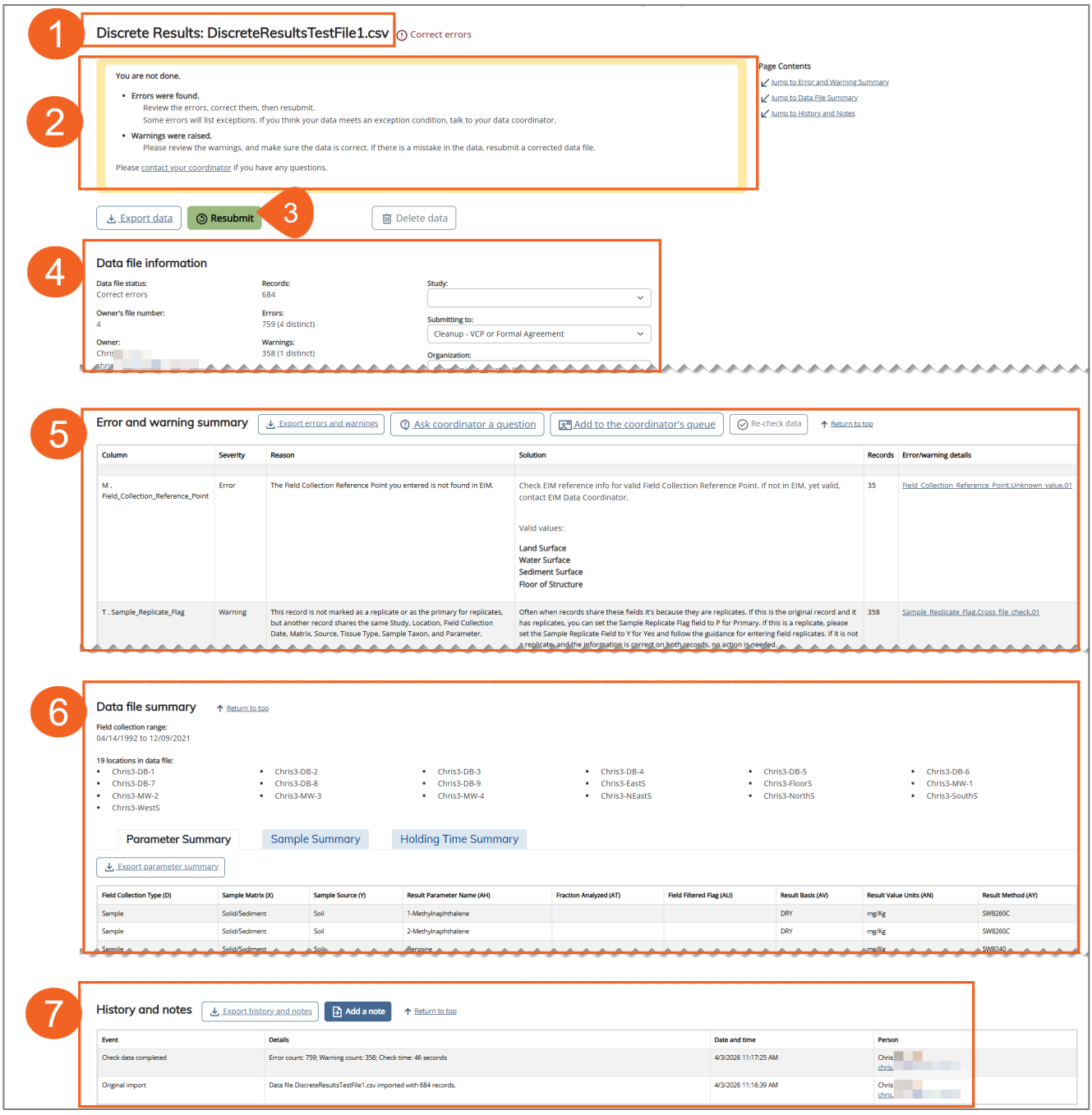
1. **Submit a new data file** for your study. This includes Location, Discrete Result, Well Water Level, Time-Series Result, or Well Water Level data files.
2. **Choose the type of data file** you want to see in the list (handy if you have a lot of files).
3. **Search for existing data files** in the list and export search results if you wish.
4. **View the list of existing data files** for your study, with owner, status, link to data file, file type, number of records, data collection range, created date, and last edited date.
5. **Select and export data files** by checking the box and choosing the Export Files button.
6. **Go to an existing data file page** by selecting the data filename link in the data file column.



Data File Page––Overview

When you import 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.**
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). The file retains its original place in the queue.
- 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 add it to your data coordinator's review queue. This 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.**

Enhanced Error Checks and Messages––Overview

The Loader now automatically runs error checks when you submit a data file. The message box shows you a timer and lets you know when the checks are done. The error checks and messages are more comprehensive and detailed than they were in the previous Loader. We incorporated some of the checks our data coordinators used to do manually and we added new checks.

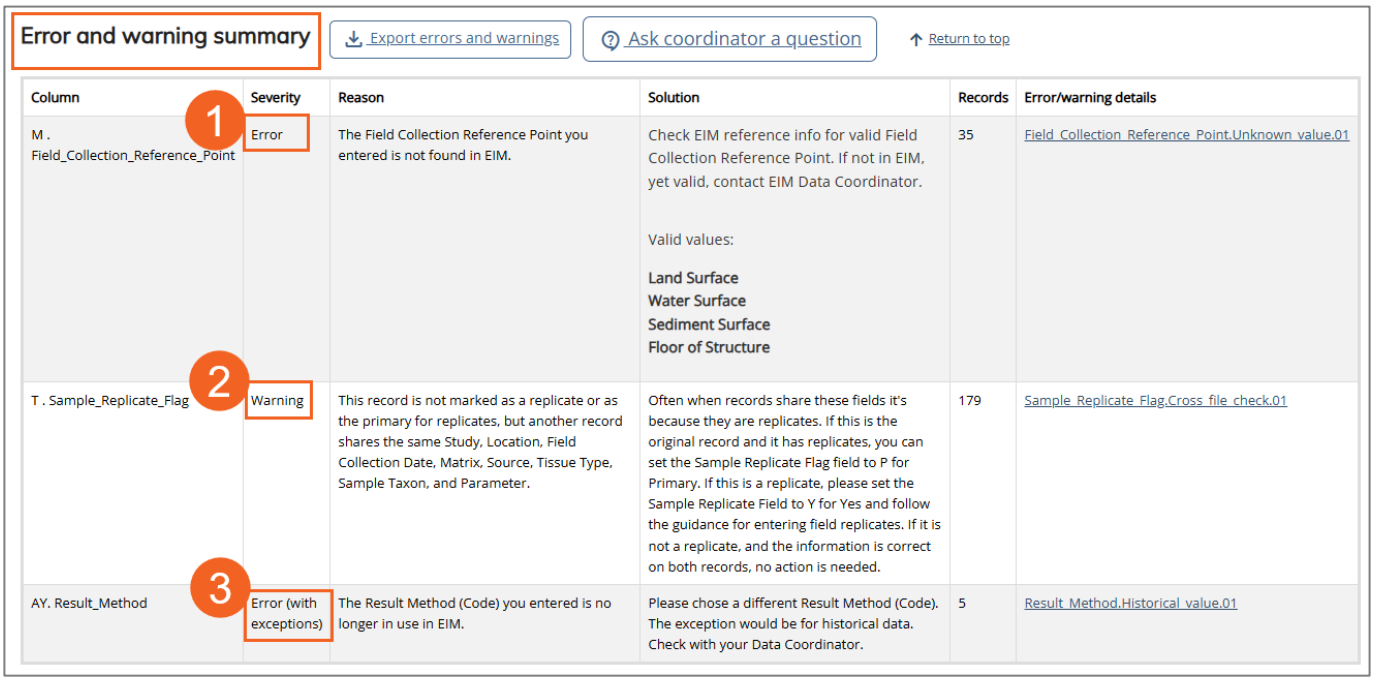
There is an **error and warning summary** on the data file page.

Each error or warning has a **details page** with additional information. See screenshots on next page.

There are **three levels of error severity**:

1. **Errors**—must fix.
2. **Warnings**—potential fix, like a possible replicate.
3. **Errors with exceptions**—must fix except in certain cases, like a historic method code. Discuss with your data coordinator.

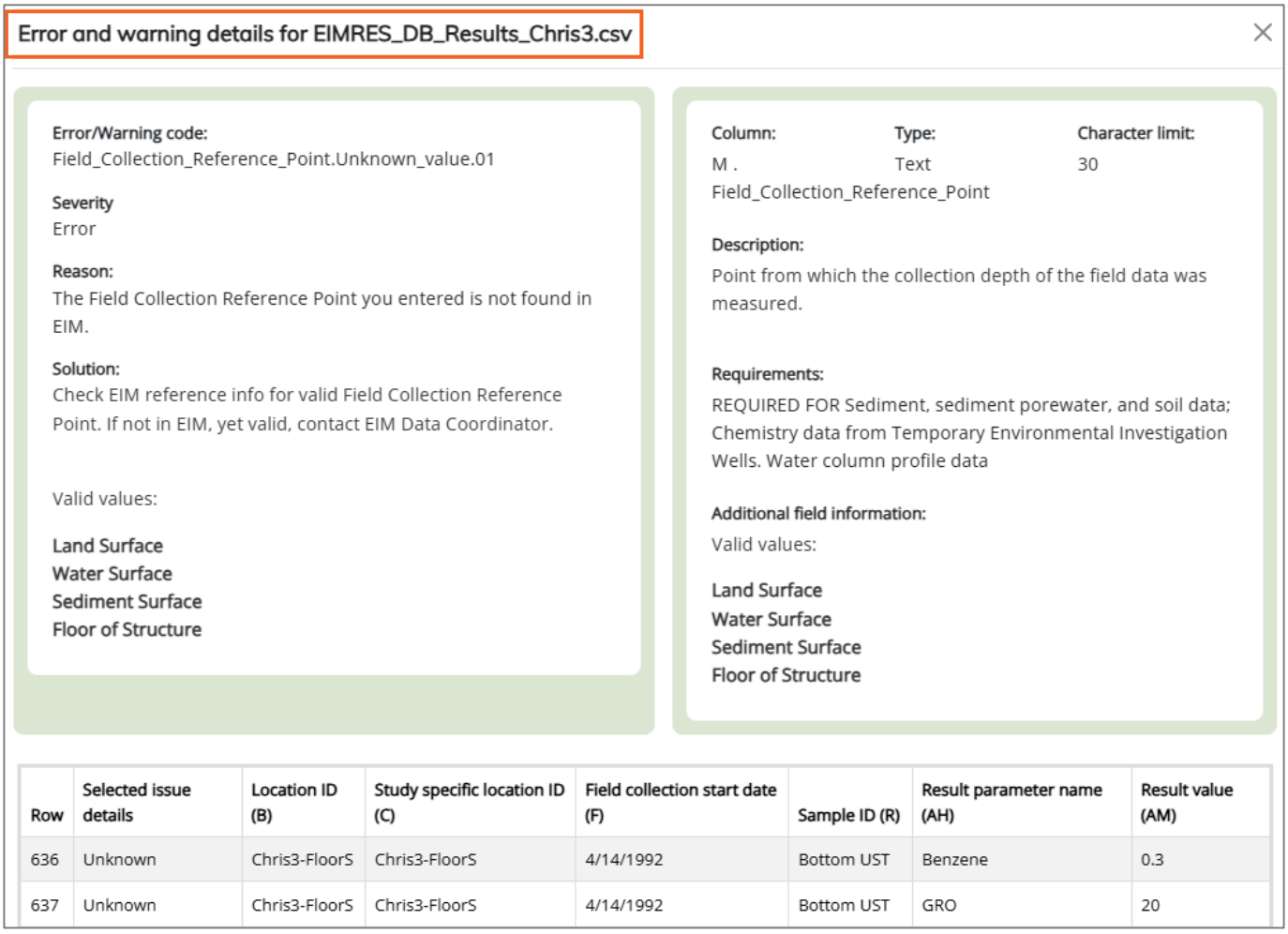
The Loader also checks for duplicate data and missing locations against data in the queue. It used to check only against data already loaded into EIM.



Error and warning summary

Export errors and warnings | Ask coordinator a question | Return to top

Column	Severity	Reason	Solution	Records	Error/warning details
1 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_Reference_Point.Unknown_value.01
2 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.Cross_file_check.01
3 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.Historical_value.01



Error and warning details for EIMRES_DB_Results_Chris3.csv

Error/Warning code:
Field_Collection_Reference_Point.Unknown_value.01

Severity
Error

Reason:
The Field Collection Reference Point you entered is not found in EIM.

Solution:
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

Column:	Type:	Character limit:
M . Field_Collection_Reference_Point	Text	30

Description:
Point from which the collection depth of the field data was measured.

Requirements:
REQUIRED FOR Sediment, sediment porewater, and soil data; Chemistry data from Temporary Environmental Investigation Wells. Water column profile data

Additional field information:
Valid values:

Land Surface
Water Surface
Sediment Surface
Floor of Structure

Row	Selected issue details	Location ID (B)	Study specific location ID (C)	Field collection start date (F)	Sample ID (R)	Result parameter name (AH)	Result value (AM)
636	Unknown	Chris3-FloorS	Chris3-FloorS	4/14/1992	Bottom UST	Benzene	0.3
637	Unknown	Chris3-FloorS	Chris3-FloorS	4/14/1992	Bottom UST	GRO	20

Data Files from the Old Loader

All data files from the old Loader are in the new Loader. We put as many existing data files as we could under their related studies. Go to your studies page to see them.

Note: This did not change their place in the queue.

A few orphaned data files remain. These are mostly location files. We will provide a link to orphaned files, if you have any. You can move them under a study or delete them if you no longer need them.

Access to Your Organization's Studies and Data Files

You can now see all your organization's studies and associated data files in the Loader. If you have more than one user within your organization, you can filter to see just what you need.

You can submit new data files to any of your organization's studies.

You can take ownership of existing data files, so you no longer need to ask your data coordinator to transfer them. The previous owner gets notified. EIM logs the transfer into the data file's history and notes.

Submit Your Study Data

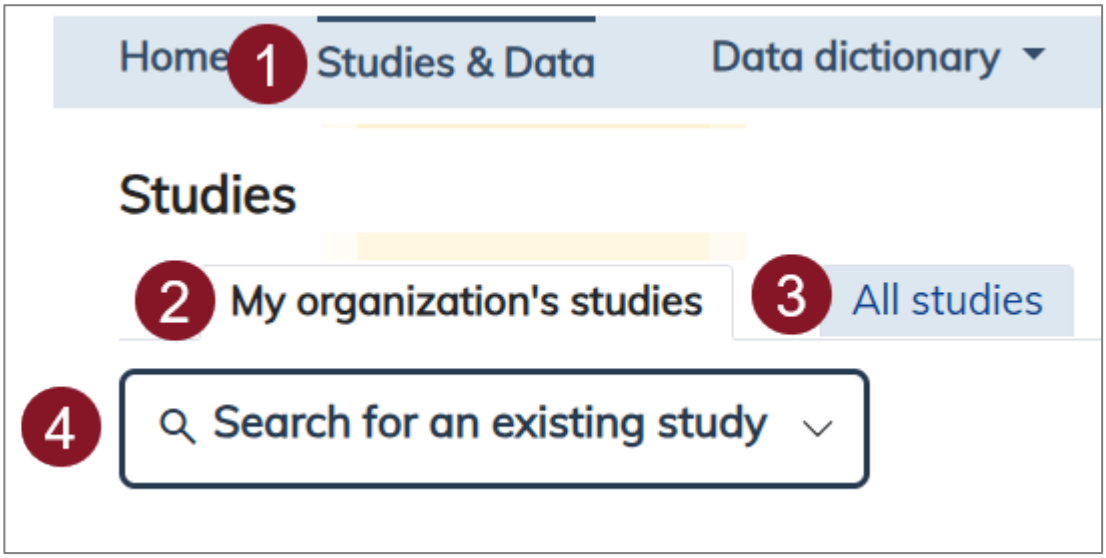
What is an EIM Study?

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).

Add a New Study

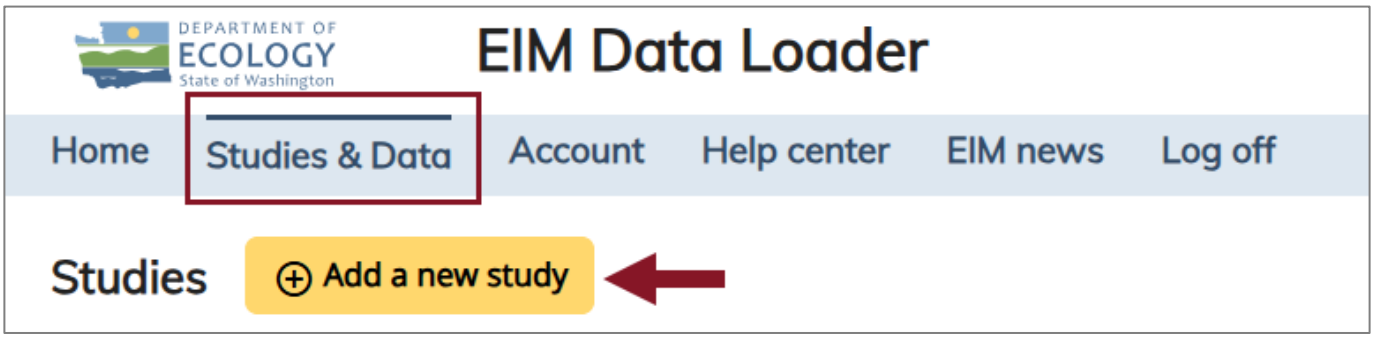
Before you add a new study, make sure it isn't already on your list of studies or in EIM. You can check this by choosing **(1) Studies & Data from** the top menu of the Loader. Studies your organization has rights to are under **(2) My organization's studies**. All studies in EIM are under **(3) All studies**. You can also **(4) Search for an existing study**.

Your data coordinator can give you rights to an EIM study that's not on your list.

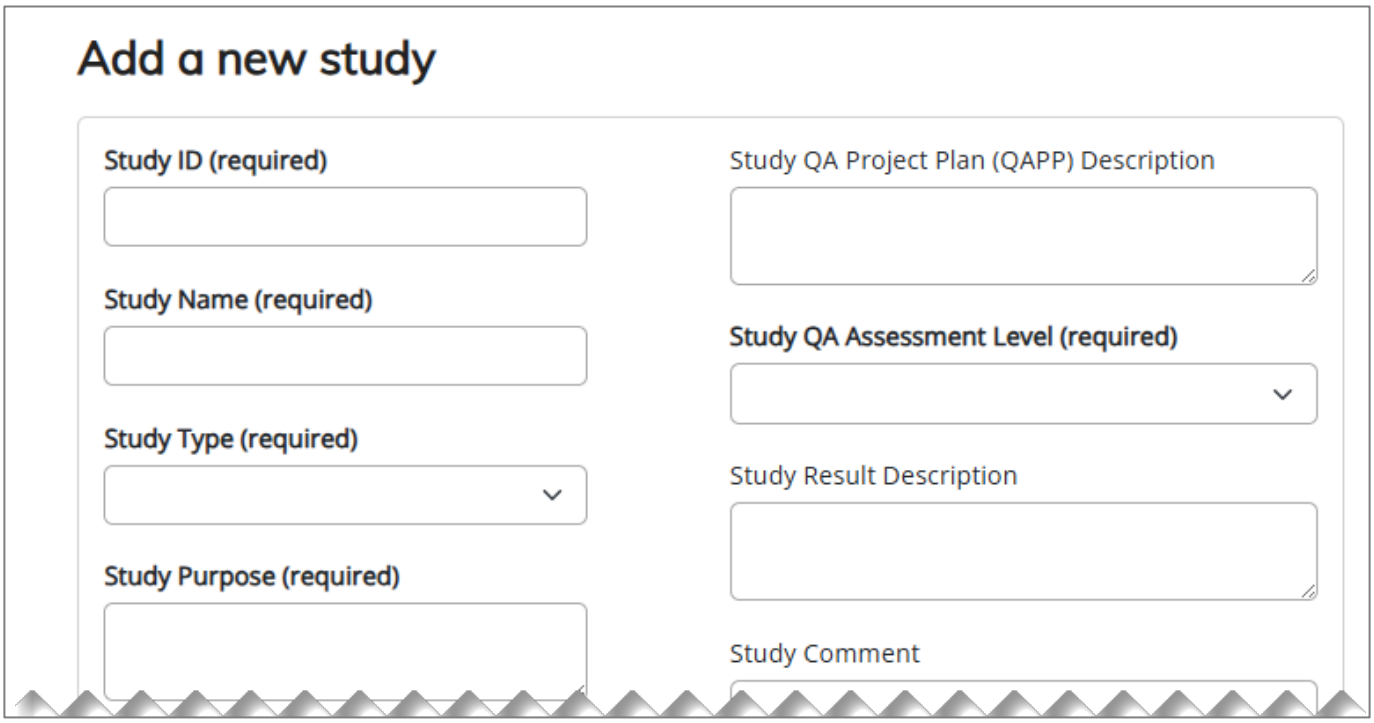


Add your study information by filling out the form in the Loader. To do this:

4. Download the Study Help so you know how to fill out the form.
5. Download Naming Conventions for EIM Studies. It has examples of naming conventions, to help you create your Study ID and Study Name.
6. Log in to your Loader account. If you don't have an account yet, see Make or Manage Your Account.
7. Choose **Studies & Data** from the top menu of the Loader homepage.
8. Choose the **Add a new study** button.



9. **Fill out the required fields** and the optional or conditionally required fields if applicable. For help filling out this form, download the Study Help. You must fill out all required fields in the study form or your study will not save.



Note: you can now change the **Submitting Organization** field here (for users who submit data for more than one organization). We pre-populate the form with your default settings, found under **Account** in the top menu.

You can edit your study until your EIM data coordinator loads it into EIM. It's locked for editing thereafter. Your EIM data coordinator can make changes for you.

Submit Your Location and Results Data

Data File Templates FAQ

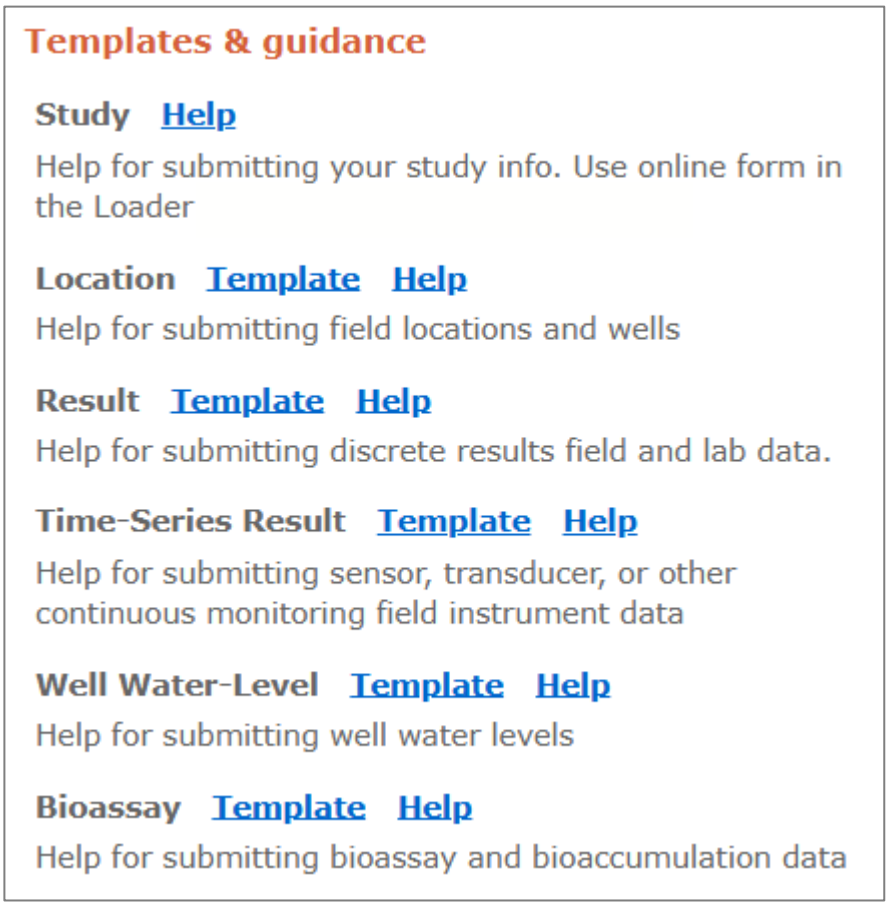
What are the Data File Templates?

The data file templates are preformatted Excel spreadsheets for submitting tabular data to EIM. We have templates for these data types:

- Locations
- Discrete results
- Time-series (continuous) results
- Well water levels
- Bioassays

Where Do I Get the Data File Templates?

Get the data file templates from Templates and Guidance section in the EIM Help Center. Download the templates you need. Also download the help documents—they are essential for filling out the templates. See Help for Data File Templates below.



Can I Use Templates I Downloaded a While Ago?

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. For example, if your field locations are not wells, only 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 based on your data type. See the color key at the top of each template help document. Additionally, **bold** type indicates required fields. The **Requirements column** in the template help also provides this information.

Is There a Size Limit on Data Files?

EIM can only accept files 50MB or less. Maximum number of rows varies by template and how many columns are populated. It does best with files with 50k records or less. We recommend that you break very large files into multiple smaller files by date range.

Help for Data File Templates

EIM has help documents for each data file template, with information about each column. The information includes column number (A, B, etc.), field name, description, requirements, type (text or number), size, valid values and conditions, and examples and guidance. See an example of the Results template help below.

Most valid values you need are in the help. For long lists of valid values like parameters, the help has links to online tables. We also link relevant topic-specific guidance from the EIM Help Center.

The data file template help is in the EIM Help Center, under Templates & Guidance > Data Entry Documents. The topic-specific guidance is there too.

Grid - How to Fill Out Your Results Template

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**	Text	20	Must be valid EIM Study ID.	Use Study ID from: 1. Your Study form, or 2. Study already in EIM In a single template, don't submit data for more than one study. To load data for more than one study, use separate templates for each.
B	**Location ID**	UNIQUE ID to identify the field Location in EIM.	**Required**	Text	15	Must be valid EIM Location ID.	Location IDs are from Column A in your Location template. You will usually have multiple result records associated with a Location ID. The Location ID indicates a specific sampling location. All result records associated with that sampling location use that Location ID.

Prepare Your Data Files for Submittal

Fill Out Your Data File Templates

When you fill out your data file templates, make sure they contain all the required information by using the accompanying help document. Also look at the topic-specific guidance list in the EIM Help Center to see if any of them apply to your data. Note that we link topic-specific guidance to the template help in most cases, but not always.

Combine Data Files by File Type for a Study

If you have more than one location, discrete result, well water level, or bioassay data file for a study, please combine each type into one file. For example, combine your discrete result files into one file. This helps our data coordinators review them more efficiently. Note the size restrictions for files.

Name Your Data Files Meaningfully and Uniquely

Although you will submit all files under their respective studies, it helps to **name your files so you and your EIM data coordinator know what they are for.** Identifiers like EIM Study IDs, Facility Site IDs, grant funding numbers, site names, sampling quarter and/or dates, and type of data (like "Results") are helpful. **Don't use special characters** like quotes in your file names. **Each filename must be unique in EIM**—the identifiers help with that.

Examples of good filenames:

- FS6653498-SpecializedAuto-Locations.csv
- TFRumfordProperty_WellWaterLevelsQ1-Q4_2025.csv
- WQC-2025-00025_EIMResults_Ecoli_2025.csv
- MackinacLandfillQuarter2-3GWResults.csv

Save Your Data File Templates as CSVs

EIM won't accept data files in Excel (xlsx) format. Before you submit your data file, **save it as a comma delimited file (CSV)**. Use Excel's Save As > Other Formats > CSV (Comma delimited) *.csv.

Don't reopen the CSV file in Excel once you do this, otherwise it will cause formatting issues with certain fields like dates and CAS Number (reformats some into dates). It can also add significant digits to numbers after the decimal. If you open the CSV file in Excel by accident, close it without saving it. If you need to make changes, open your original EIM Excel template (.xlsx), make changes, and save it as a CSV.

Use EIM-Ready Data Files from Your Database

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

Submit Your Data Files

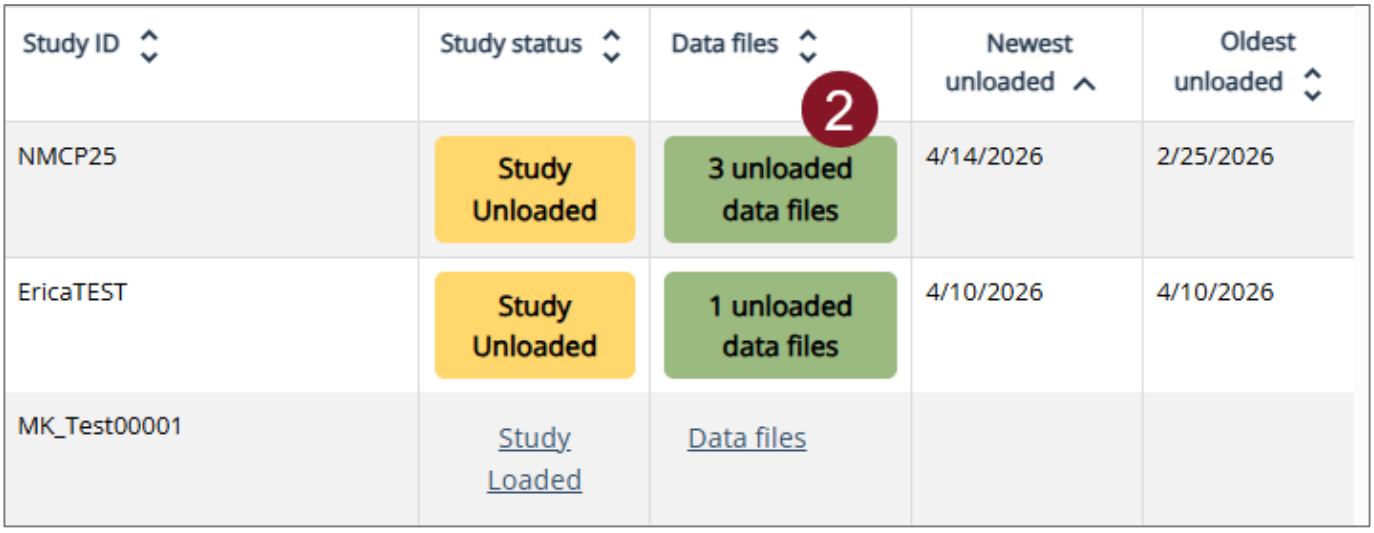
Go to Studies Page

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

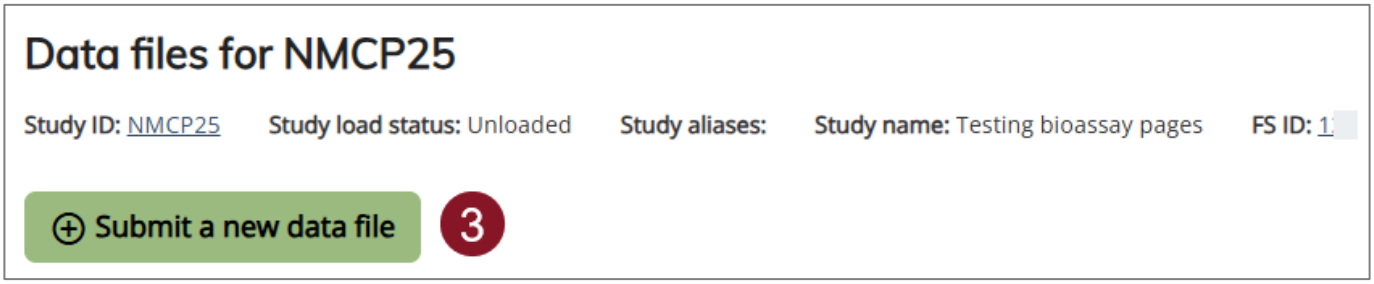


2. **On the Studies page**, go to a study on the list and **choose the button or link in the Data Files column** to get to the **Data Files page.**

   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.

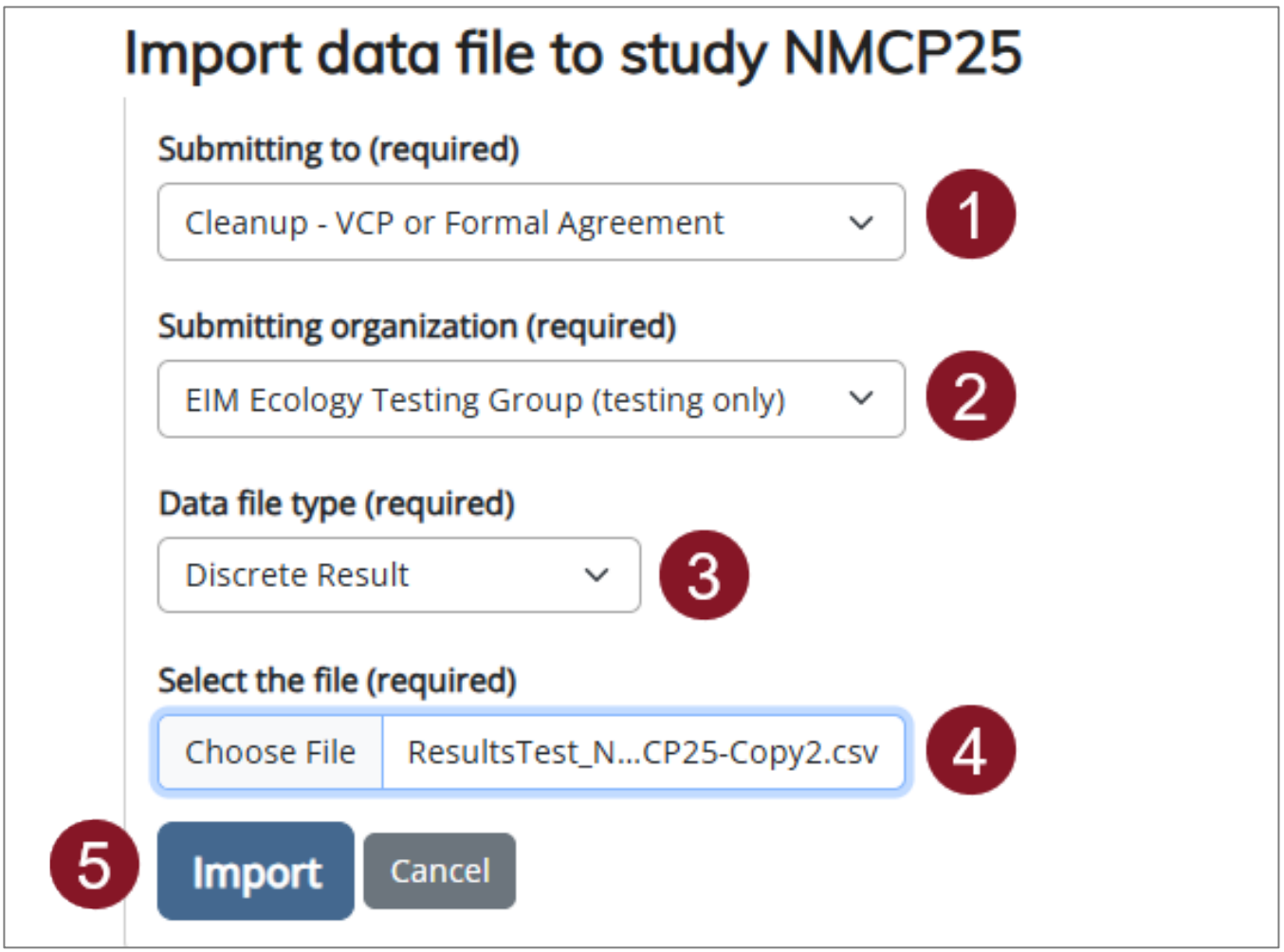


Note: See overviews of the Studies and Data Files pages in the New Loader Overview section.

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**: Location, Discrete Result, Well Water Level, Time-Series Result, or Bioassay.
4. **Select the file** you want to import.
5. Choose the **Import** button.



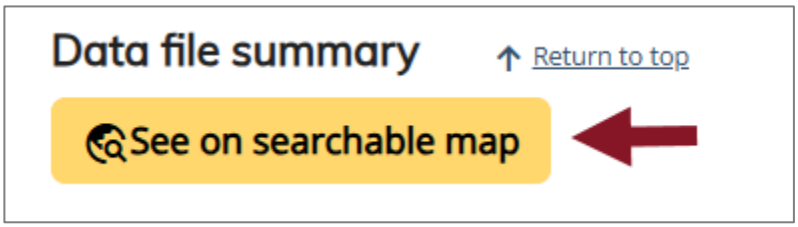
Data File Page

When you import a data file, the Loader creates a Data File Page. To see a summary of this page, go to Data File Page in the Loader Overview section above.

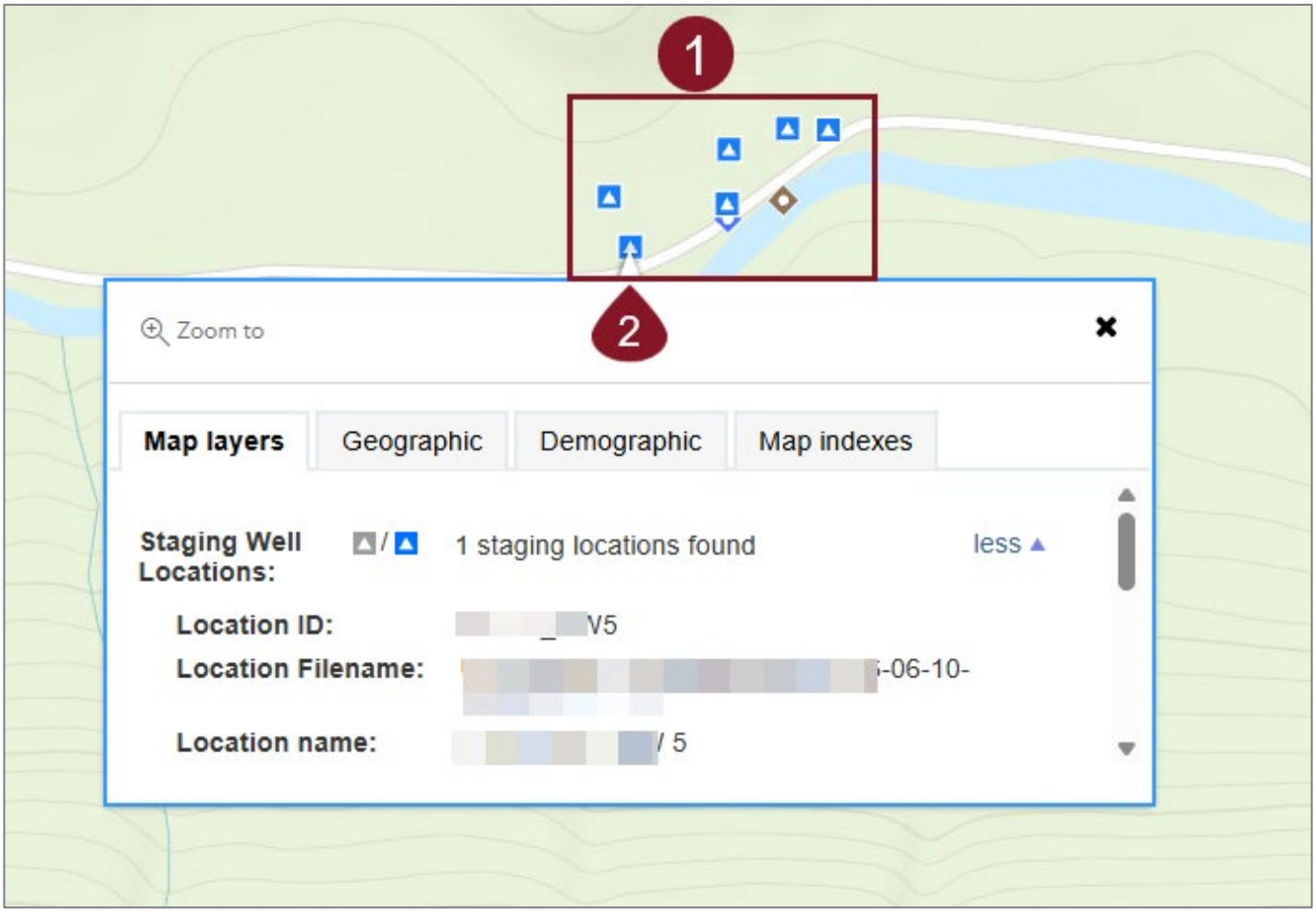
View Uploaded Locations on a Map

When you upload locations to Loader, you can view them on a map from the Data File Page. This helps you make sure your locations are correctly geolocated. You can also check for potential duplicate locations.

Scroll down to the **Data file summary** section**.** Choose **See on searchable map** button.



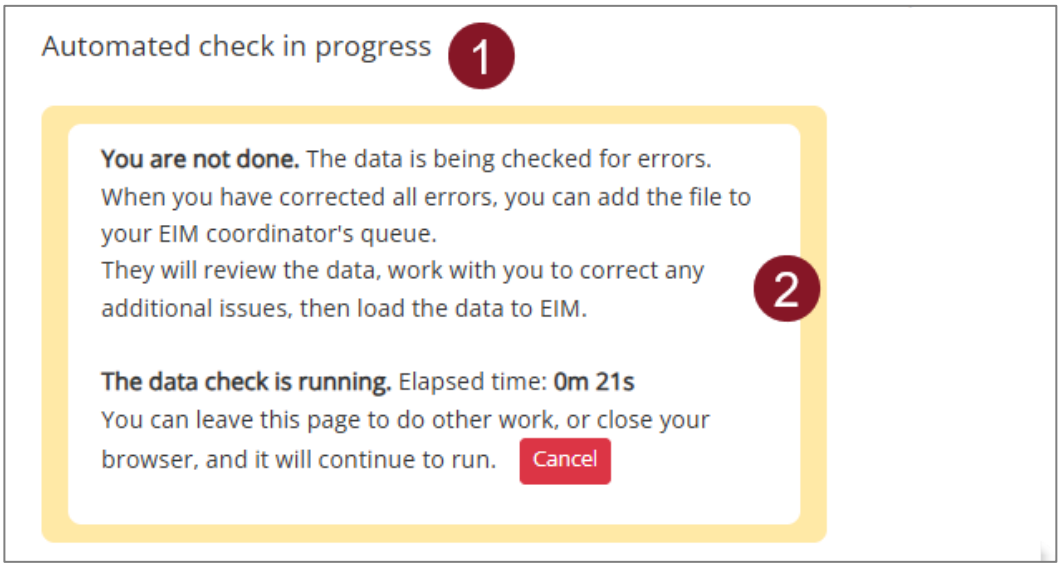
On the map, the **locations you uploaded are in blue (1). Click on a location to see the details (2).**



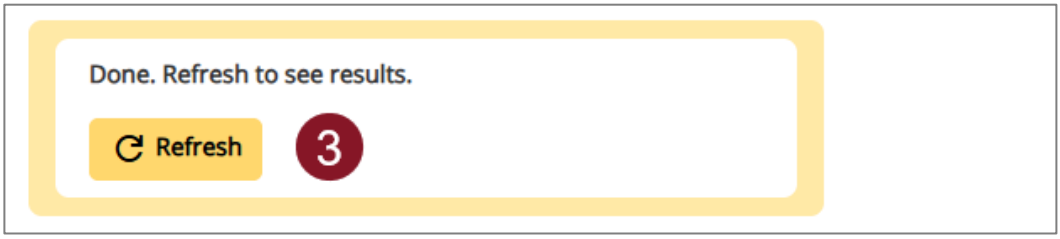
Data Check

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

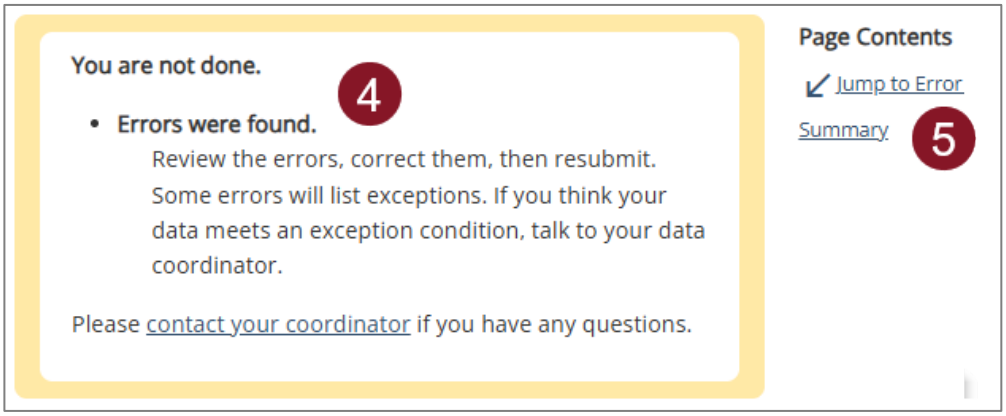
1. Notification that **Automated check is in progress.**
2. **Message box** with **submittal status** and **data check timer.**



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.



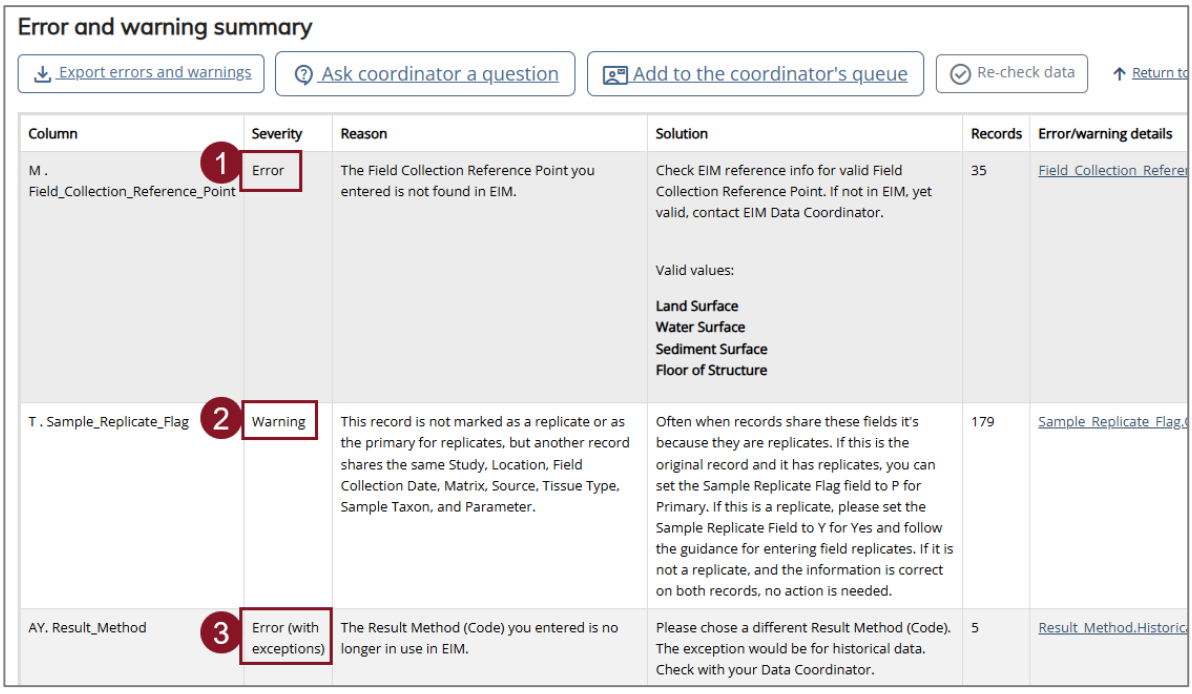
View Errors and Warnings

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, like a possible replicate record that wasn't flagged or a holding time that was potentially exceeded. 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 (e.g., SW6020). 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.**

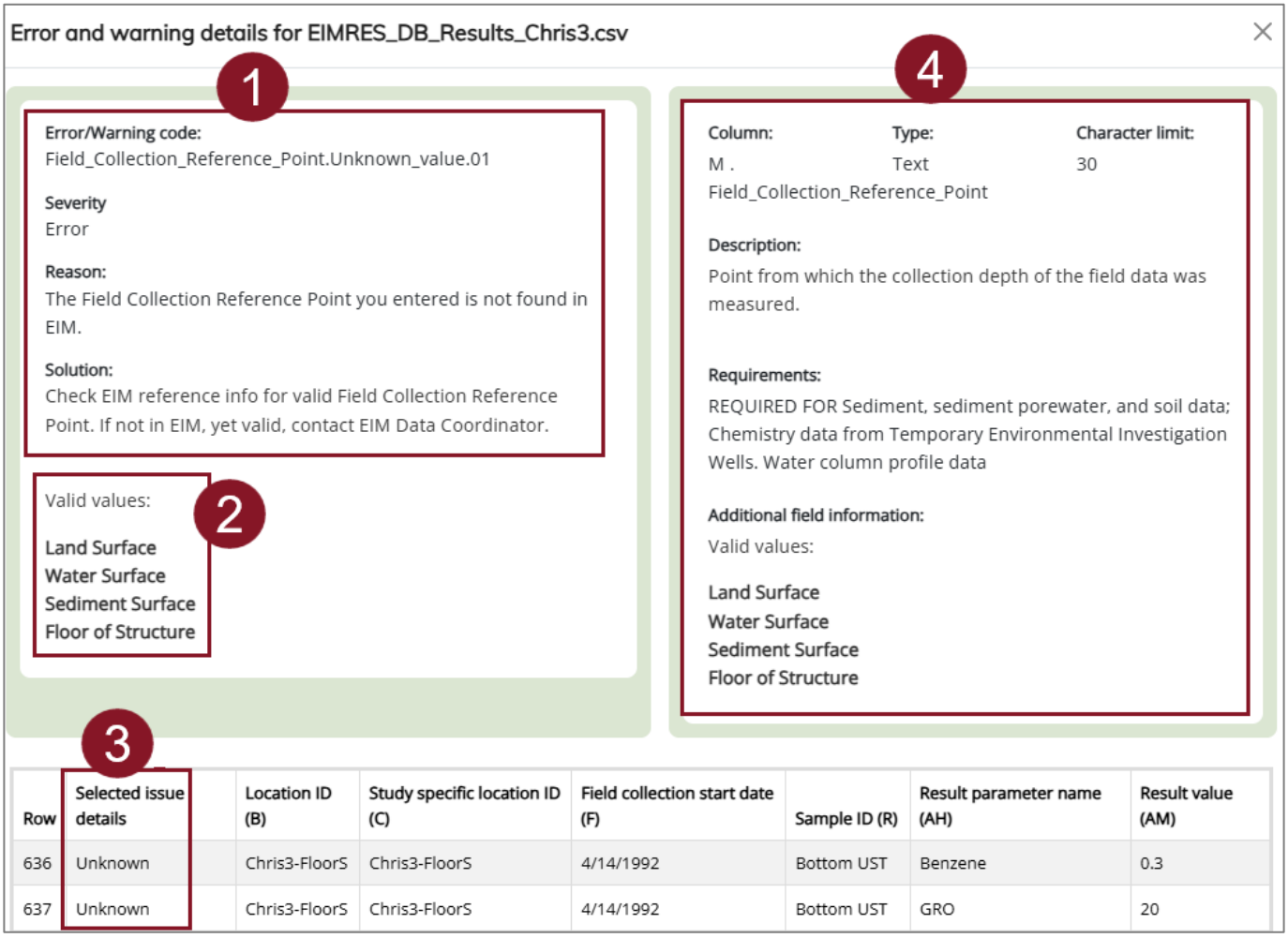
You can also use the **buttons at the top of the section** to Export Errors and Warnings, Ask Your Data Coordinator a Question (by email), Add Your File to the Data coordinator's Queue for review, or Re-Check the Data.



Error and Warning Details

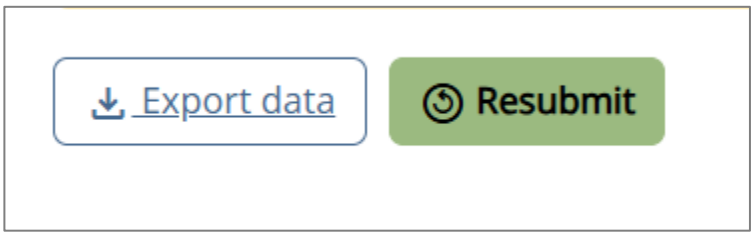
To get to the error and warning details for an error, choose the link under Error/Warning Details in the Error and Warning Summary section. The error and warning details show you the:

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.



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 use 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 and place in the queue.
4. Repeat the process if necessary.



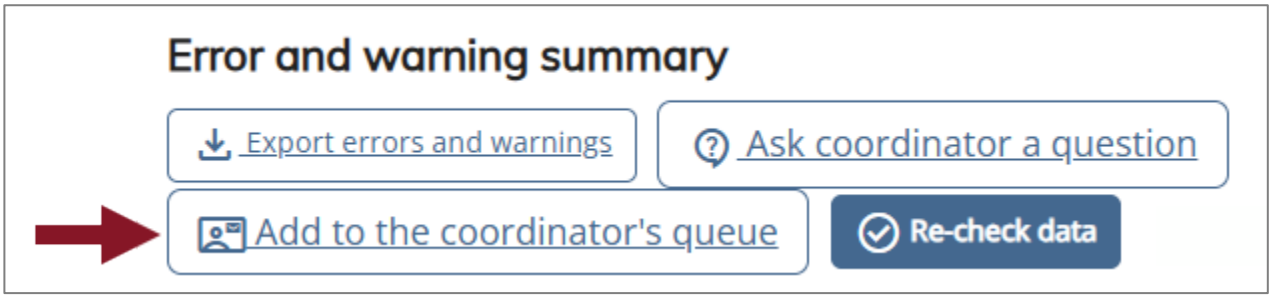
Add Data File to Your Data Coordinator's Queue

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

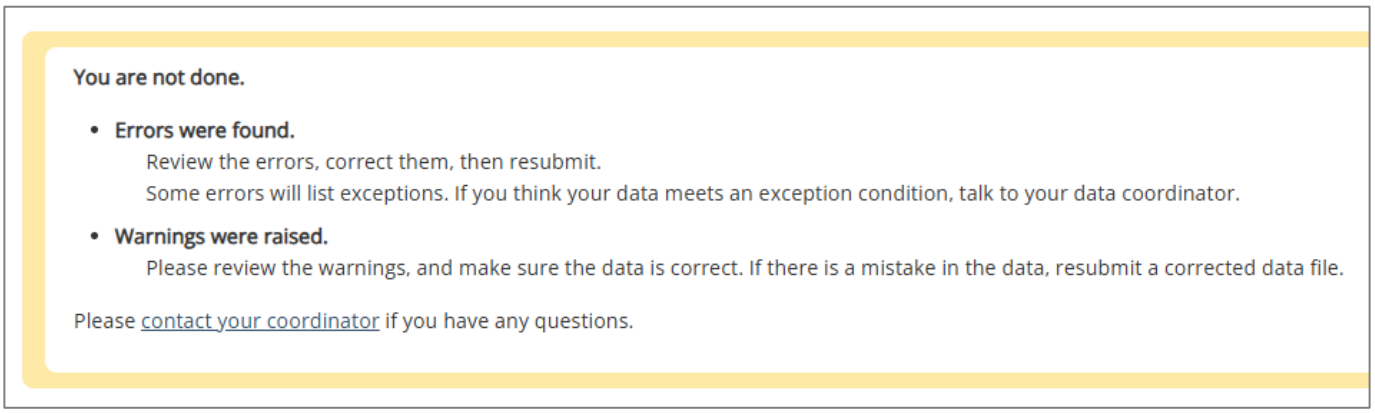
Once a data file is error-free, add it to your data coordinator's review queue. This step happens automatically if there are no errors OR warnings. **Adding a data file to your data coordinator's queue doesn't change its original place in the queue**, it just alerts your data coordinator that the file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

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.

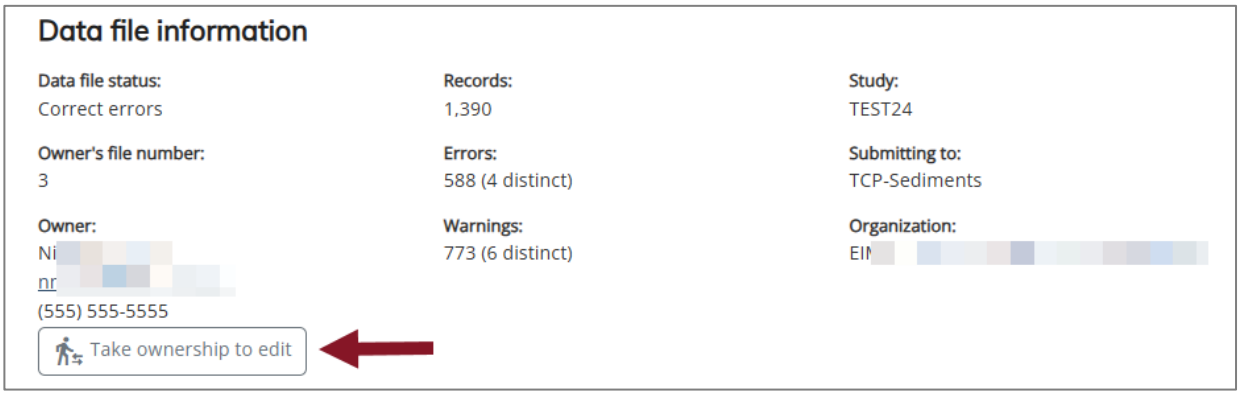
After all data files for a particular Study have been successfully loaded to the EIM system, your EIM data coordinator will send you a notification email. They will ask that you view your Study's data via EIM Search to confirm that everything looks good.

Take Ownership of Data Files

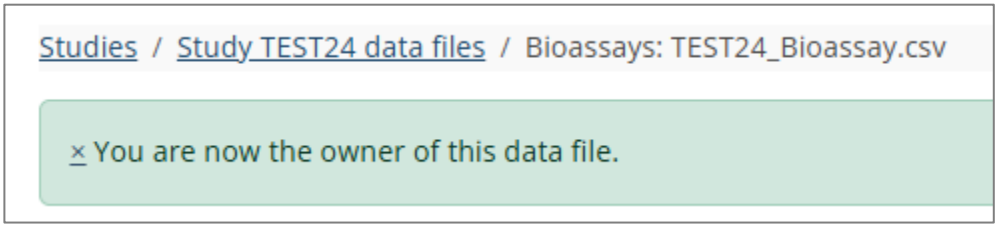
You can "take ownership of" (i.e., transfer) data files under a study on which your organization is the lead. This is handy when someone leaves your organization and you need to track or edit and resubmit data files.

1. To do this, go to **Studies & Data** on top menu.
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.**

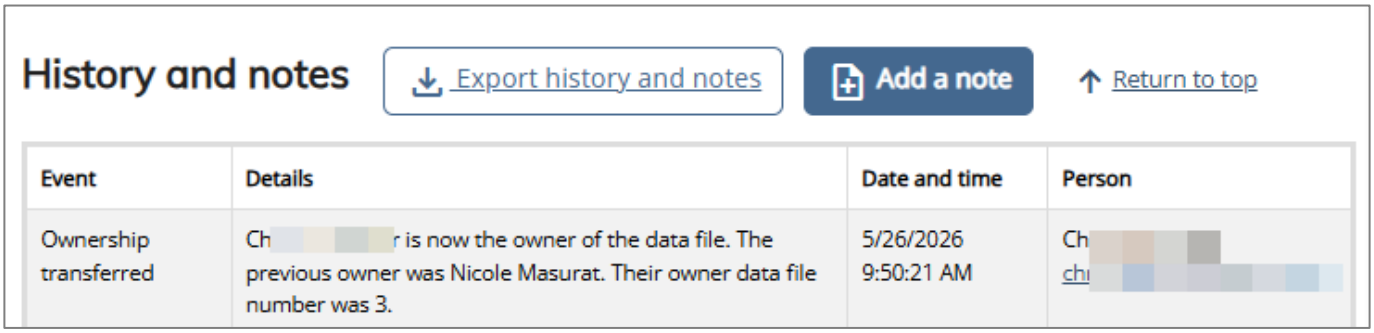
   Note: If a study is in EIM but not on your list, ask your data coordinator for permissions.
3. On the **Data Files page**, choose the filename link in the **Data File column.**
4. On the **Data File page**, go to the **Data File Information section** and choose the "**Take ownership to edit**" button.



5. You will see a message at the top pf the page that "You are now the owner of this data file." You can now track and resubmit this file if needed.



6. Loader sends an email to the former owner and logs the transfer in the **History and Notes section** of the **Data File page.**



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
7/31/2026	4.0	Major update for new Loader.	CN