

How to Submit Data to EIM (for public users)

(formerly EIM Submittal Guidelines)

Version 3.1

August 2018

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.

See “How to Submit Time-Series Data to EIM” for guidance.

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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).

 Your Study A set of data about an area or natural resource.	 Location Data Where samples are collected, measurements are made, or observations are recorded.	 Result Data Field measurements, observations, and procedures performed on samples.	 Bioassay Data Results from tests on organisms for chemical toxicity.
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What is the EIM Loader?

The EIM 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?

Basic steps

This document explains these basic steps in detail below.

1. [Go to the EIM Help Center](#), click on Templates & Guidance, and 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 \(SAW\)](#). You will be assigned 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 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 the EIM Loader

- The Loader times out after 30 minutes of inactivity. Unsaved data will be lost. **Note:** loading and check data will continue to run on our server. Log back in to see the results.
- About browsers: Most current browsers will work.
- Name your files so you and your EIM data coordinator know what they are for (e.g. CitgoSite455MonitorQ42016.csv). **Do not use special characters like quotes** in your file names.
- 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 & guidance](#)

Download the data entry templates and step-by-step help documents for filling them out. We recommend that you print the help documents in color. See page 34 for more information.

[Topic-specific guidance documents for data entry](#)

We have a library of topic-specific guidance documents such as “Entering Non-Detects.”

[Training](#)

If you are new to EIM, we highly recommend watching our training videos. Our general “How To” documents (like this one) are also found here.

[EIM news](#)

Keep up to date on EIM news and changes.

[FAQs](#)

EIM FAQs provide answers to many of the most common questions about EIM.

[Valid values](#)

Valid values are specific values accepted by EIM. ([See “About EIM Valid Values” for more info](#)). Some lists that are too long to put in the help documents. They include Parameters, Methods, and Taxa. For these we provide searchable and downloadable lists.

[Data dictionary](#)

The data dictionary contains 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.

[Contact us!](#)

Contact us with your questions and requests using our online form. You can also contact your EIM data coordinator directly. You are assigned an EIM data coordinator you make an account to load data into EIM. Log in to the Loader to see a list of EIM data coordinators.

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.

Get started

Make a Secure Access Washington (SAW) account

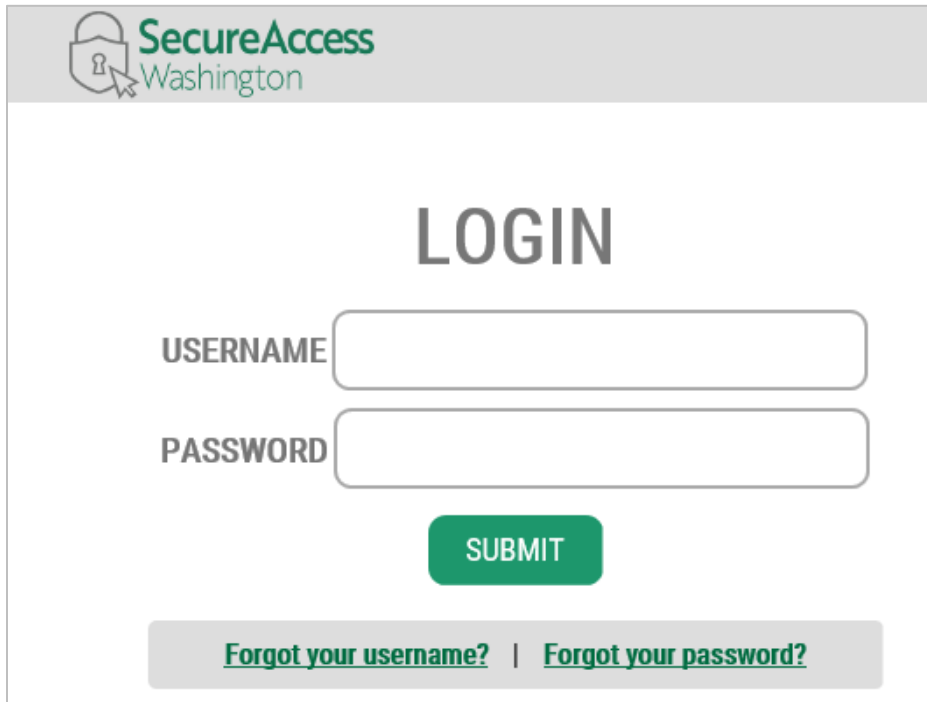
1. Go to <https://secureaccess.wa.gov/> and click “Sign Up.”



2. Follow the steps to make your account. **Note – we use your SAW email address to contact you – so please use your work email address.**
3. Link your SAW account to the EIM Loader. See next page.

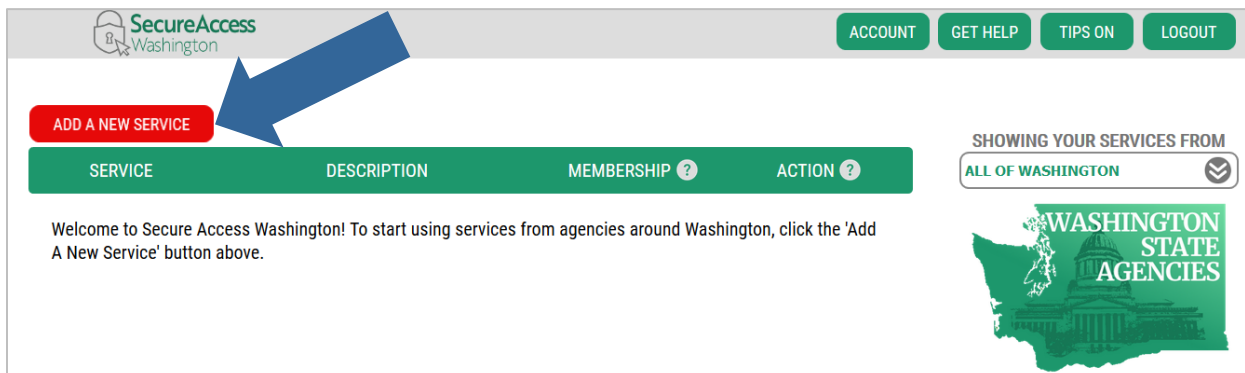
Link to EIM Loader from SAW

1. Log in to your SAW account at <https://secureaccess.wa.gov/>



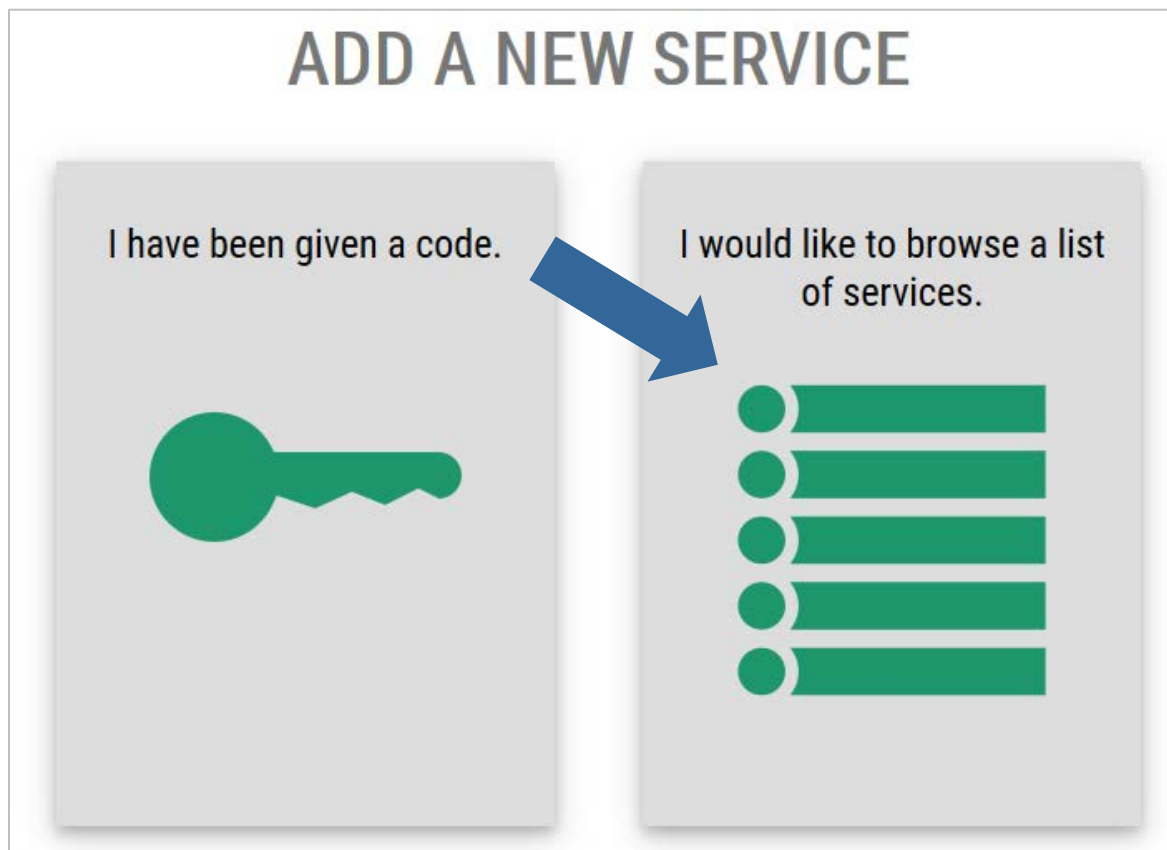
The image shows the login page for SecureAccess Washington. At the top left is the logo, which consists of a shield icon with a keyhole and the text "SecureAccess Washington". In the center, the word "LOGIN" is displayed in large, bold, grey capital letters. Below this, there are two input fields: the first is labeled "USERNAME" and the second is labeled "PASSWORD". Both labels are in bold, grey capital letters. Below the password field is a green button with the word "SUBMIT" in white capital letters. At the bottom, there is a grey bar containing two links: "Forgot your username?" and "Forgot your password?", separated by a vertical bar.

2. Add a new service.



The image shows the dashboard of the SecureAccess Washington application. At the top left is the logo. To the right of the logo are four buttons: "ACCOUNT", "GET HELP", "TIPS ON", and "LOGOUT". Below the logo, a red button labeled "ADD A NEW SERVICE" is highlighted with a large blue arrow. Below this button is a table with four columns: "SERVICE", "DESCRIPTION", "MEMBERSHIP ?" (with a question mark icon), and "ACTION ?" (with a question mark icon). Below the table, there is a welcome message: "Welcome to Secure Access Washington! To start using services from agencies around Washington, click the 'Add A New Service' button above." To the right of the table, there is a section titled "SHOWING YOUR SERVICES FROM" with a dropdown menu currently set to "ALL OF WASHINGTON". Below this is a green graphic of the state of Washington with the text "WASHINGTON STATE AGENCIES" overlaid.

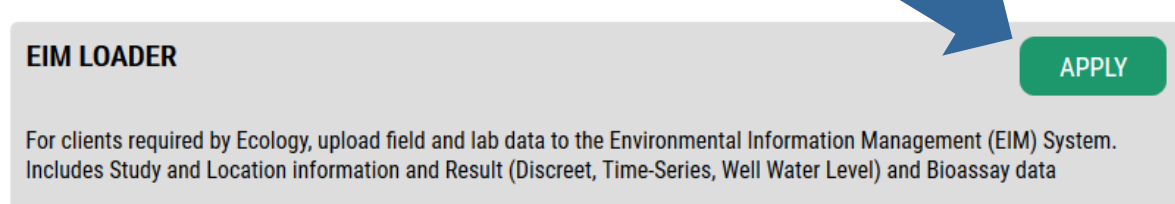
3. Click “I would like to browse a list of services.”



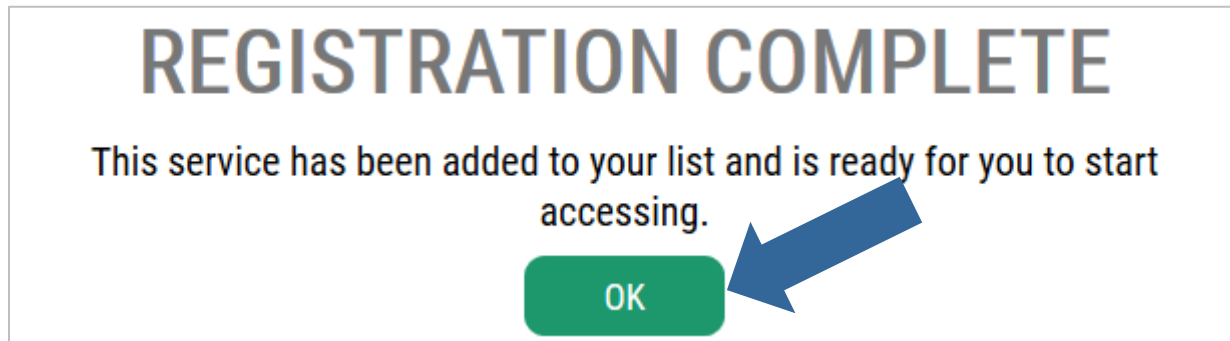
4. Scroll down and click “Department of Ecology.”



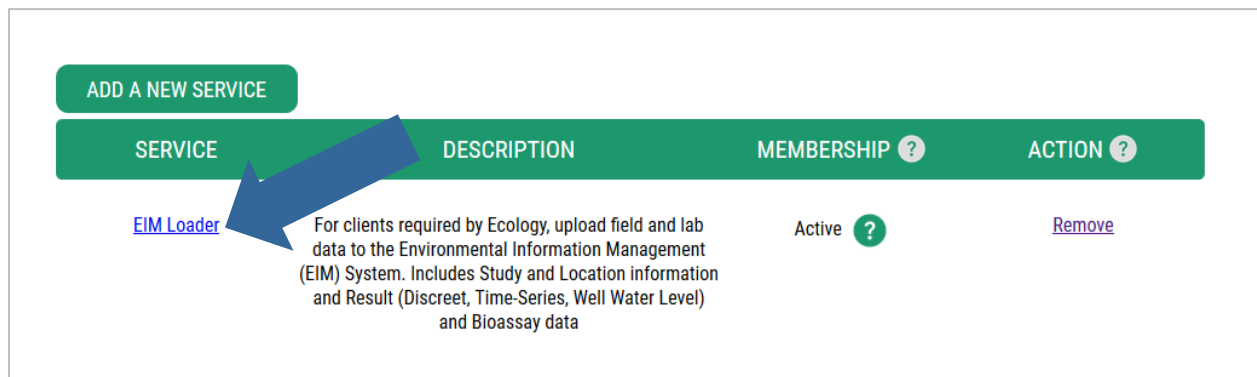
5. Scroll down to EIM Loader and click “Apply.”



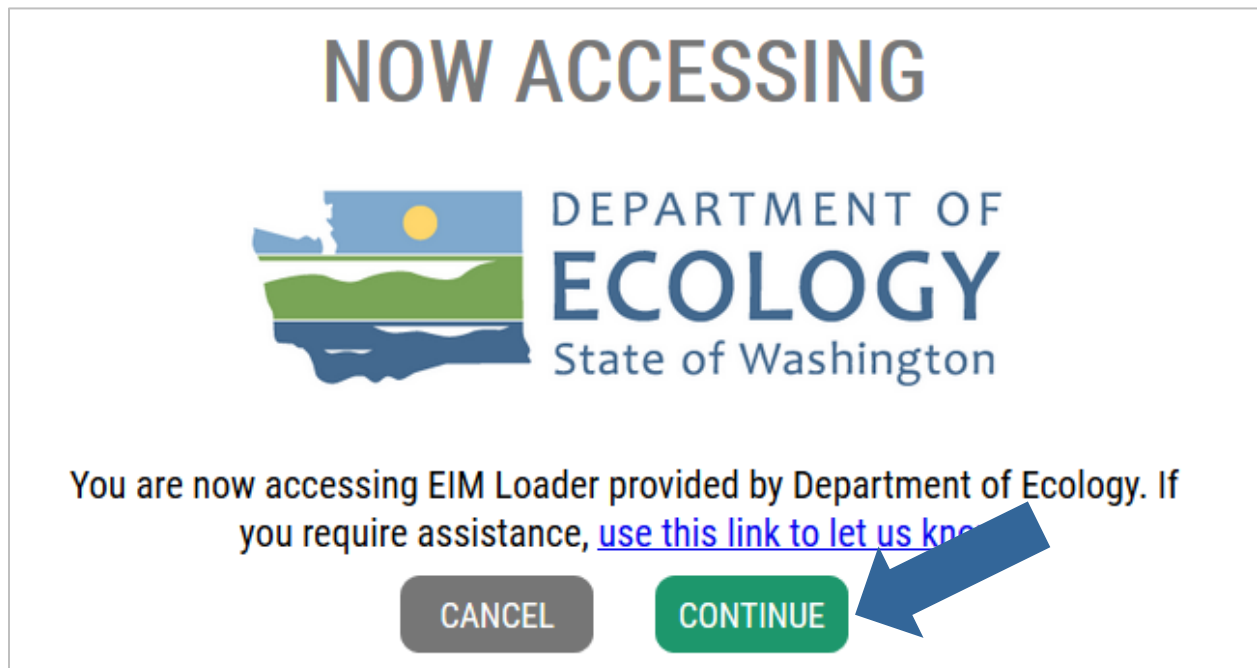
6. Click "OK."



7. Click "EIM Loader."

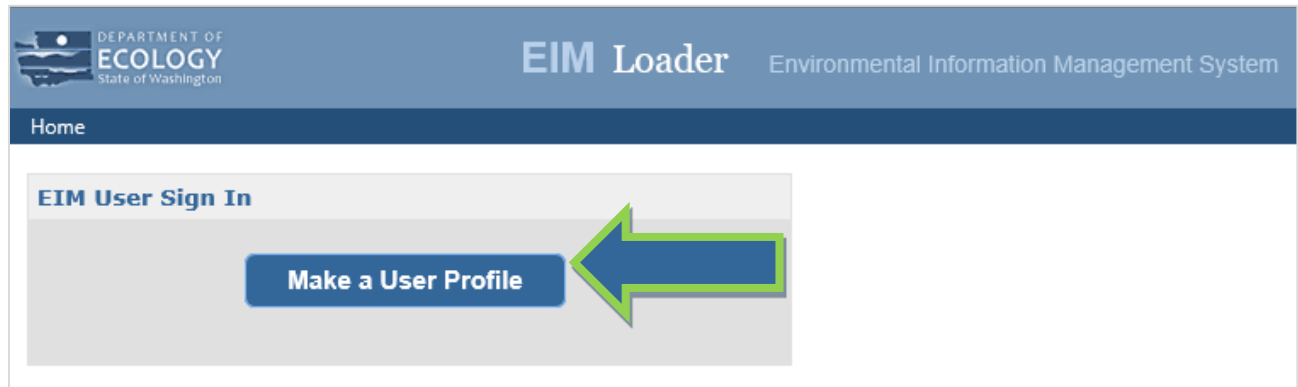


8. Click "Continue."



9. Sign in

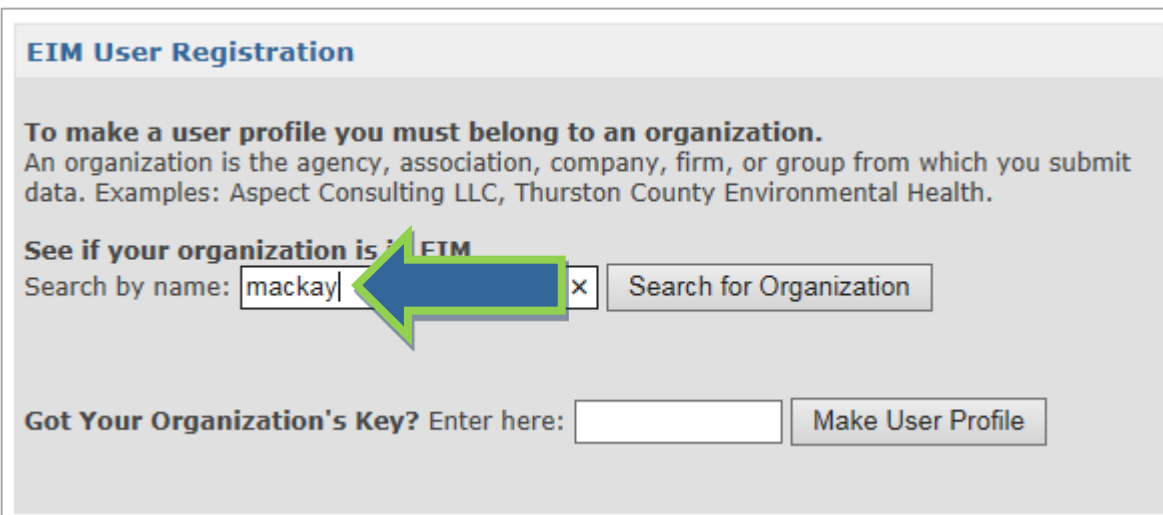
If your organization is already in EIM, make a User Profile (next section). If your organization is not in EIM, make an Organization account first (page 13).



Make an EIM User Profile

If your organization already has an EIM account


1. **Find your organization** - OR if you know your organization's key, enter it and go to Step 5.



EIM User Registration

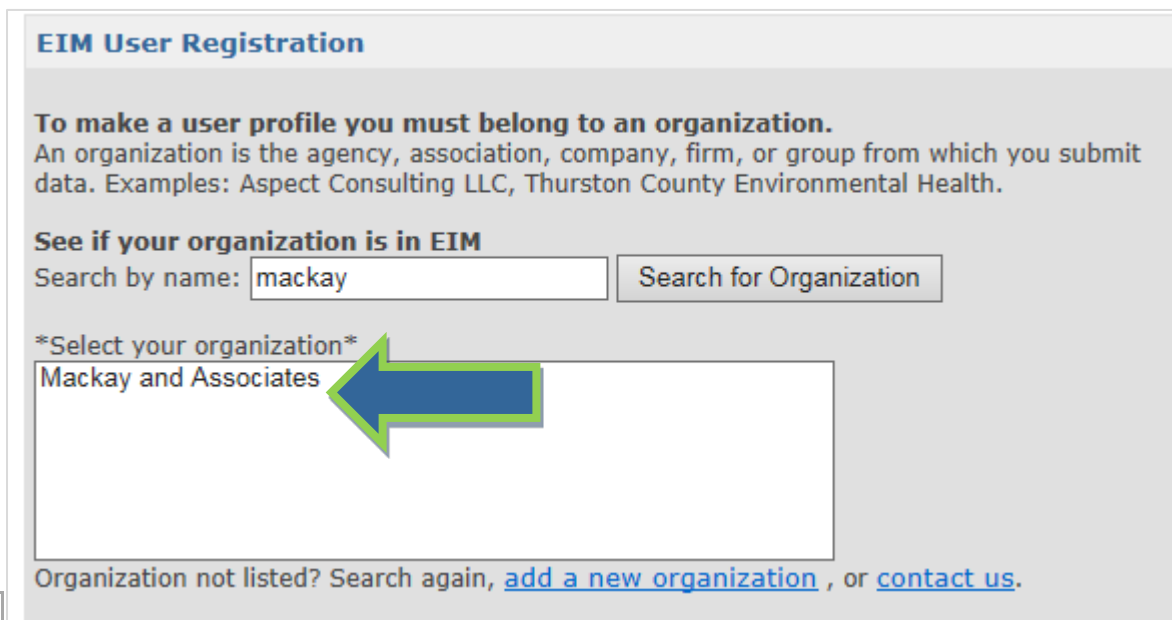
To make a user profile you must belong to an organization.
An organization is the agency, association, company, firm, or group from which you submit data. Examples: Aspect Consulting LLC, Thurston County Environmental Health.

See if your organization is in EIM

Search by name: 

Got Your Organization's Key? Enter here:

2. **Select your organization.** If it is not listed, make a new EIM organization account (page 13).




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

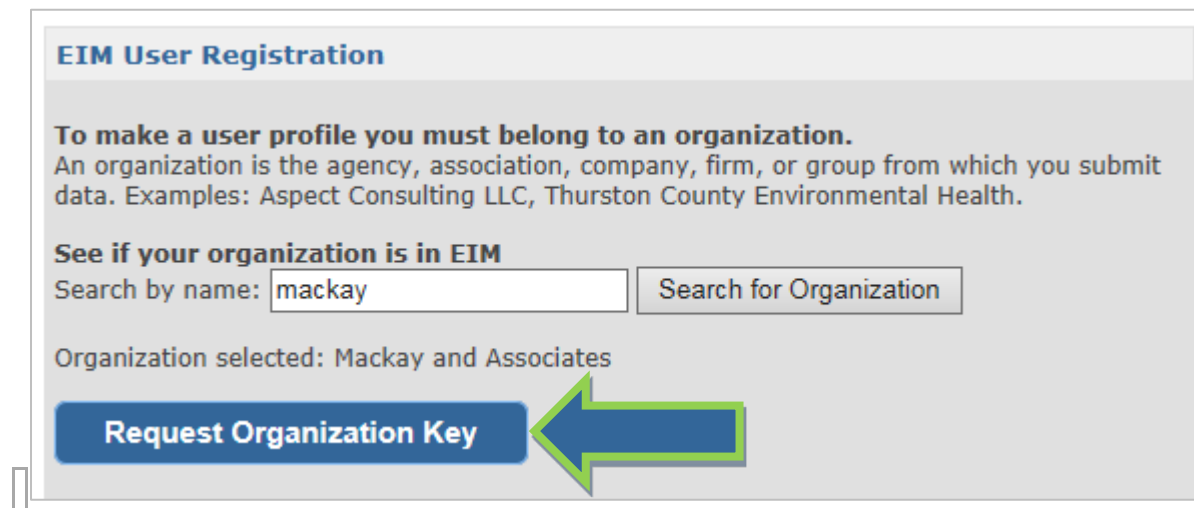
Search by name:

Select your organization



Organization not listed? Search again, [add a new organization](#) , or [contact us](#).

3. Request your organization's key so you can make a user profile.



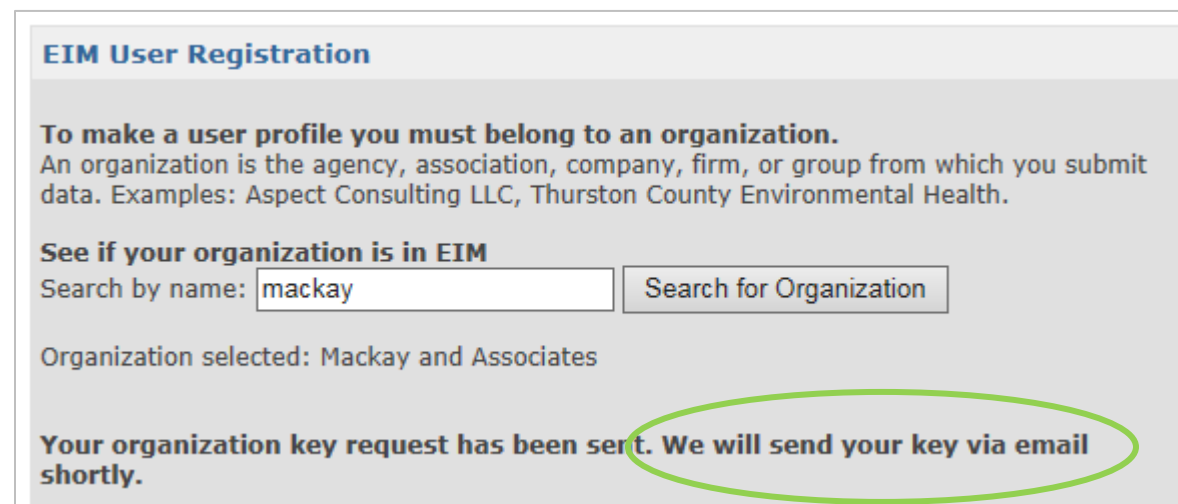
EIM User Registration

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:

Organization selected: Mackay and Associates

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:

Organization selected: Mackay and Associates

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

5. **Type in your organization's key** once you receive it by email and click **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:

Got Your Organization's Key? Enter here:

6. **Make an EIM user profile** by filling out the form.

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 *

First Name *

Last Name *


Phone Number *

7. You are done! You can now begin submitting data.

**EIM Loader** Environmental Information Management System

Home Study Locations Results Bioassays Help Center Log Off

Data Type of [IT Services-Lab](#) for organization [EIM Ecology Testing Group \(testing only\)](#)



Steps for submitting your data

1. If you need help during any part of the process contact your EIM data coordinator.
2. If you are new or need a refresher watch the [EIM Training Videos](#).
3. Download [How to Submit Data to EIM](#) and use it as guidance.
4. Download the data entry templates and help documents from the [Help Center](#). Print the help documents in color.
5. Enter your Study Information into the online form.
6. Populate your templates (Location, Result, Time-Series Result, Well Water Level, and Bioassay.)
7. Submit your templates.
8. Run Check Data (valid value and business rule verification.)
9. Work with your EIM data coordinator on finalizing your submittal.
10. Receive notice of completion.

Need Help?

Use our form to [contact the EIM Team](#) or contact your EIM data coordinator directly:

- **RCRA Corrective Action cleanup**
Erica Fot
efot461@ecy.wa.gov
(360) 407-6692

What would you like to do?

Enter a Study

- [Add new Study](#)
- [Edit Study](#)

Submit Template Data

- [Location](#)
- [Result \(discrete, time-series & well water levels\)](#)
- [Bioassay](#)

View My Submitted Data

- [Location](#)
- [Result](#)
- [Bioassay](#)

Edit My Profile

- [Edit User Profile](#)
- [Edit or Add Organization\(s\)](#)

Get Help

- [Contact the EIM Team](#)
- Visit the EIM Help Center to
 - Download templates and help
 - Watch training videos
 - Get EIM news
 - See FAQs
 - Look up valid values
 - Search the data dictionary

Make a new EIM organization account

1. Search for your organization first. If you find it, skip this step and make a User Profile (page 13) under your organization. **If you can't find it, click "Add a new organization."**

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State of Washington

EIM Loader Environmental Information Management

Home

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:

Organization not found.
Search again, [add a new organization](#) or [contact us](#).

Got Your Organization's Key? Enter here:

2. Fill out the form to make a new organization account

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Home

EIM User Registration


Create a new Organization Account

Enter your organization information below. Ecology EIM staff will approve your account after which you will receive an organization key via email, normally within 24 hours or less. Use the key to complete your user profile and log into the EIM Data Loader.

*** Required Fields**

Create Organization:

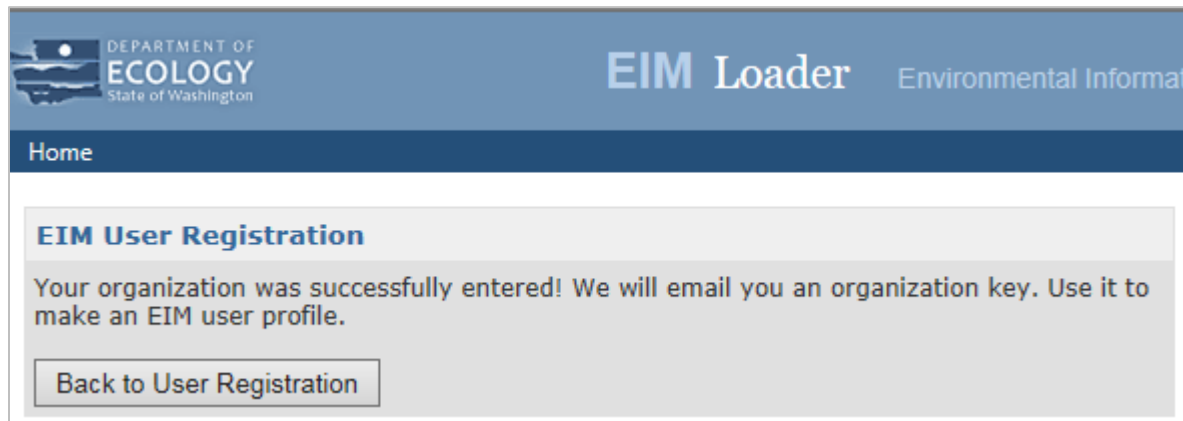
Organization Name *	Movers and Shakers Consulting
Phone Number *	123-456-7890
Web Site	
Address Line 1 *	1234 Main Street
Address Line 2	
City *	Evergreen
State *	WASHINGTON
Zip *	98123
Country *	UNITED STATES



Create

Cancel

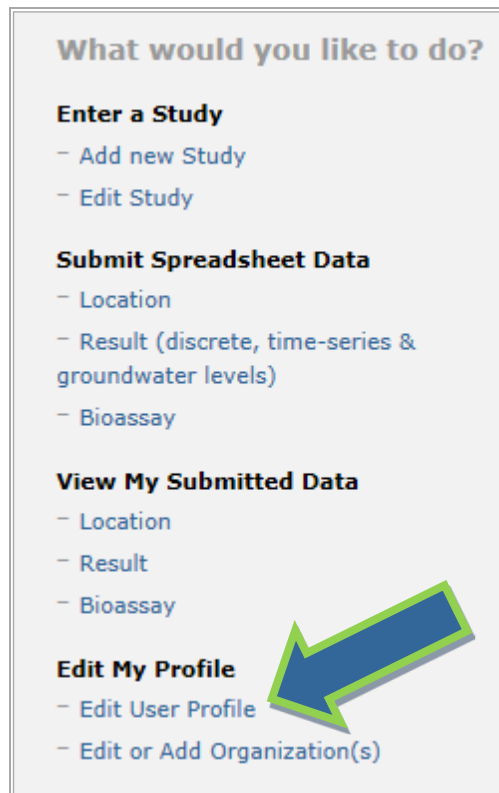
- 3. You are done making your EIM organization account! We will email you an organization key.** Use the key to make an EIM user profile (page 13). You can also share your key with others in your organization so they can make EIM user profiles too. Each person should use his/her own user account to submit data. That way our data coordinators know who to contact if we have questions.



Edit your 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/>.

1. Click “Edit User Profile” in the right menu box on the Loader homepage.



2. Edit your information and click “Update.”

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EIM Loader Environmental I

Home Study Locations Results Bioassays Help Center Log Off

Data Type of [TCP-Cleanup](#) for organization [Mackay and Associates](#)

Update User Profile * Required Fields

This will update your EIM user profile. It will not affect your SAW account. Log into SAW to update that account.

SAW UserName suzanpooltest

Email Address spoo461@ecy.wa.gov

First Name *

Last Name *

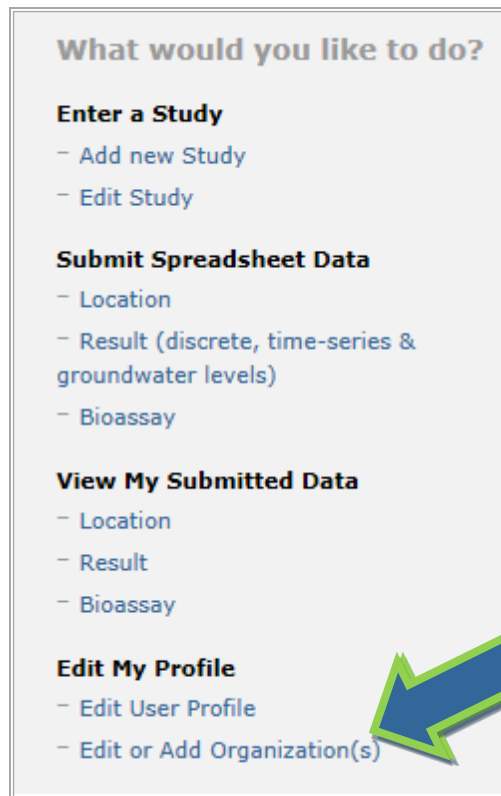
Phone Number *

Data Type *


3. You are done editing your EIM user profile!

Edit your EIM Organization account

1. Click “Edit or Add Organization(s)” in the right menu box on the Loader homepage.



2. Click “Edit Organization.”

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EIM Loader Environmental Inform

Home Study Locations Results Bioassays Help Center Log Off

Data Type of [TCP-Cleanup](#) for organization [EIM Ecology Testing Group \(testing only\)](#)

Edit/Add Organization(s)

Use Edit Organization to request an update if any information is incorrect.

If you need to submit data for another organization, search for it, select it, then Request Organization Key.

You are registered to submit data for:

☒ **EIM Ecology Testing Group (testing only)**
Phone Number: (555) 555-5555
Web Site:
Address: 300 Desmond Drive , Lacey, WA, 98503
Country: US

Edit Organization

Add another organization?

Search by name: **Find Organization**

Got Your Organization's Key? Enter here: **Add Organization**

Back

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

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EIM Loader Environmental Information Management

Home Study Locations Results Bioassays Help Center Log Off

Data Type of [TCP-Cleanup](#) for organization [Movers and Shakers Consulting](#)

Organization Update Request * Required Fields

Name *	Movers and Shakers Consulting
Phone Number *	(123) 456-7890
Website	
Address Line 1 *	1234 Main Street
Address Line 2	
City *	Evergreen
State *	WASHINGTON
Zip *	98123
Country *	UNITED STATES

Your update request will be sent to us for verification. If we have questions, we will contact you by email.

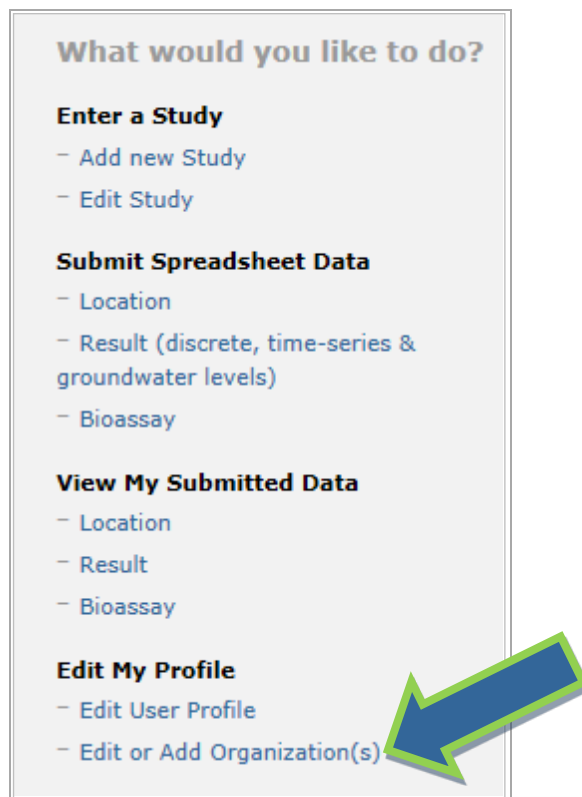
4. **You are done** editing your EIM organization account!

Submit data for more than one organization


Add another organization to your user profile

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. Click “Edit or Add Organization(s)” in the right menu box on the Loader homepage.



2. Type the organization's name

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EIM Loader

Environmental Information Manage

Home Study Locations Results Bioassays Help Center Log Off

Data Type of [TCP-Cleanup](#) for organization [Movers and Shakers Consulting](#)

Edit/Add Organization(s)

Use Edit Organization to request an update if any information is incorrect.

If you need to submit data for another organization, search for it, select it, then Request Organization Key.

You are registered to submit data for:

☒ **Movers and Shakers Consulting**
Phone Number: (123) 456-7890
Web Site:
Address: 1234 Main Street , Evergreen, WA, 98123
Country: US

Edit Organization


Add another organization?

Search by name: **Find Organization**

Got Your Organization's Key? Enter here: **Add Organization**

Back

3. Select an organization. If it is not in the list, [contact us](#).

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EIM Loader Environmental Information Manager

Home Study Locations Results Bioassays Help Center Log Off

Data Type of [TCP-Cleanup](#) for organization [Movers and Shakers Consulting](#)

Edit/Add Organization(s)

Use Edit Organization to request an update if any information is incorrect.

If you need to submit data for another organization, search for it, select it, then Request Organization Key.

You are registered to submit data for:

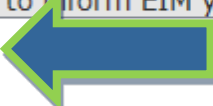
☒ **Movers and Shakers Consulting**
Phone Number: (123) 456-7890
Web Site:
Address: 1234 Main Street , Evergreen, WA, 98123
Country: US

Edit Organization

Add another organization?
Search by name:

Select your organization if listed to inform EIM you need a key


Mackay and Associates (testing only)



Organization not listed? Search again or Contact [EIM](#)

Got Your Organization's Key? Enter here:

4. Click "Request organization key."

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State of Washington

EIM Loader Environmental Information Management System

Home Study Locations Results Bioassays Help Center Log Off

Data Type of [TCP-Cleanup](#) for organization [Movers and Shakers Consulting](#)

Edit/Add Organization(s)

Use Edit Organization to request an update if any information is incorrect.

If you need to submit data for another organization, search for it, select it, then Request Organization Key.

You are registered to submit data for:

☒ **Movers and Shakers Consulting**
Phone Number: (123) 456-7890
Web Site:
Address: 1234 Main Street , Evergreen, WA, 98123
Country: US

Edit Organization

Add another organization?
Search by name: **Find Organization**


Organization selected: Mackay and Associates (testing only)

Request organization key

Got Your Organization's Key? Enter here: **Request Organization Key**

Back

5. We will email an organization key to you.

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State of Washington

EIM Loader Environmental Information Management System

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Data Type of [TCP-Cleanup](#) for organization [Movers and Shakers Consulting](#)

Add/Edit Organization(s)

Below are the organization(s) are you allowed to submit data for. If any information associated with the organization(s) is incorrect please request an organization update.

If you need the ability to submit for more than one organization, use the search to verify the organization exists and then contact EIM for the key.

Organization(s) submitting for:

☒ **Movers and Shakers Consulting**
Phone Number: (123) 456-7890
Web Site:
Address: 1234 Main Street , Evergreen, WA, 98123
Country: US

Edit Organization

Add another organization?
Search for it by name: **Find Organization**


Organization selected: Mackay and Associates (testing only)

Your request for an organization key has be sent. An EIM data coordinator will contact you.

Got Organization Key? Enter your organization's key: **Add Organization**

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

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EIM Loader

Environmental Information Manager

Home Study Locations Results Bioassays Help Center Log Off

Data Type of [TCP-Cleanup](#) for organization [Movers and Shakers Consulting](#)

Edit/Add Organization(s)

Use Edit Organization to request an update if any information is incorrect.

If you need to submit data for another organization, search for it, select it, then Request Organization Key.

You are registered to submit data for:

☒ **Movers and Shakers Consulting**
Phone Number: (123) 456-7890
Web Site:
Address: 1234 Main Street , Evergreen, WA, 98123
Country: US

Edit Organization

Add another organization?
Search by name: **Find Organization**


Organization selected: Mackay and Associates (testing only)

Your request for an organization key has been sent. An EIM data coordinator will contact you.

Got Your Organization's Key? Enter here: **Add Organization**

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

 **EIM Loader** Environmental Information Management System

Home Study Locations Results Bioassays Help Center Log Off

Data Type of [TCP-Cleanup](#) for organization [Movers and Shakers Consulting](#)

Edit/Add Organization(s)

Use Edit Organization to request an update if any information is incorrect.

If you need to submit data for another organization, search for it, select it, then Request Organization Key.

You are registered to submit data for:

- ☒ **Movers and Shakers Consulting**
Phone Number: (123) 456-7890
Web Site:
Address: 1234 Main Street , Evergreen, WA, 98123
Country: US
- ☐ Mackay and Associates (testing only)
Phone Number: (360) 407-6258
Web Site:
Address: , , ,
Country:

[Edit Organization](#)

Add another organization?
Search by name: [Find Organization](#)

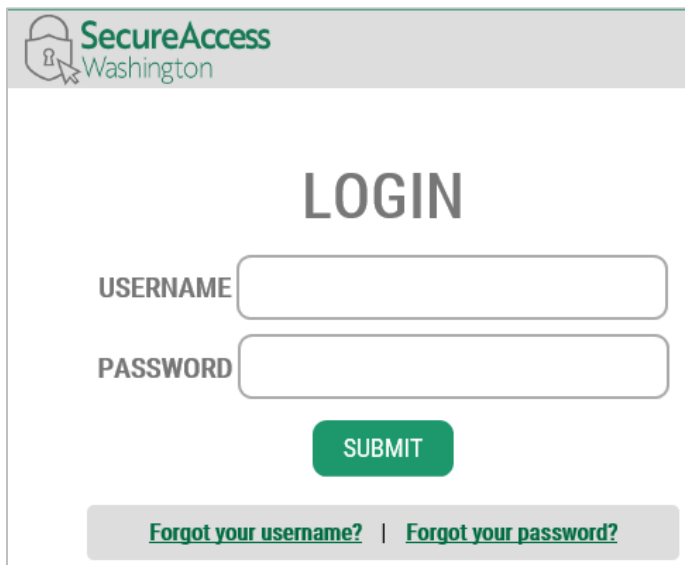
Got Your Organization's Key? Enter here: [Add Organization](#)

[Back](#)

Log in to the Loader as a returning user

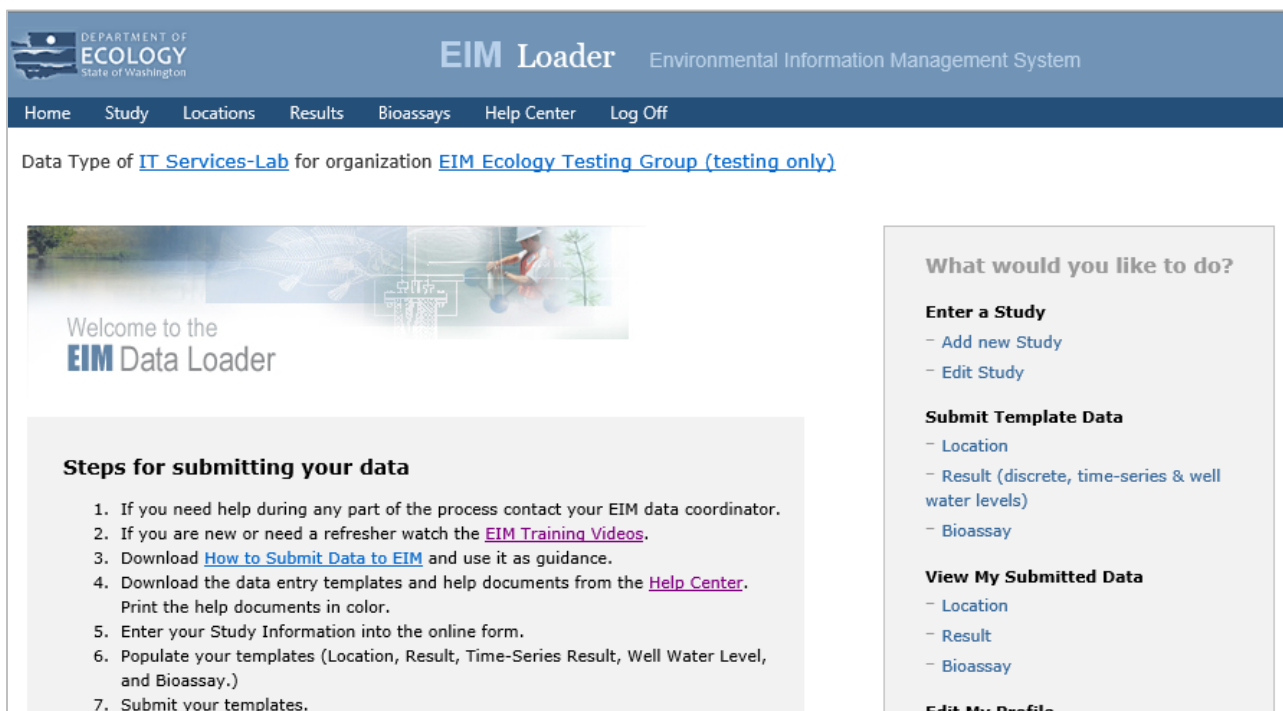
When you return to the EIM Loader, log in using the following steps. This is how you will log in from now on.

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



The image shows the SecureAccess Washington login page. At the top left is the SecureAccess Washington logo. In the center, the word "LOGIN" is displayed in large, bold, black letters. Below this, there are two input fields: "USERNAME" and "PASSWORD". Below the password field is a green "SUBMIT" button. At the bottom, there are two links: "Forgot your username?" and "Forgot your password?".

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



The image shows the EIM Loader interface. At the top, there is a header with the Department of Ecology logo and the text "EIM Loader Environmental Information Management System". Below the header is a navigation bar with links: Home, Study, Locations, Results, Bioassays, Help Center, and Log Off. The main content area displays "Data Type of IT Services-Lab for organization EIM Ecology Testing Group (testing only)". Below this, there is a banner image with the text "Welcome to the EIM Data Loader". To the left, there is a section titled "Steps for submitting your data" with a list of 7 steps. To the right, there is a section titled "What would you like to do?" with three sub-sections: "Enter a Study" (Add new Study, Edit Study), "Submit Template Data" (Location, Result (discrete, time-series & well water levels), Bioassay), and "View My Submitted Data" (Location, Result, Bioassay). At the bottom right, there is a link "Edit My Profile".

Enter your 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).

For help creating your Study ID and Study Name, [download the “Naming Conventions for EIM Studies” help document](#). It provides examples of naming conventions used within Ecology.

Submit your Study information by filling out the form in the Loader. To get to the form, click “Study” in the top menu. Fill out the required fields, 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. Thereafter it will be locked.

EIM Study form – * required fields

Study ID *	<input type="text" value="ANDSW"/>
Study Name *	<input type="text" value="Seawater Intrusion Study, Anderson Island, Pierce County"/>
Study Type *	<input type="text" value="General environmental study"/>
Study Purpose *	<input type="text" value="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	<input type="text" value="Sinclair, Kirk"/>
Ecology Program or Other Responsible Entity *	<input type="text"/>
Study QA Planning Level *	<input type="text" value="LEVEL 4: Approved QAPP or SAP."/>
Study QA Project Plan (QAPP) Description	<input type="text"/>
Study QA Assessment Level *	<input type="text" value="Level 5 - Data Verified and Assessed for Usability in a Peer-Reviewed Study Report"/>
Study Result Description	<input type="text"/>
Study Comment	<input type="text"/>
Ecology Funding Number	<input type="text"/>
Facility/Site (FS) ID	<input type="text"/>
	Click to find FSID and CSID in Ecology's ISIS database
Cleanup Site ID	<input type="text"/>

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.

Help documents for EIM templates

These documents provide information about each column in the corresponding EIM templates (or Study online form). Bolding and color coding indicate required fields. There is also information on field format (numeric, alpha-numeric, number of characters allowed, etc.) and valid values (specific values accepted by EIM).

There are separate tables in most of the help documents with longer lists of valid values and descriptions. There are also links to online tables of valid values for REALLY 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.

Results Template Help Document

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 your data

Get your EIM templates ready to submit

EIM can't directly import Excel files (xls,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

Files exported directly from your database may be submitted to EIM as long as all the column headings match the EIM column headings for any particular template. These files need to be in comma delimited (.csv) format.

Import your 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 click the Submit Data tab.

Follow these steps:

Step 1 - Select template type: In this case, Result (discrete), GW Water Level, or Time-Series Result

Step 2 - Select data file: Browse your computer for the data file containing records to be imported.

Step 3 - Click Import Data

The screenshot displays the EIM Loader web interface. At the top, there is a header with the Department of Ecology logo and the text 'EIM Loader Environmental Information Management'. Below the header is a navigation bar with links: Home, Study, Locations, Results, Bioassays, Help Center, and Log Off. The main content area shows 'Data Type of IT Services-Lab for organization EIM Ecology Testing Group (testing only)'. There are two buttons: 'Submit Data' and 'Show Batches'. The 'Result' section is highlighted, showing a 'Select Template Type' dropdown menu with 'EIM Result Template' selected. Below this, a red message states 'Only .csv files are allowed'. The 'Select Data File' section shows a text input field with the path 'C:\Users\cneu461\Desktop\VcpSite' and a 'Browse...' button. At the bottom, there is a large blue 'Import Data' button.

ELM checks for file format errors during import. If there are issues with your file, it won't import:

Unsuccessful imports  are due to

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. Click “View Errors” to see the error list. You can view errors by record or by error type.

Fix your file and start over with Step 1.

What you see when import was not successful. Click "View Errors" for 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**

What you see when you click “View Errors.” View by record, by error, or print.

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	vcnw2776cccccccccccccccccccc	1

Successful import 😊

A list of your imported batch of records will be displayed with the batch metadata. To see record detail:

- (1) Highlight a record
- (2) Click “Details”

List of imported batch records.

Results

Batch Metadata

Submitted By:	@comcast.net	Owner:	/@comcast.net	Batch Nr:	67	System:	EXTERNAL
----------------------	--------------	---------------	---------------	------------------	----	----------------	----------

Total records in batch: 322

Source: BearCreekTestResults.xml

[Next >](#)
[Check Data](#)
[Details](#)

List of batch records:

322 records Page 1 of 7

Next Last

Status	User Study ID	Location ID	Study Specific Location ID	Activity Date	Sample ID	Value	Parameter
	vcnw2776	VCNW2776_MW9	MW-9	03/28/2013	MW-9	0.2	1,1,1,2-Tetrachloroethane
	vcnw2776	VCNW2776_MW13	MW-13	03/28/2013	MW-13	0.2	1,1,1,2-Tetrachloroethane
	vcnw2776	VCNW2776_MW10A	MW-10A	03/28/2013	MW-10A	0.2	1,1,1,2-Tetrachloroethane

Record details

Results

Batch Information

Submitted by: @comcast.net **Batch No. :** 67 **Source:** BearCreekTestResults.xml **Load Status(GO):**

Study ID: vcnw2776 **Location ID:** VCNW2776_MW13 **Study Specific Location ID:** MW-13

Field Collection Details **Sample Details** **Result Details**

Field Collection Type:
☒ Sample ☐ Measurement ☐ Observation

Field Collection Start Date: 3/28/2013 **Field Collection Start Time:** 11:57 AM

Field Collection End Date: **Field Collection End Time:**

Field Collection Comment:

Check your data

This is the second to last step when submitting data. Click “Check Data” to validate your data against EIM valid values and requirements.

Run check data

[Next >](#)
[Check Data](#)
[Details](#)

List of batch records:

322 records Page 1 of 7

Next Last

Status	User Study ID	Location ID	Study Specific Location ID	Activity Date	Sample ID	Value	Parameter
	vcnw2776	VCNW2776_MW9	MW-9	03/28/2013	MW-9	0.2	1,1,1,2-Tetrachloroethane
	vcnw2776	VCNW2776_MW13	MW-13	03/28/2013	MW-13	0.2	1,1,1,2-Tetrachloroethane
	vcnw2776	VCNW2776_MW10A	MW-10A	03/28/2013	MW-10A	0.2	1,1,1,2-Tetrachloroethane

When completed, you will get a summary of records processed, including the number accepted and/or rejected. If there are any (1) rejected records, (2) click “View Errors” to see error details. Errors need to be fixed and the file resubmitted.

[View Processed Records](#) [View Errors](#)

Check Data Counts: (Time taken to complete the check)

Records accepted	315
Warning	0
Records rejected	7
Records processed	322

What you see when you click “View Errors”

[Print](#) [Close](#)

Rejected

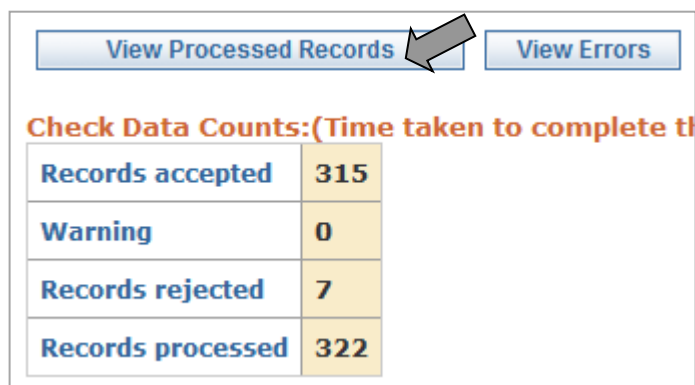
BUSER058 Fraction Analyzed is required when Matrix is Water and Field Collection Type is Sample.

Add Fraction Analyzed.

— Hide records for this error...

Study Location	Activity Date	Sample ID	Parameter	CAS Number	Value	Sample Taxo
MW-2	3/28/2013 12:00:00 AM	MW-2	1,1,1,2-Tetrachloroethane	630-20-6	0.2	
MW-4	3/28/2013 12:00:00 AM	MW-4	1,1,1,2-Tetrachloroethane	630-20-6	0.2	
MW-4	3/28/2013 12:00:00 AM	MW-4Dup	1,1,1,2-Tetrachloroethane	630-20-6	0.2	
MW-3	3/28/2013 12:00:00 AM	MW-3	1,1,1,2-Tetrachloroethane	630-20-6	0.2	

You can also view your validated records by clicking “View Processed Records”



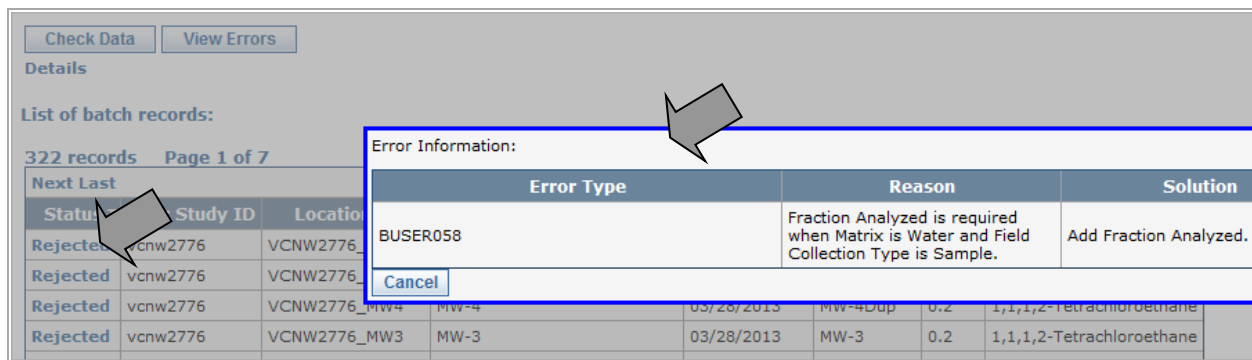
View Processed Records **View Errors**

Check Data Counts: (Time taken to complete the process)

Records accepted	315
Warning	0
Records rejected	7
Records processed	322

A list of imported batch records with the submittal Status of each record is displayed. (1) Click under Status to see the (2) error for an individual record.

List of checked batch records showing submittal status and error record



Check Data **View Errors**

Details

List of batch records:

322 records Page 1 of 7

Status	Study ID	Location
Rejected	vcnw2776	VCNW2776_
Rejected	vcnw2776	VCNW2776_
Rejected	vcnw2776	VCNW2776_MW4
Rejected	vcnw2776	VCNW2776_MW3

Error Information:

Error Type	Reason	Solution
BUSER058	Fraction Analyzed is required when Matrix is Water and Field Collection Type is Sample.	Add Fraction Analyzed.

Cancel

Study ID	Location	Date	Matrix	Concentration	Chemical Name
vcnw2776	VCNW2776_MW4	03/28/2013	MW-4	0.2	1,1,1,2-Tetrachloroethane
vcnw2776	VCNW2776_MW3	03/28/2013	MW-3	0.2	1,1,1,2-Tetrachloroethane

Check data status

- **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.
 - Click “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.
 - Click “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.
 - Notify your EIM data coordinator of values you could not find in the Reference Tables.

Notify your EIM data coordinator

The last step in the data submittal process. This button will appear when all records in your batch have been accepted or only contain warnings. This means your data submittal is complete. When you click this button, the EIM data coordinator for the Ecology program you are submitting data to will be notified. They will perform the final load of your data into EIM. They may contact you with questions.

Notify the EIM data coordinator

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

Confirmation of EIM data coordinator notification

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

View your submitted data

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

“Show Batches” 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 (to spreadsheet) 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 will automatically be directed to your batches when you enter the Loader and click Locations, Results, or Bioassays.

List of Imported Batches under “Show Batches”




[Submit Data](#) [Show Batches](#)

Results

My Batches




[Go to Time Series Result Batches](#)

Please delete batches you don't want us to load.

 Fully loaded by your EIM data coordinator  Imported Batch  Submittal not complete - requires "Check Data"

Keep EIM clean - delete loaded or unwanted batches.

3 records Page 1 of 1

Status	Batch Number	Source	Created On	Batch Type	Options
	69	BearCreekTestResults.xml	9/9/2013 2:35:00 PM	R	View Delete Export
	68	BearCreekTestResultsFormatError.xml	9/9/2013 2:28:00 PM	R	View Delete Export
	67	BearCreekTestResults.xml	9/9/2013 1:27:00 PM	R	View Delete Export

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

View your batch records

When you click “View” for a record in Show Batches, you will get this screen. To see all of your records, click “Continue.” Or - you can filter the records you will see by choosing elements from one or more of the drop-down boxes before clicking “Continue.”

What you see when you click “View” under Options.

Submit Data

Show Batches

Results

Batch Search:

Location ID

--ANY--

Study Specific Location ID

--ANY--

MW-10A

MW-13

MW-2

MW-3

Sample ID

--ANY--

Sample Matrix

--ANY--

Sample Source

--ANY--

Parameter

--ANY--

1,1,1,2-Tetrachloroethane

1,1,1-Trichloroethane

1,1,2,2-Tetrachloroethane

1,1,2-Trichloroethane

Result UOM

--ANY--

Result Qualifier

--ANY--

Result Method

--ANY--

Result Lab Name

--ANY--

Sample Taxon

--ANY--

Load Status

--ANY--

Records per page

50

Continue

Cancel

Document revision history

Revision Date	Revision No.	Summary of Changes	Reviser(s)
10/18/17	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
07/30/18	3.1	Added new SAW account screens/process. Replaced some blurry screenshots.	CN