Department of Ecology

EIM Environmental Information Management

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.

Contents

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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).

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.

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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.

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

Contact 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.

Get started

Make a Secure Access Washington (SAW) account
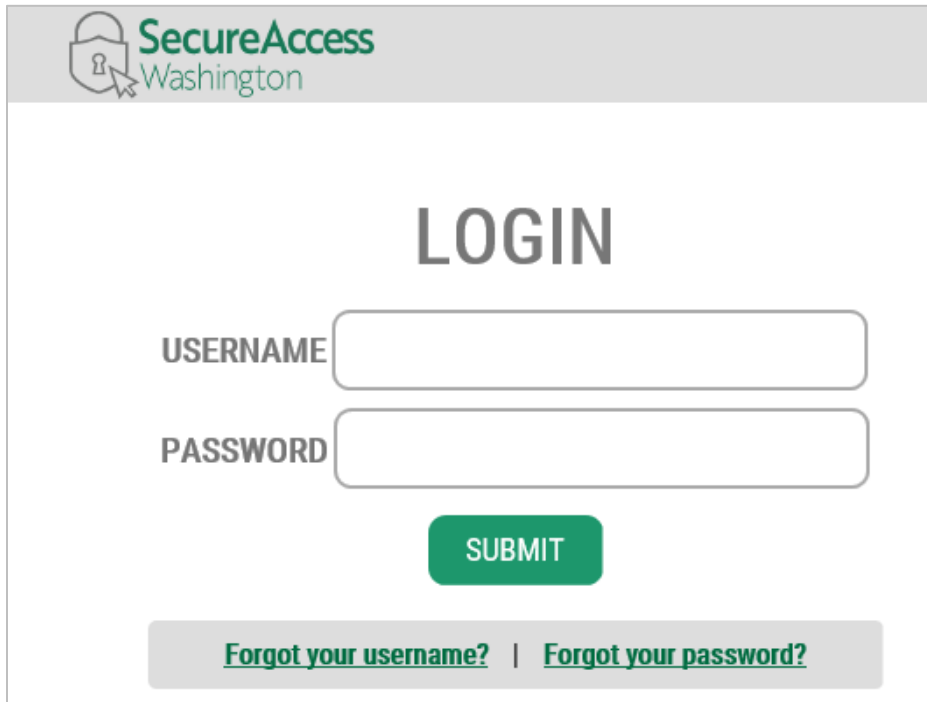
1. Go to **https://secureaccess.wa.gov/** and click **"Sign Up."**

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.**

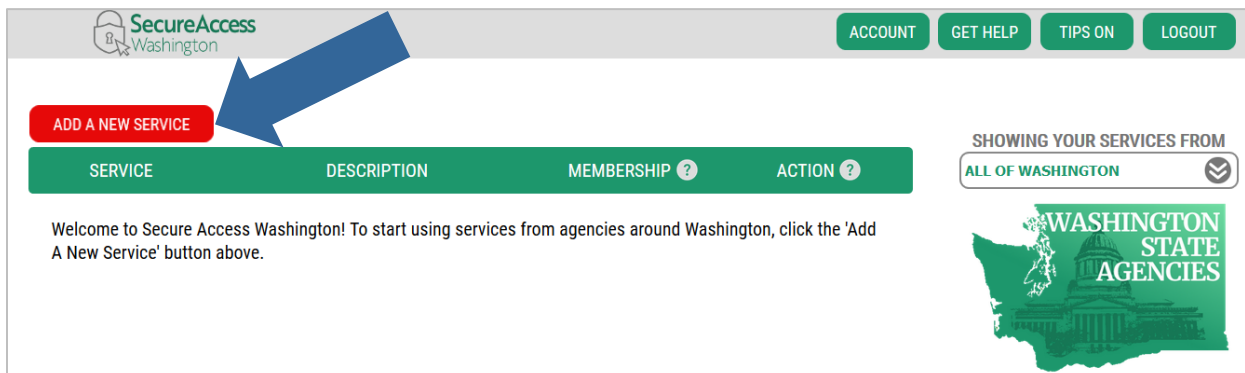3. Link your SAW account to the EIM Loader. See next page.

Link to EIM Loader from SAW
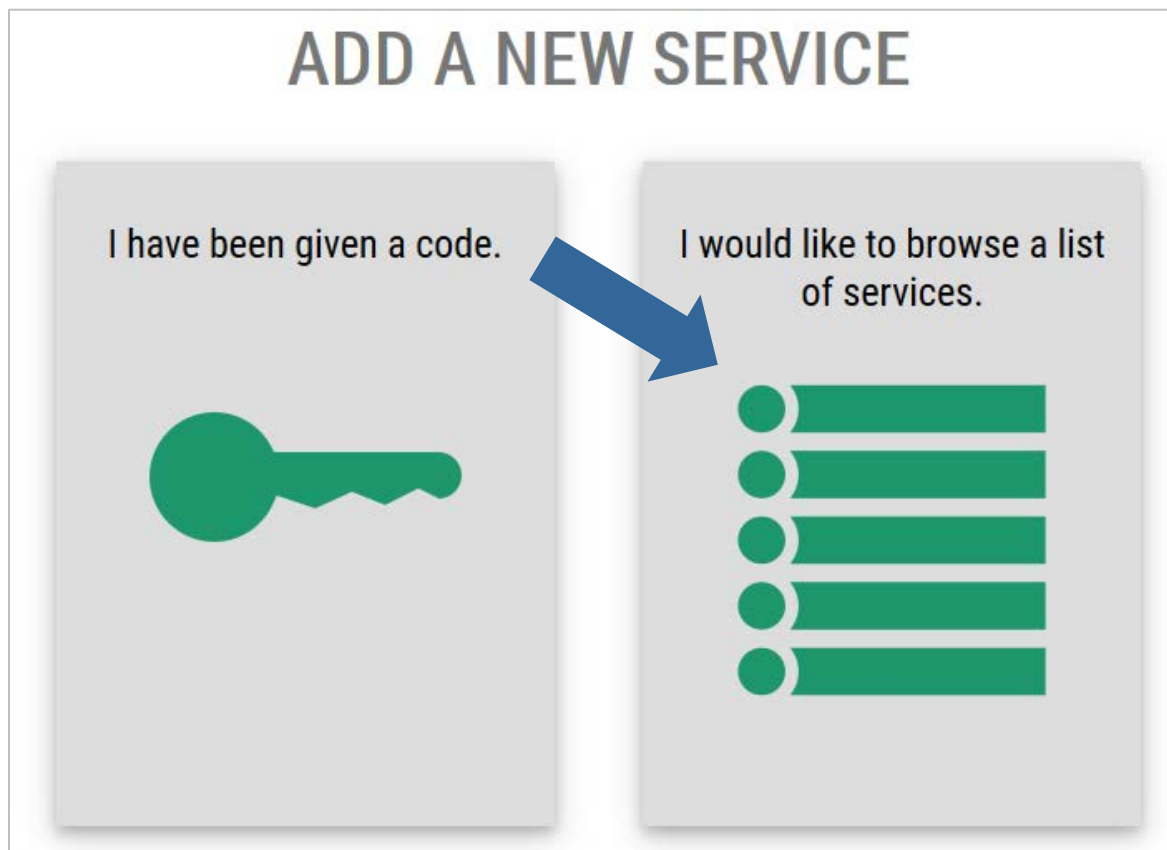
1. **Log in to your SAW accoun**t at **https://secureaccess.wa.gov/**

2. **Add a new service**.

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."**

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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.

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

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

4. **We will email the key to you.**

5. **Type in your organization's key** once you receive it by email and click **Make a User Profile.**

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

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

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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."**

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

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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.

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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."

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.

What would you like to do?

Enter a Study
- Add new Study
- Edit Study

Submit Spreadsheet Data
- Location
- Result (discrete, time-series & groundwater levels)
- Bioassay

View My Submitted Data
- Location
- Result
- Bioassay

Edit My Profile
- Edit User Profile
- Edit or Add Organization(s)

2. Click "Edit Organization."

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

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

Submit data for more than one organization

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.

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2. Type the organization's name

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

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4. Click "Request organization key."

5. We will email an organization key to you.

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

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.

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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/**

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

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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

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

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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

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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

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EIM 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.

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

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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.

Record details

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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 th

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"

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 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.
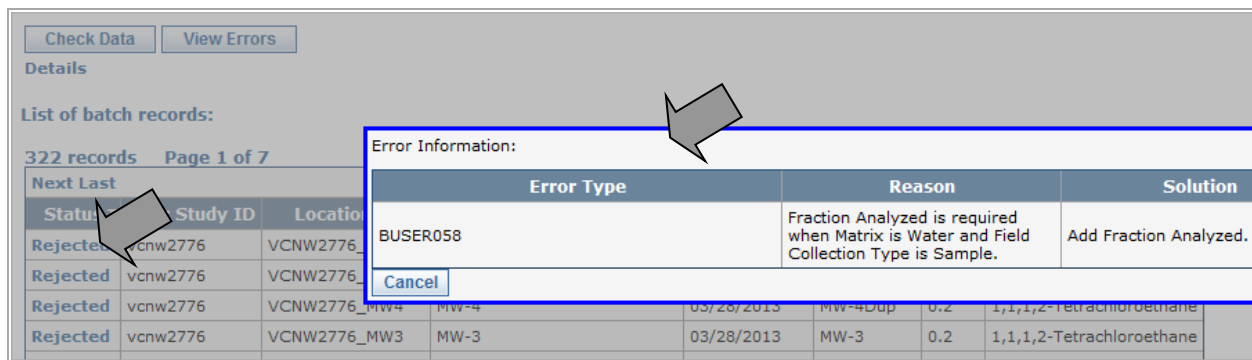   - **All rejected errors need to be corrected before data submittal process is considered complete.** The dataset will need to be resubmitted after the errors have been corrected.

- **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"

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.

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