EIM Help – Study Form

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How to Use This Help

Use this when you fill out the online Study form in the EIM Loader. Each row corresponds to a field in the form. All required fields must be filled out on the study form in EIM, or your study will not save.

Color Coding

Color coding and asterisk gives a quick indication of required fields. This information is also in the “Requirements” column.

- **Yellow/Bold*** = **Required**

Key to Help Fields in Grid

- **Field Name**: EIM field name
- **Description**: EIM field description
- **Requirements**: Indicates if field is required, conditionally required, or optional
- **Type**: Type of data field, like text, number, date, or time
- **Size**: The maximum number or length of characters allowed
- **Valid Values and Conditions**: Accepted values and format. Longer lists of valid values are at end of document or online.
- **Examples and Guidance**: Examples in bullet list

Grid – How to Fill Out Your Study Form

Field Name	Description	Requirements	Type	Size	Valid Values and Conditions	Examples and Guidance
Study ID*	**Unique ID** to identify the study in EIM. Also see info about Study ID Alias (in this document).	**Required**	Text	20	Free text / preferred format	▪ WQC-2015-00104 ▪ VCSW0123 ▪ AJOH0012 ▪ BCWTAC95 **Grants** - see "Naming Conventions for EIM Studies," link below. **Voluntary Cleanup Program** - use "VC" followed by your VCP number (ex. VCSW0123). **Sediment studies** - use 8 or fewer characters. First 6 characters represent the study or facility; last 2 are study start date (ex. BCWTAC95). **Download help for** Naming Conventions for EIM Studies.
Study Name*	**Unique title** that describes the study.	**Required**	Text	254	Free text	▪ USA Petroleum Facility #190, Soil and Groundwater Cleanup, Lynnwood, WA ▪ Long term marine waters monitoring data for water year 1989 **Tip** - This is a searchable field in EIM Search, so include key words that will assist users in searching.

Field Name	Description	Requirements	Type	Size	Valid Values and Conditions	Examples and Guidance
EIM Data Entry Review Status	Indicates if data loaded into EIM has undergone a documented internal review for accuracy and completeness of data entry. The review process varies by environmental program within Ecology. This field differs from the QA Assessment Level, which is a rank of overall data quality according to study-specific quality assurance procedures.	**Required only for** Ecology staff	Text	15	▪ **Reviewed** - Data loaded into EIM has undergone a documented review for accuracy and completeness of data entry. ▪ **Not Reviewed** - Data loaded into EIM has NOT undergone a documented review for accuracy and completeness of data entry.	**Note: This field is for internal use only** and isn't available for Ecology partner data submitters. Studies loaded to EIM by external partners default to "Not Reviewed." If the receiving program at Ecology has a documented EIM data review process, the data coordinator who loads the study into EIM can set the Status to "Reviewed" when appropriate. Ecology programs that don't have a documented EIM data entry review process should choose "Not Reviewed." Ecology programs that have a documented process should follow their guidance to determine when the study's EIM Data Entry Review Status should be set to "Reviewed."
Study Type*	General nature of the study.	**Required**	Text	30	Pick valid value from the drop-down list in the Study form. See table of Study Type valid values (in this document).	▪ Contaminated site investigation (characterization, includes RI/FS and remedial design). **VCP sites** - use a VCP-specific Study Type.
Study Purpose*	Summary of the study's purpose, reason(s) for initiating, and goals and expectations.	**Required**	Text	2000	Free text	▪ Investigate ground-water quality, surface-water quality, water levels, streamflow and the relationship between ground water and surface water in the Quilceda Creek watershed.

Field Name	Description	Requirements	Type	Size	Valid Values and Conditions	Examples and Guidance
Ecology Program or Other Responsible Entity*	Name of the Ecology program and region OR external entity under which a study was conducted.	**Required**	Text	30	Pick valid value from the drop-down list in the Study form. See table of Ecology Program or other Responsible Entity valid values (in this document).	▪ Ecy Toxics Cleanup Program, Southwest Region ▪ Ecy Water Quality Program, multi-region or statewide
Ecology Contact	Name of the person at Ecology to contact about this study. Includes site manager, grant manager, project lead or other Ecology contact.	**Required for** all studies (except PLIA)	Text	50	Pick valid value from the drop-down list in the Study form.	▪ Smith, Brian **Tip** - Start typing the last name of the person to find them in the list. For "Pollution Liability Insurance Agency (PLIA)," Ecology Contact is not required.
Study QA Planning Level*	Level of quality assurance planning for a study.	**Required**	Text	50	Pick valid value from the drop-down list in the Study form: ▪ **1** - Informal or no QA documentation. ▪ **2** - Generic or incomplete document. ▪ **3** - QAPP, SAP, or equivalent. ▪ **4** - Approved QAPP or SAP. See expanded table of Study QA Planning Level valid values and definitions (in this document).	
Study QA Project Plan (QAPP) Description	A summary of the Quality Assurance Project Plan (QAPP) or Sampling and Analysis Plan (SAP) approved for the study. A QAPP or SAP is required for Study QA Planning Levels 3 and 4.	Optional	Text	2000	Free text.	▪ Monitoring for Total Dissolved Gas (TDG) in the Pend Oreille River, for development of TDG Total Maximum Daily Load (TMDL). TDG will be monitored continuously near Ruby. Data quality, analytical, and reporting procedures are described. **For QAPPs and SAPs developed outside of Ecology**, include information on where they can be viewed or located.

Field Name	Description	Requirements	Type	Size	Valid Values and Conditions	Examples and Guidance
Study QA Assessment Level*	Level of quality assurance performed on the data.	**Required**	Text	50	Pick valid value from the drop-down list in the Study form: ▪ **1** - Data neither Verified nor Assessed for Usability. ▪ **2** - Data Verified. ▪ **3** - Data Verified and Assessed for Usability. ▪ **4** - Data Verified and Assessed for Usability in a Formal Study Report. ▪ **5** - Data Verified and Assessed for Usability in a Peer-Reviewed Study Report. ▪ **See Results** - For data validated by third-party experts following USEPA guidance and functional guidelines. Also for Bioassay data validated using QA1 or QA2. See expanded table of Study QA Assessment Level valid values and definitions (in this document).	**If a third-party expert validated your Result data** using USEPA guidance and functional guidelines, **select "See Results" AND fill out "Result Validation Level" (BC) in your Results template.** **Download** Results Template Help. **If you have bioassay data validated using QA1 or QA2, select "See Results" AND fill out "Bioassay QA Level" (AQ) in your Bioassay template.** **Download** Bioassay Template Help.
Study Result Description	Summary of the results of the study.	Optional	Text	2000	Free text	▪ Water supply is of good quality and appears ample to meet current demands with a few exceptions. Slightly elevated chloride concentrations are found around Otso Point, Lyle Point peninsula, and Cole Point peninsula. See report for more details.
Study Comment	Additional comments about the study.	Optional	Text	2000	Free text	▪ Water and biological samples were collected for this study. Only the fish tissue data from this report has been entered into this EIM project.

Field Name	Description	Requirements	Type	Size	Valid Values and Conditions	Examples and Guidance
Ecology Funding Number	The number assigned by Ecology to a grant, loan, forgivable loan, or contract. Tracked in EIM at the Study level. Previously known as the Ecology Grant Number or Ecology Loan Number. In 2015, Ecology moved to a new numbering system.	**Required for** Studies funded by an Ecology grant, loan, or contract.	Text	50	Free text / preferred format	▪ WQC-2015-MSRF-00104 (current) ▪ G0200309 (pre-2015) **Current format:** ▪ Number generated by Ecology Administration of Grants & Loans (EAGL) database. **Pre-2015 format:** ▪ **G**, plus 7 numbers (grant) ▪ **L**, plus 7 numbers (loan) ▪ **C**, plus 7 numbers (contract)
Ecology Facility/Site ID	ID of facility or site where the field location exists, from Ecology's Facility/Site database.	**Required for** WQ permit, landfill, and cleanup site studies (except Initial Investigation or Site Hazard Assessment).	Text	10	Must be a valid Facility/Site ID Search for Facility/Site ID in one of these places: ▪ Facility/Site Database (online) ▪ EIM Map (online) (add the Facility/Site layer and use the Identify tool) ▪ Cleanup and Tank Search Database (online)	▪ 1529149 ▪ 4085
Ecology Cleanup Site ID	ID of the site where the field location exists, from Ecology's Integrated Site Information System (ISIS).	**Required for** all cleanup site studies (except Initial Investigation or Site Hazard Assessment).	Text	5	Search for Facility/Site ID and Cleanup Site ID for cleanup sites in Cleanup and Tank Search Database (online).	▪ 5771 ▪ 65789

Field Name	Description	Requirements	Type	Size	Valid Values and Conditions	Examples and Guidance
Recommended QC Blank Censor Factor (for Study) (New field, 2023-6-29)	Only for certain Studies that contain low-level PCB congener data. Indicates which blank censor factor (e.g., 8x) gets used for results in the Discrete Results download file in Search. Background: for certain low-level PCB congener data, EIM auto-calculates results using several blank censor factors, downloadable in a separate file - only one can be displayed in the Discrete Results file. If you don't set this, the default results use the 5x blank censor factor.	Optional	Text	50	▪ **1x** ▪ **3x** ▪ **5x** ▪ **8x** ▪ **10x**	For low-level PCB congener data by EPA1668C, B, or A. Download help for Low-Level PCB Congener Data.

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Study Type Valid Values

Key

- Yellow highlight/asterisk - Requires FSID and CSID
- Green highlight/hashtag - Requires FSID

Cross-Program or Other

- General environmental study
- Routine ambient monitoring
- Best Management Practices (BMP) effectiveness monitoring
- Source control - identifying and managing sources of contamination
- Bioaccumulation study
- # Landfills - routine monitoring and Solid Waste Management (SWM) cleanups
- # Pollution Liability Insurance Agency (PLIA) Petroleum Technical Assistance Program (PTAP) cleanup

Toxics Cleanup-Specific (can also apply to sediments)

- Investigation of suspected contaminated site during Initial Investigation or Site Hazard Assessment
- * Contaminated site investigation (characterization, includes RI/FS and remedial design)
- * Performance monitoring for emergency or interim cleanup action at contaminated site
- * Performance monitoring for final cleanup action at contaminated site
- * Post-cleanup, long-term confirmational monitoring of remediated contaminated site (periodic review, operation, and maintenance)
- * Voluntary Cleanup Program (VCP)
- Voluntary Cleanup Program (VCP) – awaiting application approval

Sediment-Specific

- Sediment disposal site monitoring
- Sediment dredging study
- # Monitoring for NPDES permit requirements

Water Quality-Specific

- Total Maximum Daily Load (TMDL) development
- Total Maximum Daily Load (TMDL) effectiveness monitoring
- Municipal Stormwater permit, status and trends (receiving water) monitoring

Habitat-Specific

- Habitat monitoring, including status and trends monitoring
- Stressor identification - identifying probable cause(s) of biological impairment (303(d))

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Ecology Programs and Other Responsible Entities Valid Values

Ecology Programs

Toxics Cleanup

- Ecy Toxics Cleanup Program (multi-region or statewide)
- Ecy Toxics Cleanup Program, Central Region
- Ecy Toxics Cleanup Program, Eastern Region
- Ecy Toxics Cleanup Program, Headquarters
- Ecy Toxics Cleanup Program, Northwest Region
- Ecy Toxics Cleanup Program, Southwest Region

Hazardous Waste

- Ecy Hazardous Waste Program, Northwest Region
- Ecy Hazardous Waste Program, Southwest Region
- Ecy Hazardous Waste Program, Central Region

Water Quality

- Ecy Water Quality Program (multi-region or statewide)
- Ecy Water Quality Program, Central Region
- Ecy Water Quality Program, Eastern Region
- Ecy Water Quality Program, Northwest Region
- Ecy Water Quality Program, Southwest Region

Water Resources

- Ecy Water Resources Program, Central Region
- Ecy Water Resources Program, Eastern Region
- Ecy Water Resources Program, Northwest Region
- Ecy Water Resources Program, Southwest Region

Shorelands

- Ecy Shorelands Program, Central Region
- Ecy Shorelands Program, Eastern Region
- Ecy Shorelands Program, Northwest Region
- Ecy Shorelands Program, Southwest Region

Solid Waste (formerly W2R)

- Ecy Solid Waste Program, Central Region
- Ecy Solid Waste Program, Eastern Region
- Ecy Solid Waste Program, Northwest Region
- Ecy Solid Waste Program, Southwest Region

Other

- Ecy Air Program
- Ecy Environmental Assessment Program
- Ecy Industrial Program
- Ecy Nuclear Waste Program
- Ecy Office of the Columbia River
- Ecy Spills Program

Other Responsible Entities

Sediments

- Dredged Material Management Program (DMMP)
- Naval Facilities Engineering Command Northwest (NAVFAC-NW)
- Puget Sound Dredge Disposal Analysis (PSDDA)
- US Army Corps of Engineers, Portland District
- US Army Corps of Engineers, Seattle District
- US Army Corps of Engineers, Walla Walla District

Other (can also apply to sediments)

- King County Department of Natural Resources and Parks
- National Oceanic and Atmospheric Administration / National Marine Fisheries Service
- Oregon Department of Fish and Wildlife
- Pollution Liability Insurance Agency (PLIA)
- Puget Sound Ambient Monitoring Program (PSAMP)
- Puget Sound Estuary Program (PSEP)
- University of Washington Oceanography
- US EPA Environmental Monitoring and Assessment Program (EMAP)
- Ecy delegated US EPA National Pollution Discharge Elimination System (NPDES)
- US EPA Region 10
- US EPA Superfund Program
- US Geological Survey
- Washington State Department of Agriculture, Dairy Nutrient Management Program
- Washington State Department of Agriculture, Natural Resources Assessment Section
- Washington State Department of Fish and Wildlife, Puget Sound Ecosystem Monitoring Program
- Washington State Department of Natural Resources (WDNR)
- Washington State University Department of Civil and Environmental Engineering

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Study QA Planning Level Valid Values

Levels

Level 1

Informal or no QA documentation.

Level 2

Generic or incomplete document.

Level 3

QAPP, SAP, or equivalent.

Level 4

Approved QAPP or SAP.

Definition of Terms

QA Planning Document

Includes a description of the study, statements of study objectives, detailed sampling design including rational and sampling locations, and descriptions of, or references to, sampling, analysis, and quality control procedures.

Quality Assurance Project Plan (QAPP)

Must follow guidance in Ecology Publication 04-03-030, Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies and/or EPA Document 841-B-96-003, The Volunteer Monitor's Guide to Quality Assurance Project Plans.

Sampling and Analysis Plan (SAP)

Must follow Model Toxics Control Act WAC 173-340-820, Sampling and Analysis Plans AND Ecology Publication 04-03-030, Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies. For sediment data, must follow Ecology Publication 12-09-057 (2019 revision), Sediment Cleanup User's Manual (SCUM) II.

Approved QAPP or SAP

The QAPP or SAP was reviewed and approved for accuracy and completeness prior to the start of sampling by study participants, peers, supervisors, laboratory staff, and/or quality assurance officers, typically from the organization that conducted or funded the study.

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Study QA Assessment Level Valid Values

Levels

Level 1

Data neither Verified nor Assessed for Usability.

Level 2

Data Verified.

Level 3

Data Verified and Assessed for Usability.

Level 4

Data Verified and Assessed for Usability in a Formal Study Report.

Level 5

Data Verified and Assessed for Usability in a Peer-Reviewed Study Report.

See Results

For data validated by third-party experts following USEPA guidance and functional guidelines. Also, for Bioassay data which has been validated using QA1 or QA2. See “Result Validation Level” field in the Results spreadsheet and or “Bioassay QA Level” field in the Bioassay spreadsheet. See Results and Bioassay spreadsheet help documents for more information on third-party validation.

Definition of Terms

Data Verified

Study quality control (QC) results have been examined for compliance with acceptance criteria specified in the QAPP, SAP or field/analytical method.

Data Assessed for Usability

Study data package has at a minimum been evaluated for precision, bias, representativeness, comparability, and completeness as specified in the QAPP or SAP.

Formal Study Report

Document describing study objectives, procedures, results, conclusions, and assessment of the quality of the data. Bibliographic citations should be provided.

Peer Reviewed Study Report

Report was checked or reviewed for accuracy and completeness by a supervisor or colleague with appropriate experience (does not require independent, outside scientific review, as for juried publications).

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Additional Information

Study ID Alias

Study ID Alias is an optional, alternate Study ID we can assign to your EIM study. You can use it to search for your study in the Study ID field in EIM Search. A study can have one or more aliases. Types include:

- Former Study ID, for renamed or assimilated studies. (Example: “VCNW2316”).
- Your organization’s ID. (Example: “DMMP-SANDY-A-179-02”).
- Another ID associated with the study, like an Agreed Order or VCP number. (Example: “AODE10651”).

Linking Documents Related to EIM Studies

Documents related to EIM studies include Ecology publications and reports from Ecology partners, like environmental consultants and grant recipients. We don’t store these documents in EIM; they are in other Ecology systems, and we link them to EIM when we can. The links display in EIM Search on the Study Data Summary page. Each Ecology Program, like Toxics Cleanup and Water Quality, has their own process for linking documents to EIM studies. To find out more, download How to Link Documents to EIM Studies.

Note: We can’t link to documents stored outside of Ecology.

Ecology Monitoring Program

Monitoring programs represent datasets collected by Ecology and affiliates, with specific monitoring objectives and consistent protocols. Most are long-term and regularly scheduled. Each Monitoring Program has a custom search form and map to help you find data. If you are an Ecology employee and you need to add your study to an Ecology monitoring program, contact your data coordinator to have it added.

Document Revision History

Revision Date	Revision No.	Summary of Changes	Reviser(s)
9/10/2013	2013.01	Changes to EIM data model.	CN
2016	2016.01		
10/5/2017	3.0	Changed versioning system. Changes for new Help System. Moved to Word/PDF from Excel for accessibility reasons.	CN
01/09/2018	3.1	Updated examples for Ecology Funding Number. Size increased from 8 characters to 50 to accommodate new numbering system. Added missing field sizes.	KC, CN
03/08/2018	3.2	Added new study type for PLIA.	KC
07/23/2018	3.3	Updated instructions for Study ID to include new Ecology Funding Number-based ID for grants. Changed “EIM Ecology programs and other responsible entities valid values” “Waste 2 Resources Program” to “Solid Waste Program.”	CN
03/21/2019	3.4	Added “Ecy Hazardous Waste Program, Central Region” to “Ecy Ecology Programs and other responsible entities valid values” list.	KC
06/27/2019	3.5	Added link to “Cleanup Site Search” for CSID and FSID. Easier to use than old way.	CN
03/08/2020	3.6	Added Study ID Alias information and addressed accessibility items.	CN
6/22/2020	3.7	Updated link, changed “Monitoring for NPDES permit requirements” to “Required” for Study Type, increased font size from 10 to 11 pt.	CN
09/03/2020	3.8	Added “Linking documents related to EIM studies” section.	KC, CN
09/29/2020	3.9	Removed the yellow highlight and asterisk from the EIM Study Type valid values list from “Voluntary Cleanup Program (VCP) – awaiting application approval”.	KC
06/24/2021	3.10	Added responsible entity “Washington State University Department of Civil and Environmental Engineering.” Added information on Ecology Monitoring Program.	KC
06/08/2022	3.11	Updated links in the valid values and conditions field for Ecology Facility/Site ID and Ecology Cleanup Site ID.	KC
09/20/2022	3.12	Added “King County Department of Natural Resources and Parks” to the valid values list for Study Responsible Entity	KC
05/02/2023	3.13	Added “US Geological Survey” to Study Responsible Entity valid values. Changed “Alpha-numeric” to “Text.” Applied new formatting to match current format.	CN

Revision Date	Revision No.	Summary of Changes	Reviser(s)
06/28/2023	4.0	Added new field, “Recommended QC Blank Censor Factor.” Renamed “Study Help Fields” to “Grid – How to Fill Out Your Study Form.”	CN
10/12/2023	4.1	Added sentence to first paragraph “All required fields must be filled out on the study form in EIM, or your study will not save.”	MP
05/09/2024	4.2	Reversed order of two rows “Ecology Program or Other Responsible Entity” and “Ecology Contact” to match changes in EIM. Change to Ecology Contact to remove yellow color coding and updated wording to “Required for all studies (except PLIA).” Added comment “If Pollution Liability Insurance Agency (PLIA) Ecology Contact is not required” to “Ecology Program or Other Responsible Entity.”	KC
01/13/2026	4.3	Under Study Type Valid Values changed “Landfills - routine monitoring and Waste 2 Resources (W2R) cleanups” to “Landfills - routine monitoring and Solid Waste Management (SWM) cleanups”	CN
07/09/2026	5.0	Changes for Check Data Project.	KC, CN