EIM Help - How to Link Documents to EIM Studies

Version 1.1
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What types of documents are related to EIM studies?

Documents related to EIM studies include Ecology publications and reports from Ecology partners, like environmental consultants and grant recipients.

Where are these documents stored?

We don't store these documents in EIM; they are in other Ecology systems and we link them to EIM when we can.

Table 1: Ecology systems where we store documents related to EIM.

Acronym	Name	Reach	Heavy users	Linkable to EIM?
Biblio	Bibliomaker / Ecology publications.	Ecology-wide.	Environmental Assessment Program (EAP).	Yes
DSARS	Document Storage and Retrieval System.	Toxics Cleanup Program (TCP).	TCP	Yes
EAGL	Ecology's Administration of Grants & Loans.	Ecology-wide.	Water Quality Program (WQP), TCP.	No

Note: We don't link to documents outside of Ecology.

Where do I find linked documents in EIM?

Search for your study in EIM Search. In the drop-down menu of the study list, click "Study details."
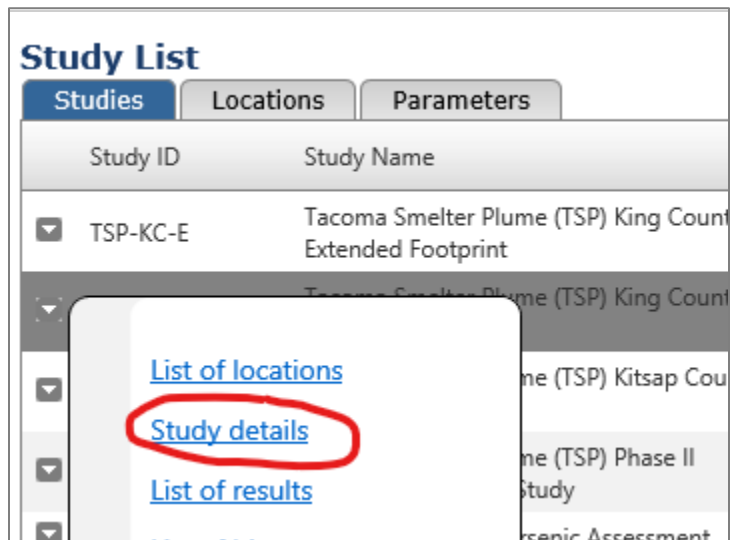

Figure 1: Screenshot of link to study details in the drop-down menu in the study list.

If there are linked documents, you'll see a link that says "Study Documents" or "Study Publications" at the bottom of the "Study Basics" section. Click it to see the document list.
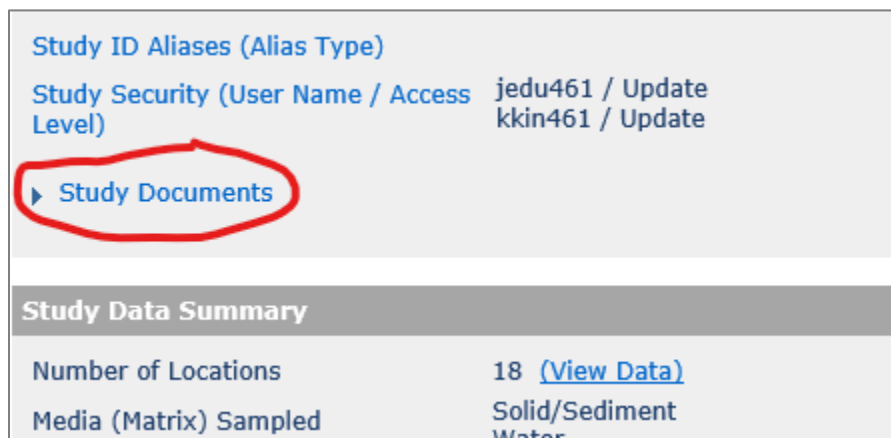

Figure 2: Screenshot of link to study documents or publications.

Figure 3: Screenshot of study documents or publications list.

How do I link documents to EIM?

Each Ecology program has their own process for linking documents to EIM studies.

Environmental Assessment Program (EAP)

The EAP publications coordinator enters QAPPs and reports into Bibliomaker. For each document, they enter the EIM Study ID into Bibliomaker. This creates a link between Bibliomaker and EIM.

Water Quality Program (WQP)

EAGL

Water quality grantee QAPPs and reports are stored in EAGL. We currently can't link them to EIM. Future upgrades to EAGL might allow this. For now, search for them in EAGL. Documents older than 2014 are likely not in EAGL.

Bibliomaker

Non-Ecology publications can technically go into Bibliomaker, without document retention and archival requirements. However, WQP elected not to put grant-related documents in Bibliomaker for now.

Toxics Cleanup Program (TCP)

DSARS

TCP has their own document management system, DSARS. TCP staff upload cleanup site-related documents to DSARS, including remedial investigation reports and consent decrees. (There are about 200 different types of documents in DSARS). The documents automatically link to EIM via the Cleanup Site ID (CSID).

Some historical documents either aren't in DSARS or need a CSID assigned to them. Contact a TCP publications coordinator to add a CSID.

Some cleanup sites, like sediment sites and those with NPDES permits, have no CSID. The documents are in DSARS, but we can't currently link them to EIM.

Bibliomaker

A TCP publications coordinator uploads TCP publications to Bibliomaker. These include fact sheets, FAQs, drafts for public comment, and more. For each document, they enter the EIM Study ID into Bibliomaker. This creates a link between Bibliomaker and EIM. There is some overlap between what is in DSARS and Bibliomaker.

EAGL

TCP uses EAGL for grant-related documents. We currently can't link them to EIM. Future upgrades to EAGL might allow this. For now, search for them in EAGL. Documents older than 2014 are likely not in EAGL.

Other document types linked to EIM

We also link or upload well-related documents such as aquifer reports, and geologists' and drillers' logs to EIM. See EIM help document Well-Related Documents in Editor for more info.

Document revision history

Revision Date	Revision No.	Summary of Changes	Reviser(s)
04/15/20	1.0	Original Document	KC, CN
12/08/23	1.1	Removed this sentence "Note: If there aren't any linked documents, you won't see anything (something we are working on correcting)."	KC