

## EIM Help for EAP - How to Enter an EAP Study into EIM

Version 2.1  
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This document pertains only to Ecology Environmental Assessment Program (EAP) employees.

An EIM Study provides basic background information about your project and the basis to link your field locations and monitoring result data together in the database. You can also link your data to your project publications via your EIM Study. An example is "[South Lake Washington PCBs in Sediments](#)."

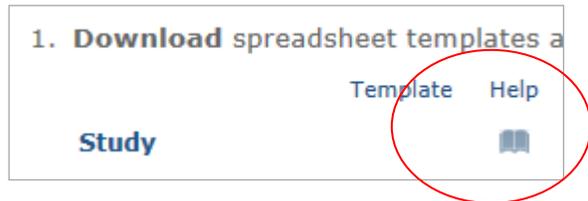
**Enter your Study information into EIM before entering your Locations or Results** following the steps below.

### Help Resources

Before starting, [download the EIM Study Help Document](#) from the EIM Loader homepage. It has field definitions, requirements, formats, valid values, and examples. You can also click the field names in the online Study form (page 2) for the same help.

For help creating your Study ID and Name, see the [Naming EIM Studies](#) help document for naming conventions used by EAP and other Ecology programs.

Study Help on the EIM Loader Homepage



**Note:** After finishing ALL of your data entry (Study, Locations, and Results), complete [EAP's Data Entry Review Procedure](#) and [Data Entry Review Completion Checklist](#).

### How to Enter Your EAP Study into EIM

1. Open the [EIM Editor](#) and choose **Studies & Results** from the blue bar or [Go to studies and results >](#)
2. Click [+ Add a new study](#) at the top of the page to open the "Add Study" form.
3. Fill in ALL required fields\* and any other fields pertinent to your Study (ex. Facility / Site ID, etc.).
  - a. Create and enter your **Study ID** and **Study Name** (see [Naming EIM Studies](#) for help).
  - b. For the **Study QA Planning Level**, choose *Level 3* if a QAPP was drafted or *Level 4* if a QAPP was approved prior to sampling. If you aren't sure, ask the EAP Project Manager.
  - c. For the **Study QA Assessment Level**:
    - i. If a report has been published and was peer reviewed assign *Level 5*. If the report was not peer reviewed, assign *Level 4*.
    - ii. If a report has not yet been published or a report is not going to be published for this study, assign *Level 3 - Data Verified and Assessed for Usability*. EAP's EIM Data Coordinator will update this to *Level 4 or 5* by when/if a report is published.
  - d. For **EIM Data Entry Review Status**, choose "Not Reviewed." After you complete data entry and reviews and EAP's Data Entry Review Checklist, change the status to "Reviewed."
  - e. After entering all of your information, click "Submit."

### “Add Study” Online Form (in EIM Editor)

For help filling out this form see the [Study Help Document](#). Also see [Naming EIM Studies](#).

**Study ID \***

**Study Name \***

**EIM Data Entry Review Status \***

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**Study Type \***

**Study Purpose \***

**Field Collection Start Date**

**Field Collection End Date**

**Ecology Contact \***

e.g. site manager, grant manager,  
project lead or other Ecology contact

 ▼

**Ecology Program or Other  
Responsible Entity \***

**Monitoring Program**

 ▼

**Submitting Organization**

 ▼

**Study QA Planning Level \***

 ▼

**Study QA Project Plan  
Description**

**Study QA Assessment Level \***

**Study Result Description**

**Study Comment**

**Ecology Grant Number**

**Ecology Loan Number**

**Ecology Facility/Site ID**

**Ecology Cleanup Site ID**

**Load to WQX**

## Document Revision History

Revision Date	Revision No.	Summary of Changes	Reviser(s)
8/2009	2009.01	Original Document, Entering Your Study section of the EIM Users Manual (pg 6)	CL
9/1/13	2.0	Updated with new field names and permitted values per data model changes. Added related help document descriptions and links.	CL
6/24/14	2.1	Added link under 3a to Naming EIM Studies help document and other editorial updates.	CL, CN