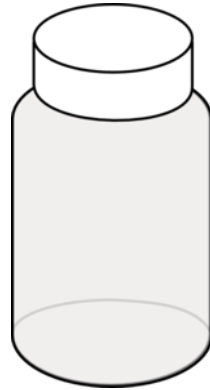


EMS EDT Upload Quick Start Guide

March 2018

EMS Data Structure



Physical Locations (EMS ID)

- Name of site
- Latitude and Longitude
- Type (River, Lake, Landfill etc)
- Purpose (Background, trend, monitoring etc)
- Permit Number (if applicable)

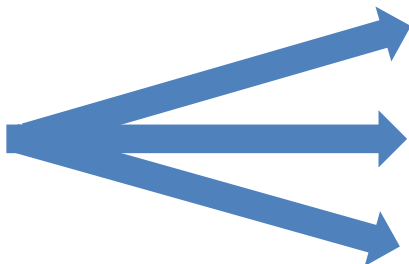
Samples

- Where it was sampled
- When it was sampled
- What was sampled (water, soil, plants etc)
- How was it sampled (grab, composite etc)
- Other details

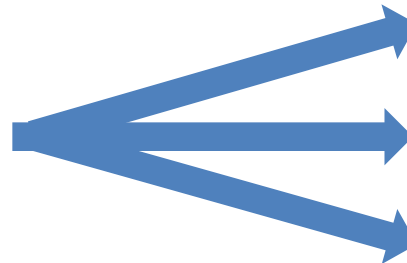
Results

- What parameters was the sample analyzed for
- How was each parameter analyzed
- Who did the analysis
- When was the analysis done
- What were the results of the analysis

Each Location



Can have many samples



Each sample can have many results

EMS Data Structure

- EMS IDs (sampling locations) can only be created or edited by Ministry staff.
- Samples are physical bottles (or other media as applicable). Each sample should have one or more results associated with it.
- Records are divided up into these three basic components, location, sample, and results.

How to Use This Guide

- Each outlined cell is a possible entry for that record type.
- Mandatory fields are highlight.
- Refer to [code dictionaries](#) for lists of EMS codes.
- Refer to the full [EDT documentation](#) for more detail on each field.

Example File

- In this example three samples are being uploaded. Each sample contains four results.
- Samples were analyzed in the field so sample collection date and time is the same as result analysis date and time.

Basics

- File Header
- Sample Header
- Result Record
- File Trailer

Monitoring Location where sample was collected, in this case "WALLEY CK D/S HAMMOND BAY"

Sample was collected on August 1st 2017 at 09:13

Sample was Fresh Water

The sample was a grab

The sample was collected by Field (MOE) (code FLD)

The sample was analyzed by Field (MOE) (code FLD)

The ministry contact is MCONTACT

HR	"your_email@example.com"	20180123	N																		
RS	E306256		201708010913		FW	GE	REG	GRB		FLD	FLD	MCONTACT	"Walley Creek Streamkeepers"							"Sun"	
RR		201708010913	0011	X330	254.8	12.74	4						} All one sample								
RR		201708010913	0013	X330	16.1	0.2	32														
RR		201708010913	0014	X330	7.77	0.2	1														
RR		201708010913	0015	XM12	2.4	0.05	7														
RS	E306257		201708010933		FW	GE	REG	GRB		FLD	FLD	MCONTACT	"Walley Creek Streamkeepers"							"Sun"	
RR		201708010933	0011	X330	271.7	13.585	4						} All one sample								
RR		201708010933	0013	X330	14.6	0.2	32														
RR		201708010933	0014	X330	10.08	0.2016	1														
RR		201708010933	0015	XM12	5.57	0.05	7														
RS	E306434		201708011002		FW	GE	REG	GRB		FLD	FLD	MCONTACT	"Walley Creek Streamkeepers"							"Sun"	
RR		201708011002	0011	X330	270.3	13.515	4						} All one sample								
RR		201708011002	0013	X330	15.2	0.2	32														
RR		201708011002	0014	X330	10.16	0.2032	1														
RR		201708011002	0015	XM12	0	0.05	7														
TR																					

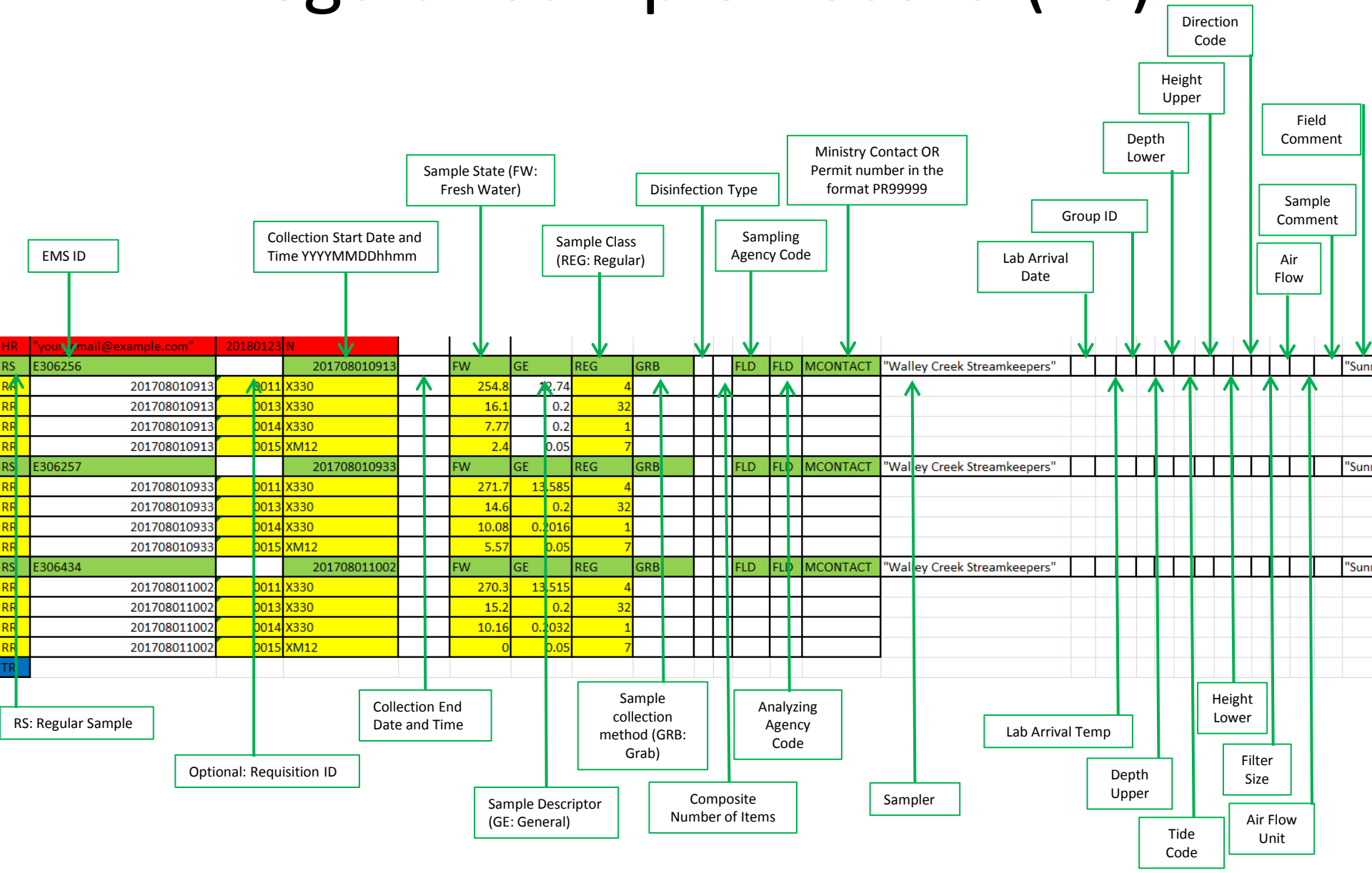
The first result was analyzed at 09:13 on August 1st 2017. The parameter was Specific Conductance (parameter code 0011), it was measured with a meter (method code X330). The result was 254.8 us/cm (unit code 4) with a confidence interval of 12.74.

File Header Record (HR)

Record Type (HR: Header)	E-mail address of the person submitting the file	Date the file was prepared YYYYMMDD	QA Index only (Y) or direct upload (N)	user defined file name	user comment, not saved in EMS	FW	GE	REG	GRB	FLD	FLD	MCONTACT	"Walley Creek Streamkeepers"	"Sun"
HR	"your_email@example.com"	20180123	N											
RS	E30625	201708010913	0011	X330		254.8	12.74	4					"Walley Creek Streamkeepers"	"Sun"
RR		201708010913	0013	X330		16.1	0.2	32						
RR		201708010913	0014	X330		7.77	0.2	1						
RR		201708010913	0015	XM12		2.4	0.05	7						
RS	E30625	201708010933	0011	X330		271.7	13.585	4					"Walley Creek Streamkeepers"	"Sun"
RR		201708010933	0013	X330		14.6	0.2	32						
RR		201708010933	0014	X330		10.08	0.2016	1						
RR		201708010933	0015	XM12		5.57	0.05	7						
RS	E30643	201708011002	0011	X330		270.3	13.515	4					"Walley Creek Streamkeepers"	"Sun"
RR		201708011002	0013	X330		15.2	0.2	32						
RR		201708011002	0014	X330		10.16	0.2032	1						
RR		201708011002	0015	XM12		0	0.05	7						
TR														

QA Index only (Y) or direct upload (N)

Regular Sample Record (RS)



EMS ID

Collection Start Date and Time YYYYMMDDhhmm

Sample State (FW: Fresh Water)

Sample Class (REG: Regular)

Disinfection Type

Sampling Agency Code

Ministry Contact OR Permit number in the format PR99999

Lab Arrival Date

Group ID

Depth Lower

Height Upper

Direction Code

Field Comment

Sample Comment

Air Flow

RS: Regular Sample

Optional: Requisition ID

Collection End Date and Time

Sample Descriptor (GE: General)

Sample collection method (GRB: Grab)

Composite Number of Items

Analyzing Agency Code

Sampler

Lab Arrival Temp

Depth Upper

Height Lower

Tide Code

Filter Size

Air Flow Unit

Result Record (RR)

RR	HR	Analytical Date and Time	Parameter Code	Analytical Method Code	Result Letter	Result	Confidence Interval	Measurement Unit	Method Detection Limit	Lab Batch ID	Preservation Code	Media Code	Result Comment	
RS	E306256	201708010913	0011	X330	FW	254.8	12.74	REG	4	GRB	FLD	FLD	MCONTACT	"Walley Creek Streamkeepers"
RF		201708010913	0013	X330		16.1	0.2		32					
RF		201708010913	0014	X330		7.77	0.2		1					
RF		201708010913	0015	XM12		2.4	0.05		7					
RS	E306257	201708010933	0011	X330	FW	271.7	13.585	REG	4	GRB	FLD	FLD	MCONTACT	"Walley Creek Streamkeepers"
RF		201708010933	0013	X330		14.6	0.2		32					
RF		201708010933	0014	X330		10.08	0.2016		1					
RF		201708010933	0015	XM12		5.57	0.05		7					
RS	E306434	201708011002	0011	X330	FW	270.3	13.515	REG	4	GRB	FLD	FLD	MCONTACT	"Walley Creek Streamkeepers"
RF		201708011002	0013	X330		15.2	0.2		32					
RF		201708011002	0014	X330		10.16	0.2032		1					
RF		201708011002	0015	XM12		0	0.05		7					

Upload to EMS via EDT

- Save your file as a csv file.
- Login to [EMS EDT](#)

The screenshot shows the user interface for the Electronic Data Transfer (EDT) upload page. At the top left is the British Columbia logo with the tagline 'The Best Place on Earth'. A search bar is located at the top right, with a 'Go' button and links for 'Advanced Search', 'Help', and 'Contact Us'. Below the search bar are navigation links for 'All B.C. Government' and 'Ministry of Environment'. A main navigation bar includes 'News', 'The Premier Online', 'Ministries & Organizations', 'Job Opportunities', and 'Main Index'. A breadcrumb trail shows 'B.C. Home > Ministry of Environment > EDT'. The left sidebar contains a menu with 'B.C. Home', 'Ministry of Environment', 'EDT', 'Submit', 'Dashboard', 'Web User - FTP User Links', and 'EMS'. Below the menu is a 'RELATED LINKS' section and an 'Exit this e-service' button. The main content area features a banner with the 'Ministry of Environment' logo and a sun graphic. The title is 'Electronic Data Transfer - Upload' with a 'Click to show/hide help' link. A descriptive paragraph states: 'This screen allows an authorized user to upload EMS samples and results.' Below this are three input fields: 'Enter the path and name of the file to upload' with a 'Choose File' button (labeled 'No file chosen'), 'To upload the file click this button' with an 'Upload' button, and 'To upload with QA Index-only option, click this button' with a 'QA' button. Arrows point from the 'Choose File' and 'QA' buttons to the text 'Select your file' and 'Test your file for errors' respectively. A 'TOP' button is in the bottom right corner.

Upload to EMS via EDT

- Fix any errors and upload again using the “upload” button.
- Upon successful upload you will receive a confirmation email.
- Contact the [EMS Helpdesk](#) with any issues.