Assessment Batch Upload: Tips to Avoid Common Errors

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Purpose: This help lists some of the most common errors in Assessments Batch Upload and explains how to address the issues. If you need additional help with Batch Upload, please contact the ATTAINS Helpdesk at attains@epa.gov for assistance.

1. Include **AgencyCode (AGENCY_CODE)** and **Cycle Last Assessed (CYCLE_LAST_ASSESSED)** in the Assessments tab (assessments.csv file).

2. **Incorrect Domain Values** (allowed values) – Refer to the Batch Upload Template or the DOMAINS.xlsx spreadsheet to see valid values for each column. Most fields use the Code column of the appropriate Domain.

3. If any **Use** has a **UseAttainmentCode (USE_ATTAINMENT_CODE)** of "Not Supporting" ("N") on the Uses tab (uses.csv file), then at least one **Parameter** must be provided for that Use (PARAM_USE_NAME) that has a **ParameterStatus (PARAM_STATUS_NAME)** of "Cause" on the Parameters tab (parameters.csv file).

4. **Parameters (PARAM_NAME)** must be connected to **Uses (PARAM_USE_NAME)** on the parameters tab (parameters.csv file).

5. Parameters cannot be associated with Uses that have a **UseAttainmentCode (USE_ATTAINMENT_CODE)** of "Not Assessed" ("X") on the Uses tab (uses.csv file).

6. **ParameterStatus (PARAM_STATUS_NAME):** This field can trip up users. Each Assessment Unit/Parameter combination can have **ONLY One** Parameter Status. The field uses a worst-case scenario approach. If the Parameter is a "Cause" of impairment for any Use on that Assessment Unit, then it is a "Cause" of Impairment for ALL entries of that Assessment Unit/Parameter combination. You should use the following priority order in determining the right Parameter Status:
   a. Cause: The Parameter is a Cause for 1 or more Uses
   b. Meeting Criteria: The Parameter is NOT a Cause for any Uses, and it is Meeting Criteria for at least 1 Use
   c. Observed Effect: The Parameter is an Observed Effect for all relevant Uses
   d. Insufficient Information: The Parameter is Insufficient Information for all relevant uses

   Note: When a Parameter is no longer a Cause, you don't need to remove it. You can just change the Parameter Status. Keeping the Parameter associated with the Assessment Unit / Use combination can help data consumers better understand what happened. (Example: It is clearer to tell users that the Parameter improved rather than requiring users to make an assumption about a Parameter that disappeared.)

7. Alternatively, the **ParameterAttainmentCode (PARAM_ATTAINMENT_CODE)** field can have multiple values, so it allows you to distinguish at the Assessment Unit/Use/Parameter combination.

   This example table shows how you can submit a Parameter that is "Meeting criteria" for one Use and "Not meeting criteria" for a second use. If one of the ParameterAttainmentCode values is "Not meeting criteria" or "Not meeting threshold", then the ParameterStatus for that Assessment Unit/Parameter combination is a "Cause" of impairment. (For the sake of space, this example only shows a subset of the required fields.)

ASSESSMENT_UNIT_ID	PARAM_NAME	PARAM_USE_NAME	PARAM_STATUS_NAME	PARAM_ATTAINMENT_CODE
AU_Example_01	CHLOROPHYLL-A	Aquatic Life Use	Cause	Not meeting criteria
AU_Example_01	CHLOROPHYLL-A	Recreation	Cause	Meeting criteria

8. If any **Parameter** has a **ParameterStatus** of "Cause", then several more **Impaired Water** fields become required for all rows of the same Assessment Unit / Parameter combination. (So, they must be included for each corresponding Use under that Assessment Unit / Parameter combination and all the rows under that Assessment Unit / Parameter combination must have the same values.)
    a. **ParameterAgencyCode (PARAM_AGENCY_CODE)** – Indicates who marked the Parameter as a "Cause" of impairment: S (State), T (Tribal) or E (EPA).
    b. **PollutantIndicator (PARAM_POLLUTANT_INDICATOR)** – When this field is marked as "Y", then the parameter will fall into EPA IR Category 5, 4a, or 4b (depending upon other corresponding information). When this field is marked as "N", then the parameter will fall into EPA IR Category 4c.
    c. **ParameterYearFirstListed (PARAM_YEAR_LISTED)** – Indicates the first year that the Parameter was marked as a "Cause" of impairment. This is expected as a 4-digit year: Ex: 2018.
    d. **ParameterTargetTMDLDate (PARAM_TARGET_TMDL_DATE)** – For any EPA IR Category 5 Parameters, this is required. It indicates the year that the Parameter "Cause" is scheduled to get a TMDL. Either this field or ParameterPriorityRanking field must be populated. This is expected as a 4-digit year: Ex: 2022.
    e. **ParameterPriorityRanking (PARAM_PRIORITY_RANKING)** – For any EPA IR Category 5 Parameters, this is required. Indicates whether the Assessment Unit / Parameter combination is High, Medium or Low priority to get a TMDL. Either this field or ParameterTargetTMDLDate must be populated.

9. Alternatively, Impaired Water fields including those listed below **CANNOT** be populated if an Assessment Unit ID/Parameter combination is NOT a "Cause" of impairment.
    a. **ParameterAgencyCode (PARAM_AGENCY_CODE)** – This cannot be populated if the Assessment Unit ID/ Parameter combination is NOT a "Cause" of impairment.
    b. **PollutantIndicator (PARAM_POLLUTANT_INDICATOR)** – This cannot be populated if the Assessment Unit ID/Parameter combination is NOT a "Cause" of impairment.
    c. **ParameterYearFirstListed (PARAM_YEAR_LISTED)** – This cannot be populated if the Assessment Unit ID/Parameter combination is NOT a "Cause" of impairment.
    d. **ParameterTargetTMDLDate (PARAM_TARGET_TMDL_DATE)** – This cannot be populated if the Assessment Unit ID/Parameter combination is NOT a "Cause" of impairment.
    e. **ParameterPriorityRanking (PARAM_PRIORITY_RANKING)** – This cannot be populated if the Assessment Unit ID/Parameter combination is NOT a "Cause" of impairment.

10. Probable Sources of impairment (**SOURCE_NAME**) can only be provided for an Assessment Unit / Parameter combination that is a "Cause" of impairment. Before you can submit Probable Sources of information, make sure the following information is true and provided.
    a. The Assessment Unit ID/Use combination must have a **UseAttainmentCode (USE_ATTAINMENT_CODE)** of "Not Supporting". (This is submitted in the uses.csv file.)
    b. The Parameter must be associated with the Assessment Unit ID and have a **ParameterStatus (PARAM_STATUS_NAME)** of "Cause". (This is submitted in the parameters.csv file.)
    c. The name of the Cause of impairment that is provided in the **SourceParameterName (SOURCE_PARAM_NAME)** field of the Sources file (sources.csv) must match a Parameter for the Assessment Unit ID/Parameter combination that has a **ParameterStatus** of "Cause" in the parameters.csv file. Also, please note that the alphabetic case used for the parameter across these two files must match. Parameters usually have a case of ALL CAPS.

11. An **Associated Action** (associated-actions.csv file) is required for any Assessment Unit/Parameter combination that should be calculated into EPA IR Category 4a, 4b, or 5a. Note: The Action ID must already exist in the Actions module before it can be associated with an Assessment.

12. Filter out Assessments that have a Status of "Never Assessed" before trying to Batch Upload the Assessments. If you include "Never Assessed" Assessments, ATTAINS will expect you to provide information like Cycle Last Assessed. However, providing any information about the Assessment will change the status from "Never Assessed" to "Needs Information", unless you provide Uses, etc. If you would like those Assessments to remain as "Never Assessed", then exclude them from the Batch Upload files.

13. The selected **PARAM_STATUS_NAME** may limit the available options for **PARAM_ATTAINMENT_CODE**:

PARAM_STATUS_NAME	Allowed PARAM_ATTAINMENT_CODE Options
Meeting Criteria	- Meeting criteria - Meeting threshold - Not enough information
Cause	- Meeting criteria - Meeting threshold - Not enough information - Not meeting criteria - Not meeting threshold - Threatened
Observed Effect	- Meeting criteria - Meeting threshold - Not Applicable - Not meeting criteria - Not meeting threshold
Insufficient Information	Not enough information