

## How to Import Data Files

(The images below are pictures of the TurboWaste application screens, **they are not interactive**. The images are to help explain the import process. To enter your information you must use the TurboWaste application.)

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### Importing data files from your own database system

You can use data in your own database system or Excel spreadsheets to create a set of files to import directly into TurboWaste instead of doing data entry into TurboWaste. This feature is intended for sites with a large number of waste records and their own data systems.

Files needed for Generation and Management (GM) forms:

- Data File 1: Waste Stream Primary File – for Medium and Large Quantity Generators
- Data File 2: Offsite Management File – for Medium and Large Quantity Generators
- Data File 3: GM Shipments Sent File – for Large Quantity Generators

Files needed for Waste Received forms (for TSDs and Recyclers receiving wastes from off-site Generators):

- Data File 1: Waste Received Primary File
- Data File 2: Waste Shipments Received File

One file is needed for OI Facilities (Offsite Information). However, if you don't have many facilities on your list or if they have not changed from the previous year, it may be easier to copy your OI data from your last submitted annual report or fill it out using the TurboWaste application OI screen:

- Data File 1: Offsite Identification Facility Primary File

You need to put data from your own computer system into a file format that TurboWaste can read. The files hold data fields with specific lengths, and specific data types (text or number) separated by tabs. Review the separate document, *TurboWaste File Import Definition*, and make sure your files meet the formatting specifications before you continue. TurboWaste can import data with some errors (such as invalid codes) as long as the file field lengths and tabs are correct. TurboWaste data validation steps will help you diagnose errors once the data is imported.

Do not try to create your Site ID Form. It can't be imported. TurboWaste uses your most recently submitted information to automatically fill in the new Site ID form when it first opens in the application.

If you have questions, please call Ecology staff at 1-800-874-2022 (from within the state) or (360) 407-6170. You can also E-mail the Dangerous Waste Annual Reporting Team at [Turbowaste@ecy.wa.gov](mailto:Turbowaste@ecy.wa.gov).

## Step 1 – Open the annual report year

Before you can import data you have to have an annual reporting year to move your data into.

To create a new reporting year click on the [Create New Annual Report](#) link on the "Site Profile" web page. Don't do this if you already created the report year.

The screenshot shows a web interface with a dark blue header containing 'HOME' and 'FORMS' tabs. Below the header, the user information is displayed: 'User: xxxx Role: Administrator Log Off'. The main content area is divided into several sections. On the left, there is a box for 'RCRA Site ID: WAD123456789' and 'Facility/Site ID: 1234'. To the right, there is a box for 'Site Name', 'Site Address', and 'City, WA 99999'. Below these, there is a 'Start a New Report' section with a red circle around the 'Create New Annual Report' link. To the right of this is a 'Current Site Information' section with an 'Update Site' link. Below that is a 'Location Info' section with fields for 'Site Name', 'Site Address', and 'City, WA 99999'. Further down are 'Tax Registration: NAICS Code:' and 'Business Type:'. At the bottom left is a 'Work In Progress (Unsubmitted Data)' section. At the bottom right is a 'Mailing Address' section.

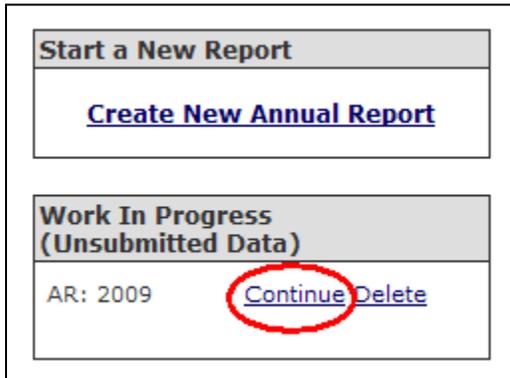
Enter the new Reporting Year and click the button for Waste Data - Import.

The screenshot shows the 'Create Annual Report' form. At the top, there is a 'Reporting Year:' field with the value '2009'. Below this, there are four radio button options: 'Site ID Only - No Waste Data', 'Waste Data - Enter myself', 'Waste Data - Copy' (with a dropdown arrow), and 'Waste Data - Import' (which is selected). At the bottom right, there are two buttons: 'Submit' and 'Cancel'.

Click **Submit**.

The Checklist for the new annual report year will open.

If you already created your annual report year it is listed in the Work in Progress box on your "Site Profile" web page. Just click the Continue link to open the Annual Reporting Checklist for that year.



**Start a New Report**

[Create New Annual Report](#)

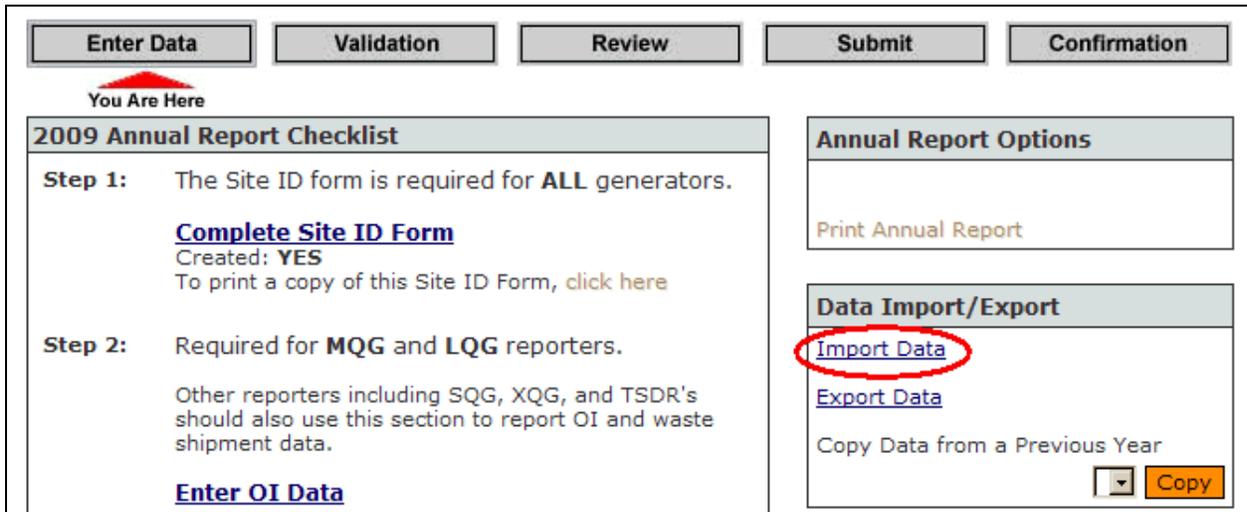
**Work In Progress  
(Unsubmitted Data)**

AR: 2009 [Continue](#) [Delete](#)

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## Step 2 – Open the import screen and choose Replace or Add

Look for the Import/Export data box on the bottom right side of the Checklist web page.



**Enter Data**   **Validation**   **Review**   **Submit**   **Confirmation**

**You Are Here**

**2009 Annual Report Checklist**

**Step 1:** The Site ID form is required for **ALL** generators.

[Complete Site ID Form](#)  
Created: **YES**  
To print a copy of this Site ID Form, [click here](#)

**Step 2:** Required for **MQG** and **LQG** reporters.

Other reporters including **SQG**, **XQG**, and **TSDR**'s should also use this section to report OI and waste shipment data.

[Enter OI Data](#)

**Annual Report Options**

[Print Annual Report](#)

**Data Import/Export**

[Import Data](#)

[Export Data](#)

Copy Data from a Previous Year

Click on [Import Data](#)

You will see a blank Import Form for the reporting year.

Click the **Replace** button to overwrite your existing GM or WR waste stream forms, or OI forms with the data files you are importing. You should use this most of the time. Use it when you first import data into empty files. Also use this to re-import corrected data files, or if you want to replace all the existing files.

Click the **Add** button to add new GM or WR waste stream forms, or OI forms to ones that are already in your TurboWaste annual report forms. You will get an error message and the import will not work if any new record has the same sequence number as a record that is

already in TurboWaste. For example, you can't add GM Primary sequence #5 if there is already a GM Primary sequence #5 in your data. You would need to re-number the files you want to add.

<b>Instructions</b> Please click the browse buttons to select each import file from your computer. It is important to verify that each import file is built according to the published Department of Ecology <a href="#">File Import Specifications</a> . Data that is in an incorrect format will not be loaded into the TurboWaste.Net database.  Click the import button to temporarily load annual report data. The application will display metrics for the number of records being imported. If the metrics are correct, click the Save Imported Records button to load annual report data into the database. The application will return you to the Reporting Forms Log screen after the data is loaded. Please run the validation report to ensure that all business rules are met in the imported data.  Please remember to submit your data to Ecology after it is imported into TurboWaste.Net and has been validated.	<b>GM Waste Streams</b>
	GM Primary <input type="text"/> <input type="button" value="Browse..."/>
	Offsite Management <input type="text"/> <input type="button" value="Browse..."/>
	Shipments Sent <input type="text"/> <input type="button" value="Browse..."/>
	<b>WR Waste Streams</b>
	WR Primary <input type="text"/> <input type="button" value="Browse..."/>
	Shipments Received <input type="text"/> <input type="button" value="Browse..."/>
	<b>OI Facilities</b>
	OI Primary <input type="text"/> <input type="button" value="Browse..."/>
	<input checked="" type="radio"/> Replace all waste streams <input type="radio"/> Add new waste streams
	<input type="button" value="Import"/>

### Step 3 - Select your files for import

Use the **Browse** button to find each file on your computer. When you click Browse a new window named Choose File opens. Find the file on your computer and click on it to select it. Then click Open and it will load into the Import File window.

If you want to import GM Waste Streams you must import the GM Waste Stream Primary File with the GM Offsite Management File. If you import the GM Shipments Sent File it must be imported with the other two files. Similarly, if you are importing WR Waste Streams files you must import both WR files at the same time.

You can import the OI Facilities file by itself.

The example shows three GM Waste Stream files and the one OI Facilities file ready to import.

GM Waste Streams		
GM Primary	\2009_GMPPrimary.txt	Browse...
Offsite Management	\2009_GMOffsiteMgmt.txt	Browse...
Shipments Sent	\2009_GMShipmentsSent	Browse...

WR Waste Streams		
WR Primary		Browse...
Shipments Received		Browse...

OI Facilities		
OI Primary	\2009_OffsiteFacility	Browse...

Replace all waste streams  
 Add new waste streams

**Import**

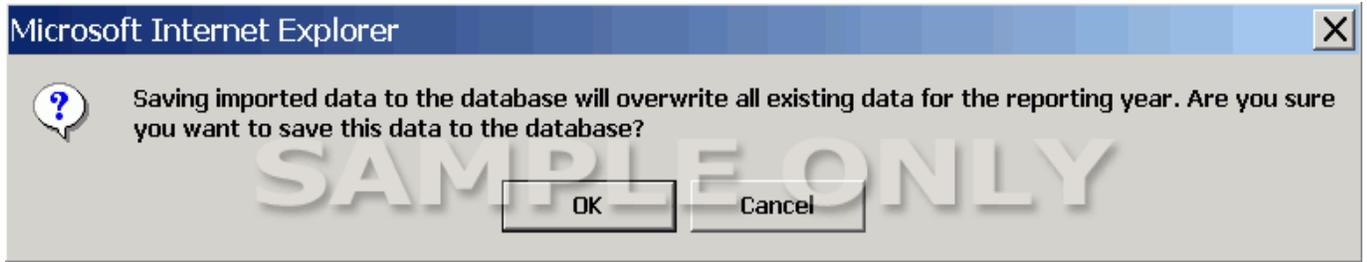
Click **Import** to bring them into TurboWaste.

#### Step 4 – Save your data

If your import is successful, you will get a message giving you details about the files. Look at the number of records counted to see if it is correct. If any file you selected is not in the right format you will get an error message.

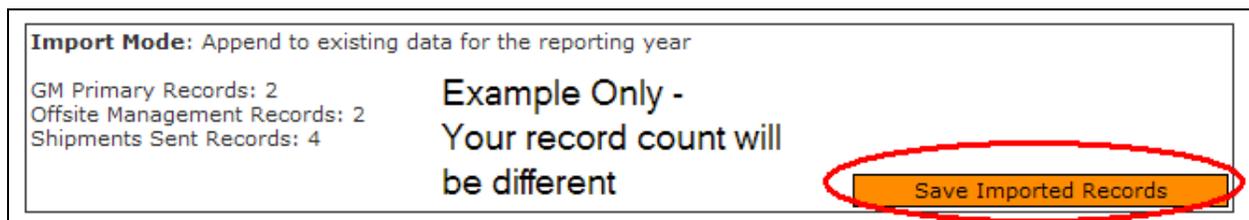
<b>Import Mode:</b> Replace existing data for the reporting year	
GM Primary Records: 58	<b>Example Only - Your record count will be different</b>
Offsite Management Records: 51	
Shipments Sent Records: 65	
WR Primary Records: 37	
Shipments Received Records: 37	
OI Primary Records: 15	
<b>Save Imported Records</b>	

Click **Save Imported Records** to save them in your TurboWaste annual report.



If you are replacing records, a pop-up message gives you get one last opportunity to say OK or Cancel the save process.

If you are adding new records to existing records you will get a slightly different message:



The pop-up warning message does not appear when you add records to your data.

Be sure to save your imported records!

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### Validate the imported data

Once your data has been successfully imported, click on Step 3, [Validate Your Annual Report Data](#) on the Annual Report Checklist to identify any incorrect records that must be fixed before your data is submitted to Ecology.

Correct any errors and re-validate you data until the errors are fixed.

When the errors are fixed, you will be able to click on the last two Steps on the Annual Report Checklist - to review and then submit your report.