

Windsor Solutions, Inc.

SLEIS

File Import Specification

SLEIS Version 3.2

APCD

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Introduction

The purpose of this document is to describe the State and Local Emissions Inventory System (SLEIS) file import process and flat file specification. It includes standards and conventions to use when constructing an import file, describes the physical structure of each import file type, and provides basic instruction on how to create a SLEIS import file.

The contents of this document cover the following file import related topics:

| | |
|--------------------------------|--|
| <i>File Import Process</i> | Defines the file import process, including an overview and specifics for each step in the process. |
| <i>CSV File Format</i> | Describes the general design conventions of the Comma Separated Values (CSV) file format. |
| <i>Data File Specification</i> | Details the flat file specification for each data file type used in the file import process. |
| <i>Appendix</i> | Specifies data file reference values and offers brief instructions on editing CSV file formats. |

File Import Process

Overview

File imports will be initiated and completed using the SLEIS user interface. This interface provides functionality for:

- 1) Selecting the emissions report that will receive the contents of the imported data files
- 2) Invoking the file import process for the selected emissions report
- 3) Selecting the specific data files to load for the selected emissions report
- 4) Executing the file import process, which is composed of the following three steps:
 - a. Data file format validation
 - b. Business rule validation
 - c. Database load processing
- 5) Viewing the results of the file import process, such as data file format errors and business rule violations

Data File Format Validation

Each SLEIS data file must adhere to a pre-defined comma separated values (CSV) file format. Upon initiation of the file import process, the following data file format validation processing will be performed:

- 1) Validate that header columns in each CSV file are properly named, and that all appropriate columns exist in the file (refer to the *Data File Specification* section).
- 2) Validate that each CSV file line and field is properly formatted (refer to the *CSV File Format* section).
- 3) Validate that each CSV file line can be parsed into individual field values (refer to the *Data File Specification* section).

Any data file format validation errors will be displayed to the user within the user interface during the file import process.

Business Rule Validation

Following successful data file format validation, the business rule engine will process the individual records extracted from the data file. Relevant business rules will be checked by the system, and any errors discovered will be displayed to the user within the SLEIS user interface during the file import process.

Database Load Processing

Following successful business rule validation, the data extracted from the imported files will be saved to the SLEIS database. Reference the appropriate *Data File Specification* section of this document for additional details.

Data insert and overwrite/replacement for process and emissions data will occur at the emission unit level, and the file import process can be run multiple times for a report, inserting and replacing data as needed.

For example:

- File import 1 contains emissions data for emission unit A, B, and C
- File import 2 contains emissions data for emission unit C, D, and E

In this case, data for emission unit C would be overwritten by the second file import. Data for emission units A, B, D, and E would be inserted once, and not overwritten/replaced.

CSV File Format

A CSV data file format will be used to import data into SLEIS. This file format provides for the storage of structured data in a relatively simple format that can be easily created through automated (e.g., exported from a facility's information system) or manual (e.g., MS Excel, or even a basic text editor) means.

The CSV file format design conventions used by each SLEIS data file include:

- 1) Each record will be contained on one line of the file, terminated by a line feed, or a carriage return and line feed pair, with each field separated by a comma.
- 2) The first record in the CSV file will contain a column name header in each of the fields.
- 3) There is no comma following the final field in the record.
- 4) In case field values have embedded commas, embedded double-quote characters, intentional leading/trailing space characters, or other reserved characters, fields will always be enclosed within double-quote characters, whether necessary or not.
- 5) Leading and trailing spaces or tabs adjacent to commas (not within double-quotes) will be trimmed.
- 6) Any embedded double-quote characters must be represented by a pair of double-quote characters.

For example, a CSV file containing:

```
"header 1" , "header 2" , "header 3" , "header 4" , "header 5"
"value 1" , "" , "value 3, value 3, value 3" , " value 4 " , "value ""value"" 5"
```

Would be processed into individual rows and columns as:

| header 1 | header 2 | header 3 | header 4 | header 5 |
|----------|----------|---------------------------|----------|-----------------|
| value 1 | | value 3, value 3, value 3 | value 4 | value "value" 5 |

Data File Specification

Since the file import process itself will always be initiated by a user from within SLEIS, where a specific report has already been selected, the data files do not require meta-data for report identification (e.g., reporting year, facility identifier, etc.). This data will already be available at the time of import and is not needed in the contents of the data file. Specific references to this data are made within the CSV Data File Specification where appropriate.

The emission report import payload will be composed of the following CSV data files, and will be processed in the order given:

- 1) Processes.CSV
- 2) ProcessEmissions.CSV
- 3) ProcessSupplementalParameters.CSV

Processes.CSV

General business rules:

- Will not allow import of process emissions with parent emissions units and processes that are not operating in the current reporting year based on Facility, Emission Unit, and/or emission Unit Process Status.

Note, all columns must be completed except ones highlighted in grey. The ones highlighted in green are populated from SLEIS during the template download to help distinguish between records; any data shown in the green fields will be ignored during the import, and data is also not required in these columns.

| Column Header | Allowed Values | Example | Business Rules/Notes | Process Emissions Page Field (Tab: Field Label) |
|----------------|----------------|---------------|--|---|
| ReportYear | Integer | 2023 | Ignored during import. This field will be populated after downloading template but is for information purposes only. | (Multiple screens) |
| FacilityID | Text value | 88888 | Ignored during import. This field will be populated after downloading template but is for information purposes only. | (Multiple screens) |
| FacilityName | Text value | Test Facility | Ignored during import. This field will be populated after downloading template but is for information purposes only. | (Multiple screens) |
| EmissionUnitId | Text value | EU1 | Required. The unique emission unit identifier for the facility. | Process: Emission Unit Identifier |

| Column Header | Allowed Values | Example | Business Rules/Notes | Process Emissions Page Field (Tab: Field Label) |
|--------------------|--|-------------------------|--|---|
| EmissionUnitDesc | Text value | Test EU | Ignored during import. This field will be populated after downloading template but is for information purposes only. | Process: Emission Unit Description |
| ProcessId | Text value | PR1 | Required. The unique process identifier for the emission unit for the facility. | Process: Process Identifier |
| ProcessDesc | Text value | Distillate Oil (Diesel) | Ignored during import. This field will be populated after downloading template but is for information purposes only. | Process: Description |
| ProcessSCC | Text value | 10100101 | Ignored during import. This field will be populated after downloading template but is for information purposes only. | Process: SCC |
| IsReported | Text value of: <ul style="list-style-type: none"> • TRUE • FALSE | TRUE | Defaults to TRUE if not specified. NOTE: If IsReported value is FALSE, no process data or process emissions data will be imported for this process (if any has been specified). | Process: Process is Reported? |
| IsConfidential | Text value of: <ul style="list-style-type: none"> • TRUE • FALSE | FALSE | Defaults to FALSE if not specified. NOTE: If IsConfidential value is TRUE, throughput quantity and process emission factors will be treated as confidential business information (CBI), and not reported to the EPA. APCD Business Rules: <ul style="list-style-type: none"> • Not used. Leave as FALSE. | Process: Process is CBI? |
| ThroughputQuantity | Floating point number | 7183.175 | Annual Throughput/Process Rate APCD Business Rules: <ul style="list-style-type: none"> • Not used. Leave blank. | Process: Annual Throughput |
| ThroughputUnit | Text value* | | *Refer to the valid reference values provided by the agency for this attribute in either the ReferenceThroughputValues.CSV file, or by referring to the equivalent Process Emissions page field within the application. APCD Business Rules: | Process: Throughput Unit of Measure |

| Column Header | Allowed Values | Example | Business Rules/Notes | Process Emissions Page Field (Tab: Field Label) |
|--------------------|-----------------------|---------|---|---|
| | | | <ul style="list-style-type: none"> Required | |
| ThroughputType | Text value* | | <p>*Refer to the valid reference values provided by the agency for this attribute in either the ReferenceThroughputValues.CSV file, or by referring to the equivalent Process Emissions page field within the application.</p> <p>APCD Business Rules:</p> <ul style="list-style-type: none"> Required. | Process: Throughput Type |
| ThroughputMaterial | Text value* | | <p>*Refer to the valid reference values provided by the agency for this attribute in either the ReferenceThroughputValues.CSV file, or by referring to the equivalent Process Emissions page field within the application.</p> <p>APCD Business Rules:</p> <ul style="list-style-type: none"> Required | Process: Throughput Material |
| JanuaryThroughput | Floating point number | 250.125 | <p>Only provide a value if monthly throughput values are utilized by the agency.</p> <p>APCD Business Rules:</p> <ul style="list-style-type: none"> Required | Process: Monthly Throughput Totals January |
| FebruaryThroughput | Floating point number | 250.125 | <p>Only provide a value if monthly throughput values are utilized by the agency.</p> <p>APCD Business Rules:</p> <ul style="list-style-type: none"> Required | Process: Monthly Throughput Totals February |
| MarchThroughput | Floating point number | 250.125 | <p>Only provide a value if monthly throughput values are utilized by the agency.</p> <p>APCD Business Rules:</p> <ul style="list-style-type: none"> Required | Process: Monthly Throughput Totals March |
| AprilThroughput | Floating point number | 250.125 | <p>Only provide a value if monthly throughput values are utilized by the agency.</p> <p>APCD Business Rules:</p> <ul style="list-style-type: none"> Required | Process: Monthly Throughput Totals April |
| MayThroughputQty | Floating point number | 250.125 | <p>Only provide a value if monthly throughput values are utilized by the agency.</p> | Process: Monthly Throughput Totals May |

| Column Header | Allowed Values | Example | Business Rules/Notes | Process Emissions Page Field (Tab: Field Label) |
|----------------------------|-----------------------|---------|---|--|
| | | | APCD Business Rules: <ul style="list-style-type: none"> Required | |
| JuneThroughput | Floating point number | 250.125 | Only provide a value if monthly throughput values are utilized by the agency. APCD Business Rules: <ul style="list-style-type: none"> Required | Process: Monthly Throughput Totals June |
| JulyThroughput | Floating point number | 250.125 | Only provide a value if monthly throughput values are utilized by the agency. APCD Business Rules: <ul style="list-style-type: none"> Required | Process: Monthly Throughput Totals July |
| AugustThroughput | Floating point number | 250.125 | Only provide a value if monthly throughput values are utilized by the agency. APCD Business Rules: <ul style="list-style-type: none"> Required | Process: Monthly Throughput Totals August |
| SeptemberThroughput | Floating point number | 250.125 | Only provide a value if monthly throughput values are utilized by the agency. APCD Business Rules: <ul style="list-style-type: none"> Required | Process: Monthly Throughput Totals September |
| OctoberThroughputQuantity | Floating point number | 250.125 | Only provide a value if monthly throughput values are utilized by the agency. APCD Business Rules: <ul style="list-style-type: none"> Required | Process: Monthly Throughput Totals October |
| NovemberThroughputQuantity | Floating point number | 250.125 | Only provide a value if monthly throughput values are utilized by the agency. APCD Business Rules: <ul style="list-style-type: none"> Required | Process: Monthly Throughput Totals November |
| DecemberThroughputQuantity | Floating point number | 250.125 | Only provide a value if monthly throughput values are utilized by the agency. APCD Business Rules: <ul style="list-style-type: none"> Required | Process: Monthly Throughput Totals December |

| Column Header | Allowed Values | Example | Business Rules/Notes | Process Emissions Page Field (Tab: Field Label) |
|-----------------------|---|---------|---|--|
| Comments | Text value up to 400 characters in length | | Optional comments/notes regarding the process emission record. | Process: Comments |
| OpStartTime | Time, including AM or PM | 8:00 AM | APCD Business Rules: <ul style="list-style-type: none"> Not used. Leave blank. | Operations: Standard Start Time |
| OpStopTime | Time, including AM or PM | 5:00 PM | APCD Business Rules: <ul style="list-style-type: none"> Not used. Leave blank. | Operations: Standard End Time |
| AvgHrsPerDay | Floating point number, >=0 and <= 24 | 22.54 | APCD Business Rules: <ul style="list-style-type: none"> Not used. Leave blank. | Operations: Average Hours/Day |
| AvgDaysPerWeek | Floating point number, >=0 and <=7 | 6.17 | APCD Business Rules: <ul style="list-style-type: none"> Not used. Leave blank. | Operations: Average Days/Week |
| AvgWeeksPerYear | Floating point number, >=0 and <=52 | 50.53 | APCD Business Rules: <ul style="list-style-type: none"> Not used. Leave blank. | Operations: Average Weeks/Year |
| ActualDaysPerPeriod | Floating point number, >=0 and <=366 | 250 | APCD Business Rules: <ul style="list-style-type: none"> Not used. Leave blank. | Operations: Actual Days/Year |
| ActualHrsOperation | Floating point number >=0 and <= 8784 | 7233 | APCD Business Rules: <ul style="list-style-type: none"> Required Precision and scale (P,S) is limited to (5,1) | Operations: Actual Hours/Year |
| DecToFebPercent | Floating point number, >= 0 and <= 100 | 24.5 | APCD Business Rules: <ul style="list-style-type: none"> Required | Operations: Season Operations December-February (%) |
| MarToMayPercent | Floating point number, >= 0 and <= 100 | 25.5 | APCD Business Rules: <ul style="list-style-type: none"> Required | Operations: Season Operations March-May (%) |
| JunToAugPercent | Floating point number, >= 0 and <= 100 | 50 | APCD Business Rules: <ul style="list-style-type: none"> Required | Operations: Season Operations June-August (%) |
| SepToNovPercent | Floating point number, >= 0 and <= 100 | 0 | APCD Business Rules: <ul style="list-style-type: none"> Required | Operations: Season Operations September-November (%) |
| TotalOzoneSeasonDays | Integer, 0-153 | 153 | Days operated May-September. APCD Business Rules: <ul style="list-style-type: none"> Not used. Leave blank. | Operations: Total Ozone Season Days (May-September) |
| TotalSummerSeasonDays | Integer, 0-92 | 92 | Days operated June-August. APCD Business Rules: <ul style="list-style-type: none"> Not used. Leave blank. | Operations: Total Summer Season Days (June-August) |

| Column Header | Allowed Values | Example | Business Rules/Notes | Process Emissions Page Field (Tab: Field Label) |
|-------------------|----------------|---------|--|---|
| TotalCOSeasonDays | Integer, 0-91 | 91 | Days operated December-February. APCD Business Rules: <ul style="list-style-type: none">Not used. Leave blank. | Operations: Total CO Season Days (December-February) |

ProcessEmissions.CSV

General business rules:

- At least one pollutant must be specified for each process reported in the Processes.csv file
- Pollutants cannot be duplicated (reported twice) for the same emission unit and process
- Will not allow import of process emissions with parent emissions units and processes that are not operating in the current reporting year based on Facility, Emission Unit, and/or emission Unit Process Status.

Note, all fields must be completed except ones highlighted in grey. The fields highlighted in green are populated from SLEIS during the template download for information purposes only; any data shown in the green fields will be ignored during the import.

| Column Header | Allowed Values | Example | Business Rules/Notes | Process Emissions Page Field (Tab: Field Label) |
|------------------|----------------|-------------------------|--|---|
| ReportYear | Integer | 2023 | Ignored during import. This field will be populated after downloading template but is for information purposes only. | (Multiple screens) |
| FacilityID | Text value | 88888 | Ignored during import. This field will be populated after downloading template but is for information purposes only. | (Multiple screens) |
| FacilityName | Text value | Test Facility | Ignored during import. This field will be populated after downloading template but is for information purposes only. | (Multiple screens) |
| EmissionUnitId | Text value | EU1 | Required. The unique emission unit identifier for the facility. | Process: Emission Unit Identifier |
| EmissionUnitDesc | Text value | Test EU | Ignored during import. This field will be populated after downloading template but is for information purposes only. | Process: Emission Unit Description |
| ProcessId | Text value | PR1 | Required. The unique process identifier for the emission unit for the facility. | Process: Process Identifier |
| ProcessDesc | Text value | Distillate Oil (Diesel) | Ignored during import. This field will be populated after downloading template but is for information purposes only. | Process: Description |
| PollutantCode | Text value* | NOX | Required. *Refer to the valid reference values provided by | Emissions: Pollutant Code |

| Column Header | Allowed Values | Example | Business Rules/Notes | Process Emissions Page Field (Tab: Field Label) |
|--------------------|-----------------------|------------|---|---|
| | | | the agency for this attribute in either the ReferenceDataValues.CSV file (search for <i>PollutantCode</i> in the AttributeName column), or by referring to the equivalent Process Emissions page field within the application. | |
| CalculationMethod | Text value* | 4 | Required. *Refer to the valid reference values provided by the agency for this attribute in either the ReferenceDataValues.CSV file (search for <i>CalculationMethod</i> in the AttributeName column), or by referring to the equivalent Process Emissions page field within the application. | Emissions: Calculation Method |
| EmissionFactor | Floating point number | 3.3579 | In Lbs per EmissionFactorUnit APCD Business Rules: <ul style="list-style-type: none"> Required if CalculationMethod code is NOT '1', '2', '3_0', '5', '6', '7' Not allowed (leave blank) if CalculationMethod code is '1', '2', '3_0', '5', '6', '7' Precision and scale (P,S) is limited to (28,15) | Emissions: Emission Factor (Lbs/Unit) |
| EmissionFactorUnit | Text value* | | *Refer to the valid reference values provided by the agency for this attribute in either the ReferenceDataValues.CSV file, or by referring to the equivalent Process Emissions page field within the application. NOTE: The EmissionFactorUnit value supplies the denominator of the implied "Lbs" per EmissionFactorUnit of the EmissionFactor value. APCD Business Rules: <ul style="list-style-type: none"> Required if CalculationMethod code is NOT '1', '2', '3_0', '5', '6', '7' Not allowed (leave blank) if CalculationMethod code is '1', '2', '3_0', '5', '6', '7' | Emissions: Emission Factor Unit |
| EmissionQty | Floating point number | 2978.45678 | Required. | Emissions: Estimated Emissions (Tons) |

| Column Header | Allowed Values | Example | Business Rules/Notes | Process Emissions Page Field (Tab: Field Label) |
|---------------|---|------------|---|--|
| | | | <p>Estimated emissions in Tons.</p> <p>NOTE: If a CalculationMethod is specified that requires an EmissionFactor and EmissionFactorUnit, AND the EmissionFactorUnit matches the Processes.csv Throughput Unit, the EmissionQty will be calculated upon import, and the EmissionQty from the import file will be ignored.</p> <p>If CaclulationMethod is specified that DOES NOT require EmissionFactor, EmissionFactor and EmissionFactorUnit cannot be specified, and EmissionQty must be specified.</p> <p>APCD Business Rules:</p> <ul style="list-style-type: none"> • Must be >= 0 • Precision and scale (P,S) is limited to (28,15) | |
| StackTestDate | Date format | 09-23-2023 | <p>APCD Business Rules:</p> <ul style="list-style-type: none"> • Required if CalculationMethod code is '4', '24' • Leave blank if not a Stack Test Calculation Method | Emissions: Stack Test Date |
| Comments | Text value up to 400 characters in length | | Optional comments/notes regarding the process emission record. | Emissions: Comments |

ProcessSupplementalParameters.CSV

General business rules:

- This is an optional import file
- Only supplemental parameters rows/records that will be applicable to the emission unit and process need to be provided. Where a value is not needed, a row/record in the CSV file is not required.
- Will not allow import of process emissions with parent emissions units and processes that are not operating in the current reporting year based on Facility, Emission Unit, and/or emission Unit Process Status.
- Values entered will be validated based on configurations stored in the database for each parameter (variable). For example, fields that are percentages must be a valid number greater than 0 and less than or equal to 100.

Note, all fields must be completed except ones highlighted in grey. The fields highlighted in green are populated from SLEIS during the template download for information purposes only; any data shown in the green fields will be ignored during the import.

| Column Header | Allowed Values | Example | Business Rules/Notes | Process Emissions Page Field (Tab: Field Label) |
|------------------|----------------|---------------|--|---|
| ReportYear | Integer | 2023 | Ignored during import. This field will be populated after downloading template but is for information purposes only. | (Multiple screens) |
| FacilityID | Text value | 88888 | Ignored during import. This field will be populated after downloading template but is for information purposes only. | (Multiple screens) |
| FacilityName | Text value | Test Facility | Ignored during import. This field will be populated after downloading template but is for information purposes only. | (Multiple screens) |
| EmissionUnitId | Text value | EU1 | Required. The unique emission unit identifier for the facility. | Process: Emission Unit Identifier |
| EmissionUnitDesc | Text value | Test EU | Ignored during import. This field will be populated after downloading template but is for information purposes only. | Process: Emission Unit Description |
| ProcessId | Text value | PR1 | Required. The unique process identifier for the emission unit for | Process: Process Identifier |

| Column Header | Allowed Values | Example | Business Rules/Notes | Process Emissions Page Field (Tab: Field Label) |
|---------------|-----------------------|-------------------------|--|---|
| | | | the facility. | |
| ProcessDesc | Text value | Distillate Oil (Diesel) | Ignored during import. This field will be populated after downloading template but is for information purposes only. | Process: Description |
| ParameterCode | Text value | A | Required. Leave as is. This field will be populated after downloading template. The code identifying the supplemental parameter. | Process: Supplemental Calculation Parameters |
| ParameterName | Text value | % Ash | Leave as is. This field will be populated after downloading template but is for information purposes only. The description of the supplemental parameter. | Process: Supplemental Calculation Parameters |
| Value | Floating point number | 2.6 | Required | Process: Supplemental Calculation Parameters |

Appendix

Reference Data Values

Reference data used to validate values within the imported data files is specific to each agency and is not documented within this specification. The *Download Template* function will generate the following CSV files:

1. Processes.CSV

Data from the currently selected facilities' reports, formatted per specification in the *Data File Specification* section for this CSV file type.

2. ProcessEmissions.CSV

Data from the currently selected facilities' reports, formatted per specification in the *Data File Specification* section for this CSV file type.

3. ProcessSupplementalParameters.CSV

Data from the currently selected report, formatted per specification in the *Data File Specification* section for this CSV file type.

4. ReferenceDataValues.CSV (see below)

A reference file that contains the list of allowed values to pass validation rules per the specification in the *Data File Specification* for any CSV file type.

| Column Header | Example | Comments/Notes |
|---------------|-------------------|--|
| AttributeName | AnnThroughputUnit | Corresponding column header/attribute name as documented in the data file specification. |
| Value | GAL | Code/value to input into the import data file. |
| Description | GALLONS | Descriptive text of the code/value specified in the value column. |
| Notes | | Additional descriptive text or instructions on the attribute value. |

5. ReferenceThroughputValues.CSV (see below)

If reference Throughput Parameter combinations are not utilized by your agency, this file will be omitted from the Download Template "package" of files.

A reference file that contains valid throughput combinations by Source Classification Codes to pass validation rules for the Processes.CSV file. To use, find the SCC number of the Process, select the correct ThroughputUnit, ThroughputType, and ThroughputMaterial (columns B, C, and D), then copy and paste them into the corresponding columns in the Processes.CSV file.

| Column Header | Example | Comments/Notes |
|--------------------|----------|--|
| SCC | 10100101 | The Source Classification Code value. Search this column for the SCC for which allowed throughput combinations are needed. |
| ThroughputUnit | TON | Throughput unit of measure code to input into the import data file. |
| ThroughputType | I | Throughput type code to input into the import data file. I = Input, O = Output, E = Existing |
| ThroughputMaterial | 640 | Throughput material code to input into the import data file. |

| Column Header | Example | Comments/Notes |
|---------------|------------|--|
| MaterialType | Anthracite | Descriptive text of the throughput material name. It will not be used in the import data file, but will be used as a reference when selecting material code (above). |

Editing CSV Files

Ideally, generation of SLEIS-compatible CSV files will be handled programmatically through a facility's existing information system(s) or possibly through Microsoft Excel macros/scripting.

For manual editing of the CSV files, the default editor for most users will likely be Microsoft Excel, which recognizes the CSV file format and automatically loads and formats the data. Any text editor may also be used (e.g., Notepad, etc.) to edit CSV files, as well as any number of free CSV file editors found online.

Note that one significant limitation of editing CSV files with Microsoft Excel is that an undesired data conversion will occur when opening a CSV file with leading 0's (zeros) in alpha-numeric fields. For example, a process name, or code value with all numeric values will be converted to a numeric value with leading zeros removed upon opening the file. This can cause values such as '001' to be converted to the number 1 (no leading zeroes).

To edit a CSV file in MS Excel without having leading zeros removed from fields, perform the following steps:

1. Extract the individual .CSV files from the .ZIP file generated using the Export or Download Template function to your local system (e.g., C:\Users\[username]\Desktop)
2. Open the MS Excel application (Note: **NOT** by double-clicking the file, just open the application itself)
3. Click on the *Data* tab
4. On the *Data* tab, in the *Get External Data* section, click *From Text* on the ribbon bar. A file selection dialog will be opened.
5. Navigate to where you saved the files and select one (e.g., Processes.csv), then click *Import*. The Text Import Wizard dialog is opened.
6. Click the box next to the text *My data has headers*.
7. Ensure the *Delimited* file type option is selected, then click *Next*.
8. Ensure *Comma* is the only item selected in the *Delimiters* section and click the *Next* button.
9. In the *Data Preview* section, select the field that could contain leading zeros (e.g., the EmissionUnitId and ProcessId columns) and select the *Text* option in the *Column data format* section. Repeat for all columns that could contain leading zeros you want to retain in the value.
10. Click *Finish*.

Note: The file can then be edited and saved as an MS Excel document, but you will need to save as .CSV file format before it can be imported back into SLEIS (through *File -> Save As* dialog in MS Excel, choose .csv file format).