

Quick Guide 1:

Contributing to the National Environmental Monitoring Sites Register

Step 1: Read the [information sheet](#) about the National Environmental Monitoring Sites Register (NEMSR) and explore the [information model](#) which describes the information required for each network, site, and observing capability respectively. When you are ready, review the documentation and instructions in the [Data Providers](#) section on the NEII website.

Step 2: Consider whether your environmental monitoring network is suitable for NEMSR. The size and coverage may vary but networks should meet the following criteria:

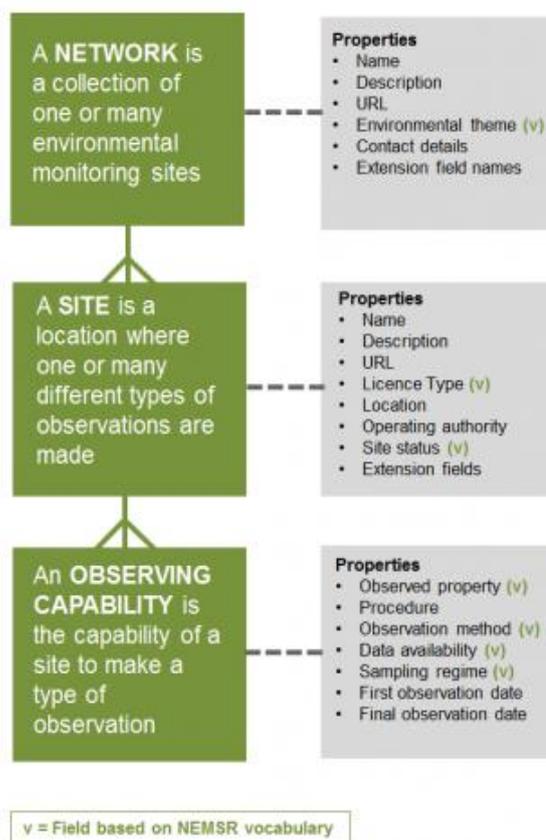
- the network is part of an operational program
- observational data are publicly accessible online; and
- monitoring methods and protocols are well described to enable re-use of data.

Step 3: Use the information model, vocabularies, validation rules and help docs provided at: <http://neii.gov.au/nemsr/data-providers> to create a valid GeoJSON file.

There are two ways to do this:

- create a GeoJSON file from scratch, OR
- populate [CSV templates](#) and then convert into GeoJSON format using the [CSV-JSON Converter Tool](#).

NEMSR information model



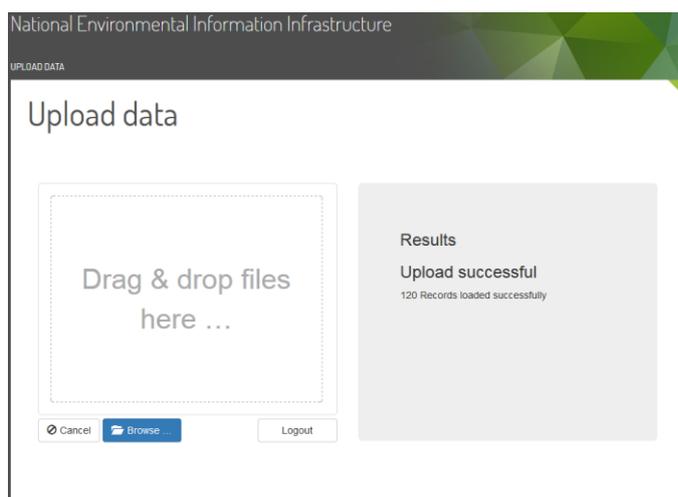
Some fields must use terms from the [NEMSR vocabularies](#) (e.g. observed property, sampling regime) while others are user-defined (e.g. descriptions, URLs). Importantly each site must have a defined geographic location (latitude and longitude). Refer to the accompanying 'Quick Guide 2: Data fields in NEMSR' for guidance.

It is important to not alter the CSV template other than populating fields – do not add, delete or rearrange columns otherwise the converter will return errors.

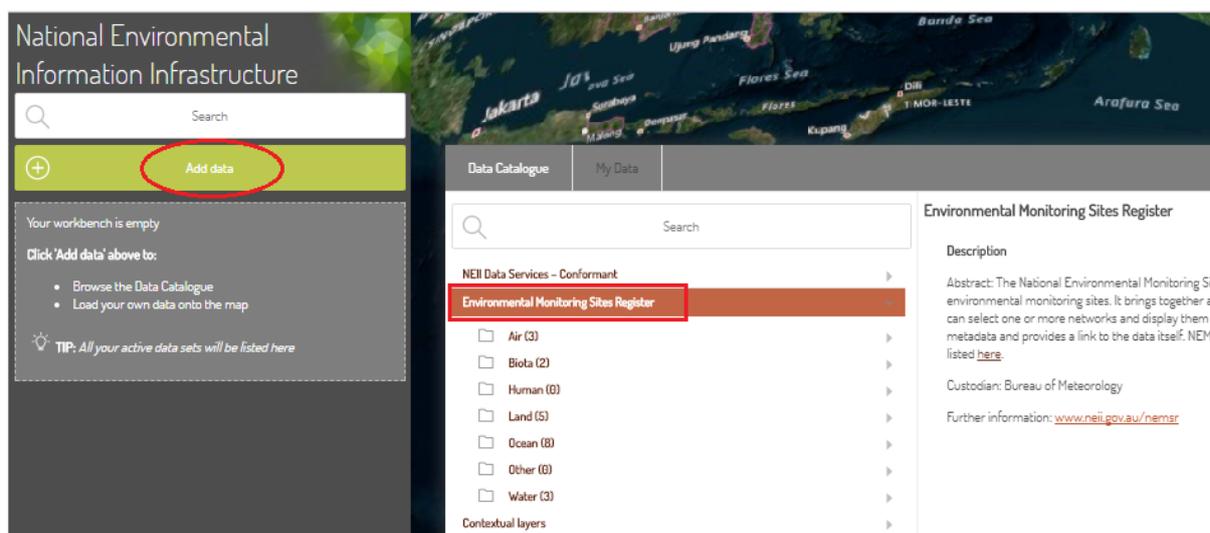
Step 4: For quality control purposes, please email your CSV files to the NEMSR team (environment@bom.gov.au) who will review and return to you with any edits required.

When ready to upload, the NEMSR team will provide you with a username, password and uploading instructions. Before uploading to the live NEMSR, please visually review your GeoJSON file by drag/drop onto the [NEII Viewer](#). This is a temporary view that only you can see. Check all data are correctly displayed and the locations on the map are accurate.

Step 5: Login and upload your GeoJSON file as instructed on the upload page (see copy below). If marked as successful, your file has successfully uploaded to the NEMSR. If any errors are returned, please either fix errors ([see here](#)) or seek guidance from the NEMSR team.



Step 6: Now that your network has been uploaded to the live NEMSR, please again check your network on the [NEII Viewer](#) (note: there is a 60-second delay after upload, refresh your browser). Select the 'Add data' button then the 'Environmental Monitoring Sites Register' button. Now select your network from the available themes. If any edits are required, follow the same process to upload the corrected data which will overwrite the existing file.



Step 7: When it comes time to update your network, edit the CSV files and convert or edit the GeoJSON file directly. You can then repeat the upload process. The new file will overwrite (fully replace) the existing one so ensure all data fields are correct and complete.

We recommend this is done whenever there are changes or updates to a network, such as the addition of new sites, decommissioning of sites, or changes in site location or observations.

If you have any questions, please contact the NEII team at: dataservices@bom.gov.au