



Check list: Data submission



Is my data ready for ecoinvent?

- Did you already [contact](#) ecoinvent?
- Did you already check with ecoinvent how your data fit the relevant sector?
- Good!
- Then, check now if you can tick all the following before heading your data into submission to the [ecoEditor](#)



Check list: General information

- I have documented my dataset properly in all fields (Chapter 7, [Data Quality Guidelines](#))
 - Activity Description: General Comment (pictures allowed!), Technology Comment...
 - Modelling and Administrative (including Published Source)
- I have correctly filled in the author information, and I have decided whether I want to be the active author (to be ticked during submission)

TIPS: Take time to think about the Technology level of your activity! It will then better reflect reality in the consequential System Model.



Check list: About the GLO activity

- There is a GLO counterpart of my activity. If I created it as a copy of my local, I made sure that it:
 - Has an adjusted uncertainty: at least, the Geography score in the Pedigree matrix has to be adjusted to 5
 - PV make sense (GLO PV is bigger than the sum of local)
 - The fact that GLO is a weighted average and using which data is reflected in the Extrapolation field and/or in the geography comment



Check list: Converting from older versions of the database

- If I'm converting from v2.2 data, I have checked the Correspondence File to be sure I'm using the most accurate equivalent in v3.

TIPS: You can check the correspondence files under the documents and files section of the respective [data releases page](#). For example you can find the correspondence file fromecoinvent version 3.7.1 to the v3.8 [here](#). Download also the correspondence file for [intermediate](#) and [elementary](#) exchanges from version 2.2 to 3.0.



Check list: New and existing products

- I have adjusted production volumes (PV) for my reference product and I have documented the values properly.
- I have expressed PV for my by-product/waste as an understandable mathematical formula, and I have documented the values properly (i.e. «calculated from the Reference Product production volume, using the relative outputs»)

TIPS: Assign variable names to your exchanges for an easier use of the mathematical relation field and to make it more readable to future users. For example, set the production volume of your by-product to be:

$$(\text{byproduct_name}) * (\text{RP_PV}) / \text{ABS} (\text{RP})$$



Check list: New products

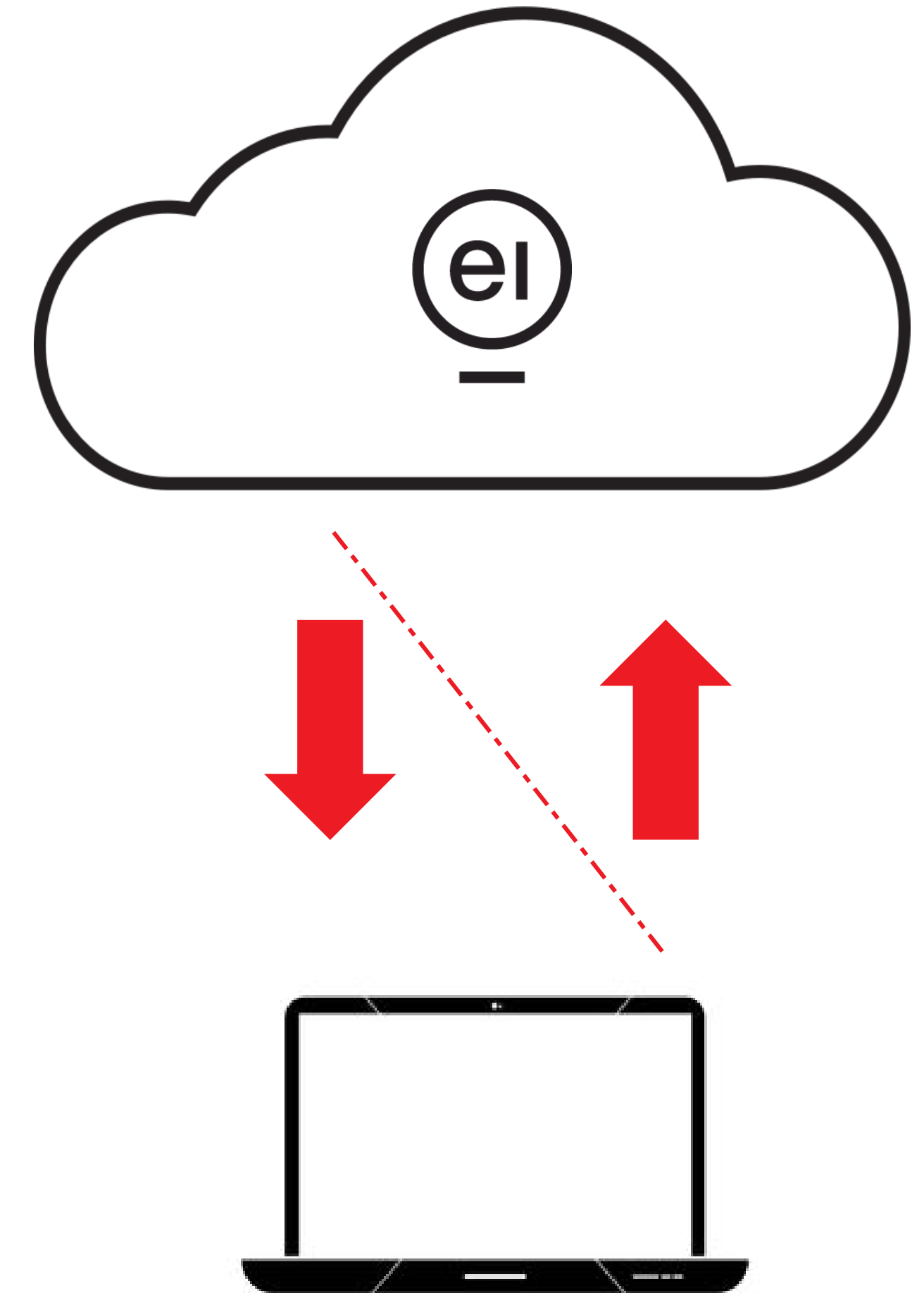
I have taken care of new products I created:

- By following the v3 naming rules (chapter 9, [Data Quality Guidelines](#))
- Being sure that my by-product/wastes have [markets](#):
 - I have generated an alternative production route, or
 - A [treatment activity](#), or
 - I have considered the option of a [constrained market](#) with the support of ecoinvent.
- By adding the compulsory [properties](#) (and more if I wanted) in the Master Data
- By adding comprehensive product information in the Master Data



Master data

- Master Data: this is the data regarding
 - Activity names
 - Product names and characteristic (properties, description)
- It can be stored in your local database or in the ecoinvent database
 - Locally: called «User Master Data». You can edit them
 - In the database: called «Master Data». You cannot change them
- You need to regularly «Update Master Data» in the ecoEditor





Master Data: Tips

- It is important that Master Data are created with care
- If created several times (because of collaborations between different authors), Master Data will generate validation errors: Avoid that by using «Import User Master Data from File»
- If not complete enough, Master Data will have to be edited during the review using «Edit User Master Data»
- In the case of properties for products, this will mean to also edit the properties as they appear in the dataset, as in this case corrections in the Master Data do not overwrite the local implementation. This allows us to have the same product with different properties, depending on where or how was it produced



Check list: Exchanges

- I have added uncertainties for all exchanges
- All my flows are properly documented, using the comment field, and the source field (if needed)
- If I have added a chemical, I have added the corresponding water or solvent for the solution

TIPS: In ecoinvent chemicals products are always expressed in 100% active substance. The inclusion in the activity name of wordings such as “without water, in 50% solution state” simply indicates the most frequent solution state the chemical is found on the market.



Check list: Mathematical formula

- If I have decided to add mathematical formula, all values in the formula are properly defined:
 - In the comment
 - With a readable variable name
 - As parameters (with proper comments)
- If I'm using parameters, they are well defined. I have also not generated parameters that I'm not using in the end

TIPS: There are conversion factors (i.e., from MJ to kWh) already available in the «Mathematical Formula» field of the ecoEditor, you don't need to generate parameters on that!



Check list: Consumption from specific suppliers

- If I have introduced Activity Links in the (special) situations they might be needed:
 - Infrastructure and service
 - In import activities
 - When the demand drives the supply
- I have added a comment
- I have added (if needed) transport distances

TIPS: Decide together with ecoinvent whether some products deserve a local market. We can then help you generate it! You would need local transport distances.



Check list: Warnings and errors

- I have sent my datasets to «Submit Data for Validation», and I have addressed the errors and warnings I got.
- And for that, I can use the help of the accompanying presentation on most common errors and how to solve them.