Environment Online

How to submit survey data for the Index of Surveys for Assessments (ISA)

Reference guide for Proponents and Consultants

October 2025

Government of Western Australia
Department of Water and Environmental Regulation

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1 Summary

This guide provides step-by-step instructions for you (a proponent or a delegated consultant) on how to create and submit a survey data package in Environment Online (EO).

Survey data packages form part of the Index of Surveys for Assessments (ISA), ensuring that biodiversity and marine survey data is stored, validated and made available for regulatory assessments.

This guide covers:

- submitting a new survey data package through the EO Portal
- managing existing survey data packages (linking or removing them from ISA)
- linking survey data packages to applications.

2 Prerequisites

Before submitting survey data in ISA, ensure the following:

- **EO login account:** You must be a registered user in EO.
- **Consultants:** If you are a consultant submitting on behalf of an organisation or entity, you must first be granted delegated access by the organisation's Service Administrator in EO.
- **Survey data package requirements**:
  System access: Ensure you can log into the EO Portal and view the Survey Data Packages dashboard accessible from the bottom tab on your 'My environment'.

3 What is a survey data package?

A survey data package is the way biodiversity and marine survey data is submitted into the Environment Online (EO) system. These packages form part of the Index of Surveys for Assessments (ISA), a central database that supports regulatory assessments.

Survey data packages allow you to:

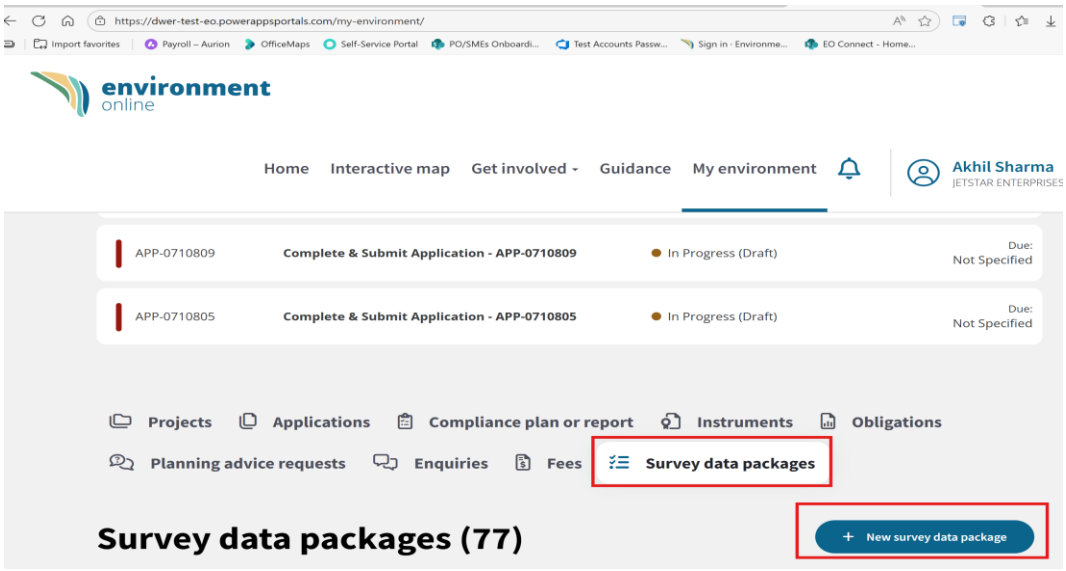
- upload survey data in a standardised format (shapefile, metadata, documents)
- ensure survey data is validated against ISA requirements before it can be accepted
- make survey data accessible for use by Regulatory Officers during assessment processes.

Survey data packages move through a series of stages once created:

- Submitted – A package has been lodged by a proponent or consultant.
- Rejected – ISA Officer has requested changes or corrections.
- Resubmitted – Package has been updated and re-lodged by the Proponent/Consultant.
- Accepted – ISA Officer has validated and approved the package.

4 Submit a new survey data package

1. After logging into the **Environment Online (EO) portal**, go to the **My Environment** dashboard.
2. From the navigation tab, select **Survey data packages**.
3. On the Survey Data Packages page, click **New survey data package**.

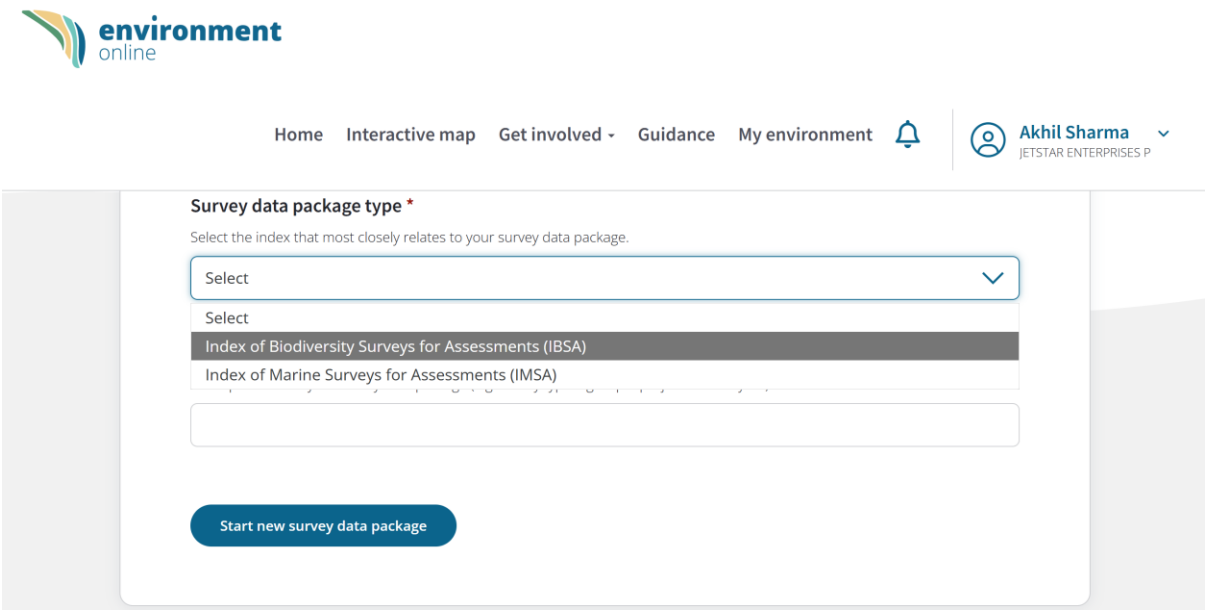


Note: The new survey data package option allows you to initiate either an IBSA (Index of **Biodiversity** Surveys for Assessments) or IMSA (Index of **Marine** Surveys for Assessments) submission.

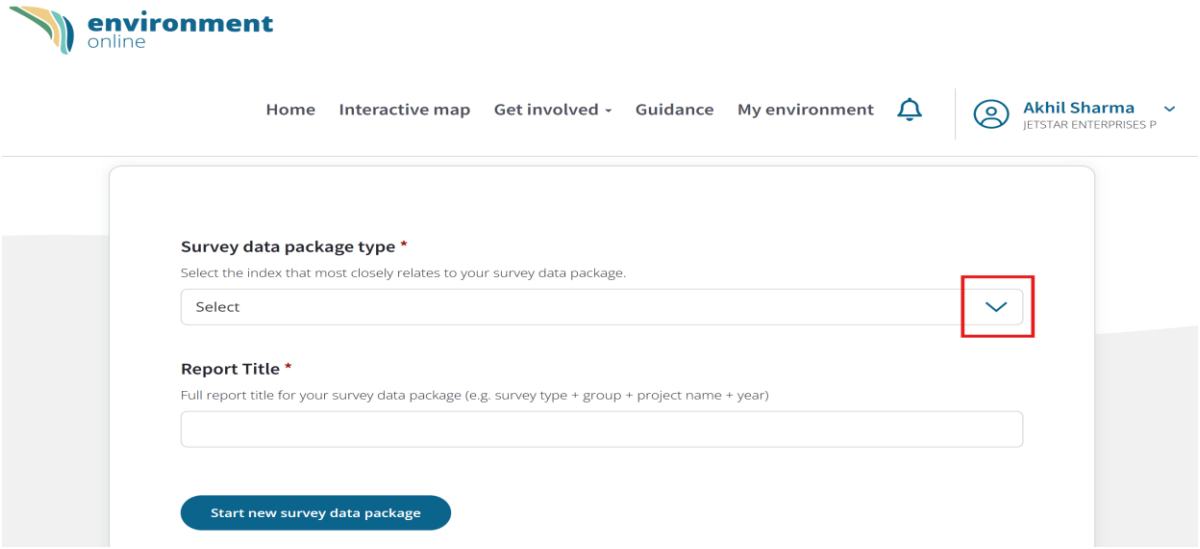
4.1 Survey data package type and report title

- On the New Survey Data Package page, open the s**urvey data package type** drop-down menu.

1. Select the appropriate option:
    - Index of Biodiversity Surveys for Assessments (IBSA) or
    - Index of Marine Surveys for Assessments (IMSA).



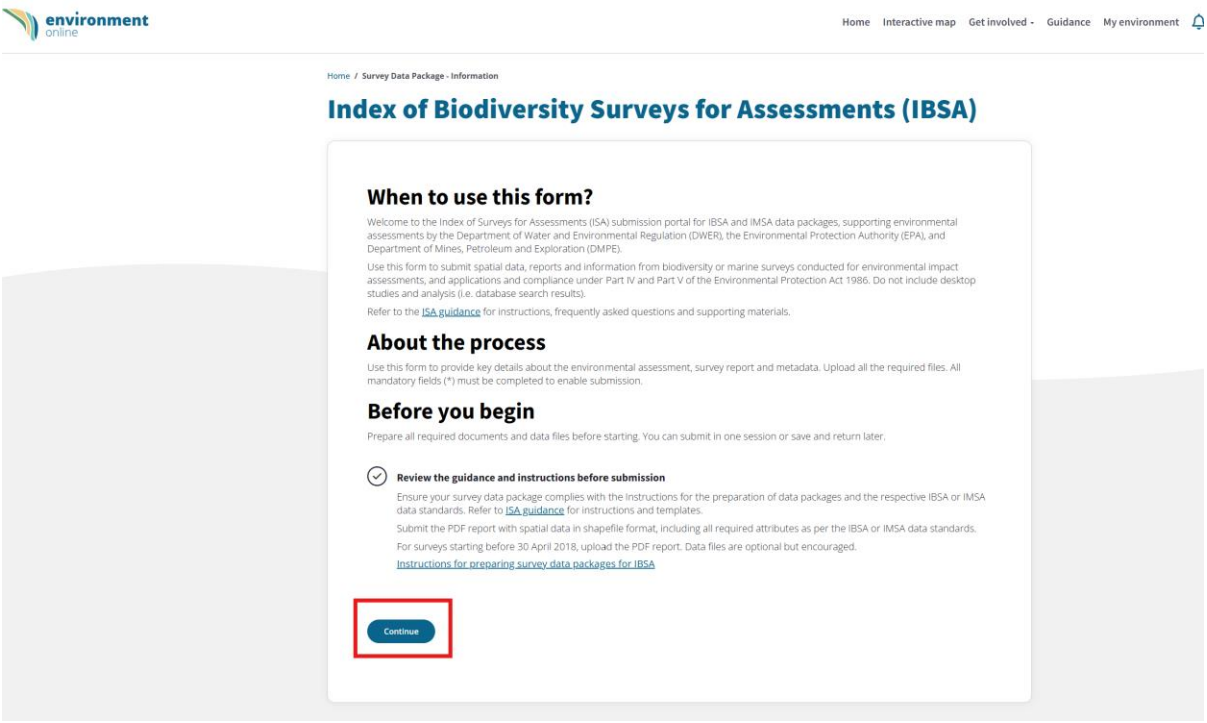
- In the **Report Title** field, enter the title of the survey report. This should reflect the title found in the survey report (e.g. *Flora Survey Northern Project 2025*).



- Click **Start new survey data package** to proceed.

After selecting the survey package type and entering the report title, you will be directed to the **ISA Survey Data Package – Information page**. This page provides important guidance under three key headings:

- **When to use this form** – Explains the purpose of the ISA form and when it should be used (IBSA/IMSA survey data packages only).
- **About the process** – Outlines that the form will collect spatial data, survey reports, and metadata. All required fields must be completed before submission.
- **Before you begin** – A reminder to prepare files in the correct format (e.g. shapefile, PDF report, metadata) and check against ISA data standards.



- Read the instructions carefully to ensure your survey package complies with ISA data standards. Once ready, click **Continue** to move into the main data entry form for your package.

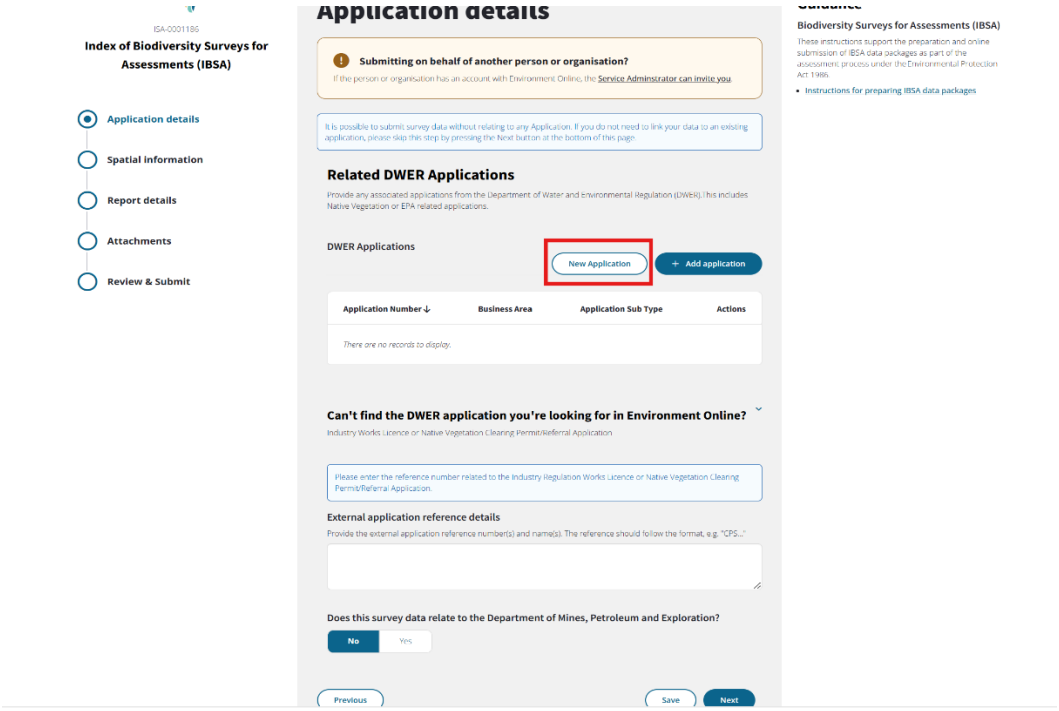
5 Application details

The Application Details page allows you to link your survey data package to an existing application, create a new application, or proceed without linking. This step ensures that survey data is properly associated with related regulatory processes where applicable.

5.1. Linking to a new application

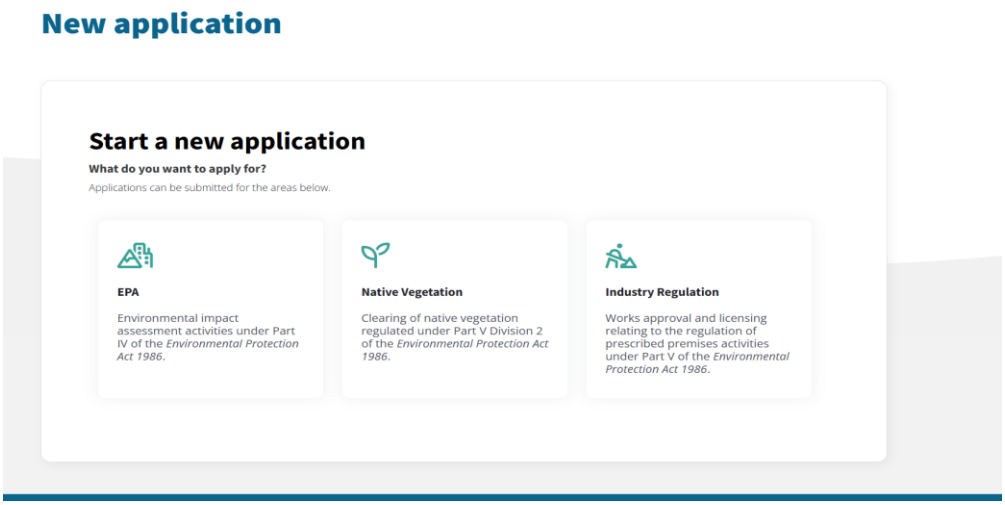
If you want to create a new application that you can link your survey data package to:

1. Select ‘New Application’.



2. Choose the relevant area that relates to your new application (e.g. EPA, Native Vegetation, Industry Regulation). This will open an introduction page that contains the information you need to know before you proceed.

Note: You can click Save at any time to ensure you do not lose your progress.

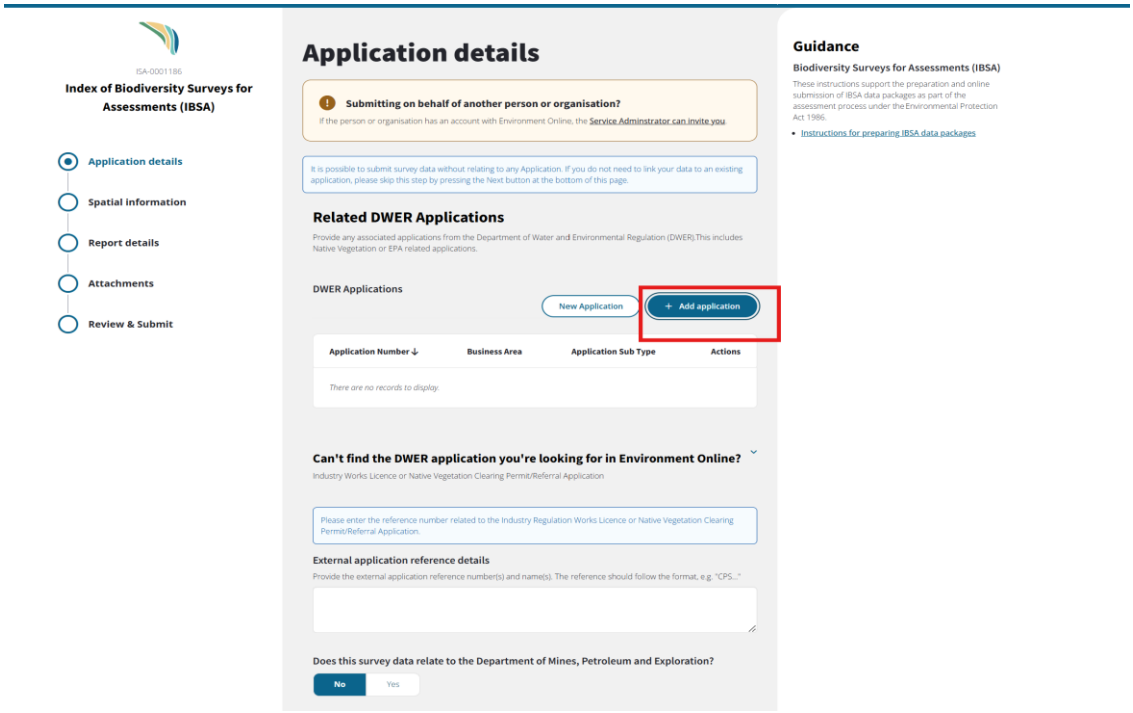


3. Following the completion of your new application, you can return to your survey data package submission and link it to your newly created application.

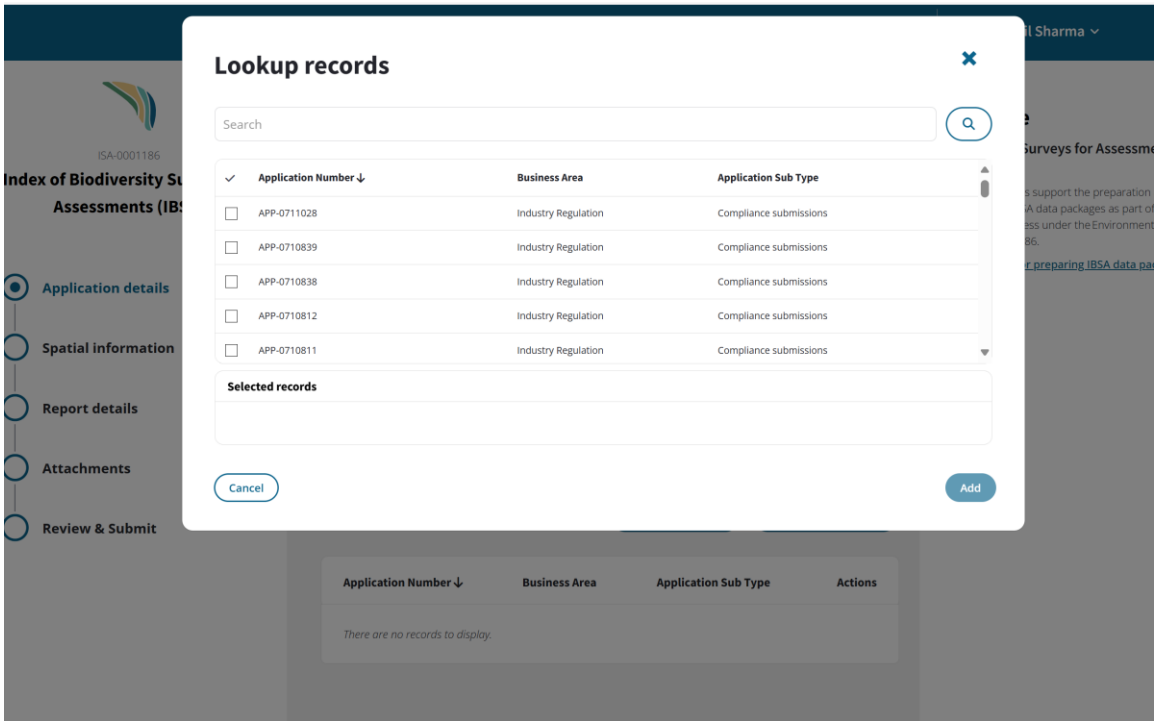
5.2. Linking to an existing application

If there is an existing application on EO with a known application number that you can link to:

1. Select ‘Add application’.



- A ‘Lookup records’ pop-up will appear. Select the relevant application(s) from the list or type the application number.



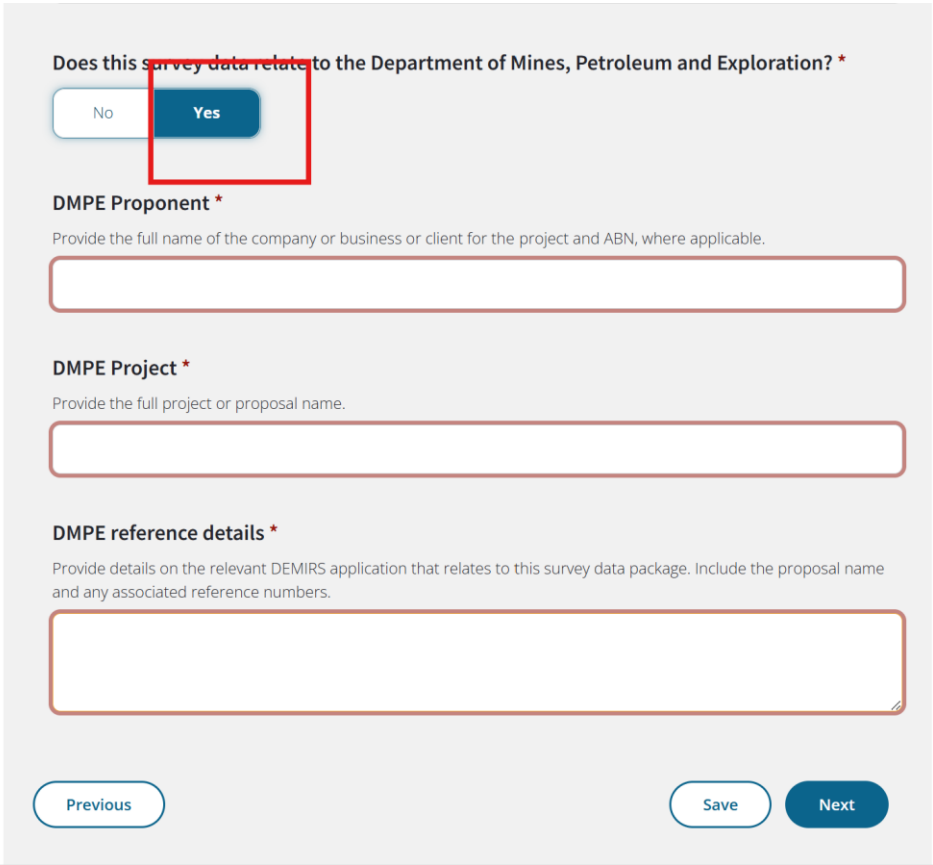
- The selected application(s) will display in the Selected records table. Once the relevant application(s) have been selected, click **Add** on the bottom right.

5.3. Linking to DWER applications not on EO

If your DWER application is not on EO and cannot be located in the Lookup records pop-up, you should enter your application reference number(s) in the 'External Application Reference Details field.

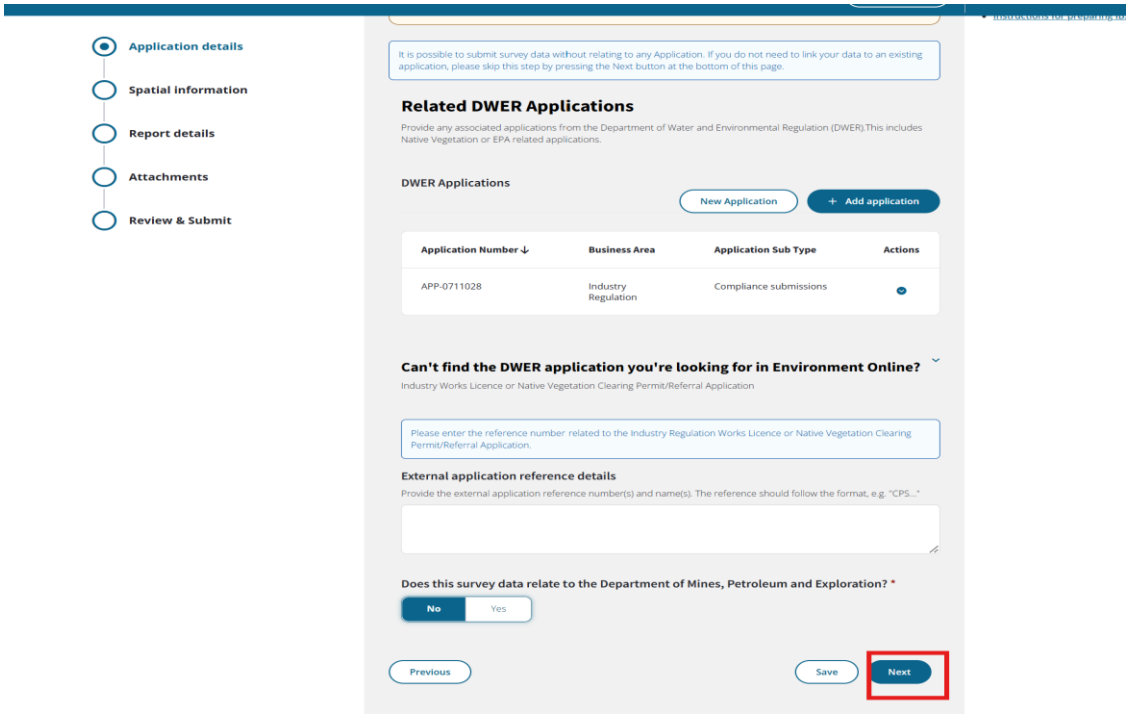
5.4. Department of Mines, Petroleum and Exploration (DMPE) relevance

- Answer the question: **Does this survey data relate to the Department of Mines, Petroleum and Exploration?**
- If you select Yes → enter details for:
- DMPE Proponent (company, business, or client name)
- DMPE Project (full project or proposal name)
- DMPE Reference Details (application reference number(s))



- If you select No → these fields are skipped.

- Once all mandatory fields are complete, click Next to continue to the Spatial Information section.



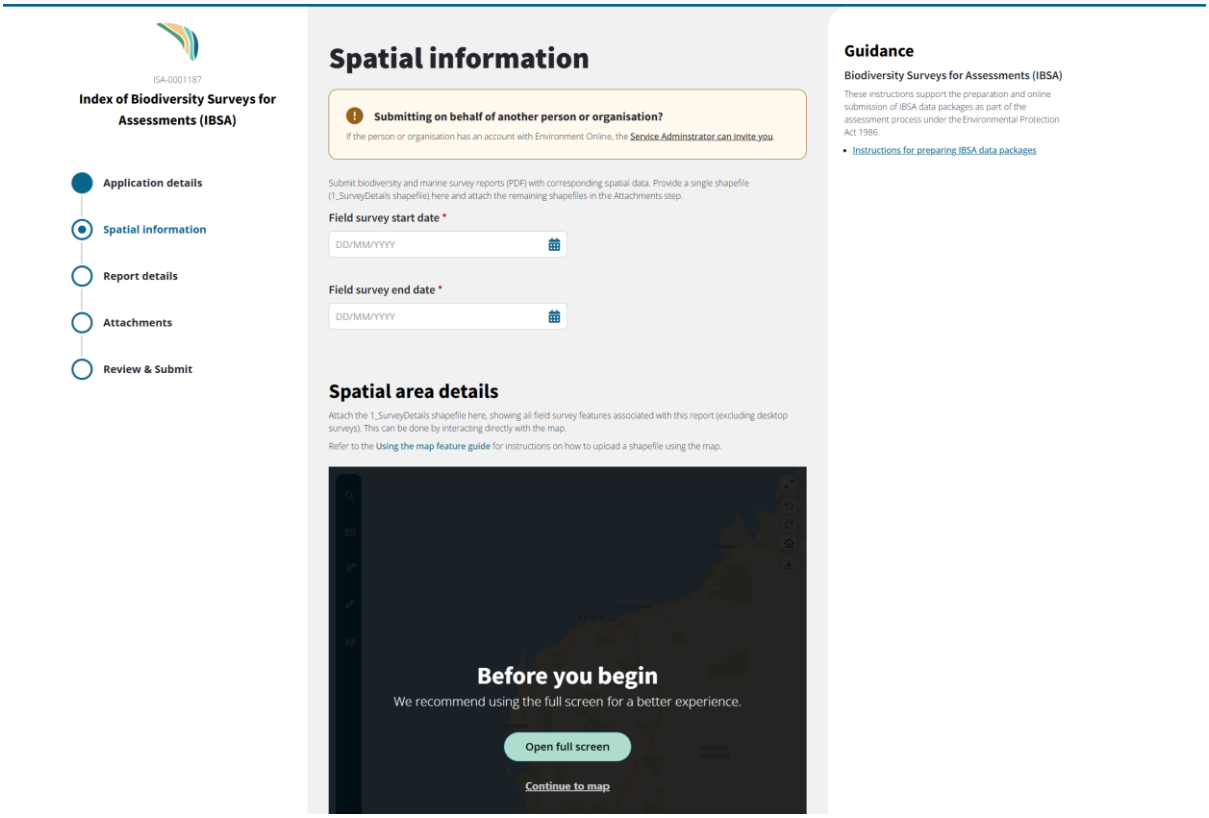
6 Spatial information

6.1. Upload a Shapefile

The **Spatial Information page** is where you provide survey date details and upload the shapefile that represents the survey area.

Step 1 – Enter survey dates

- In the Field survey start date field, enter the start date (first day) of the survey.
- In the Field survey end date field, enter the end date (last day) of the survey.



Note: Both dates are mandatory. Use the calendar picker to avoid format errors.

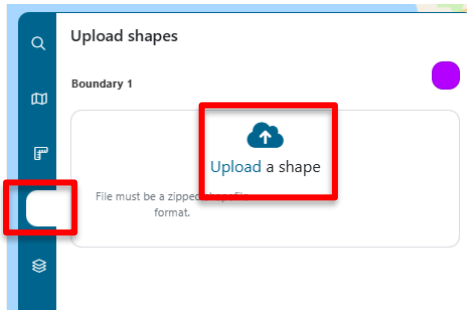
Step 2 – Open the spatial map

- Scroll to the Spatial area details section.
- Click Continue to map to keep the view as is, or
- Click ‘Open full screen’ for a maximized view.

You can minimise or maximise the view at any time by clicking the or buttons.

Step 3 – Upload shapefile (zipped)

- In the map interface, select the pencil icon and then the ‘Upload a shape’ option.
- Upload your shapefile in zipped format.
- The zip should contain all (and only) the extensions of a shapefile (.shp .shx .prj .dbf .sbn .sbx .cpg).
- Ensure the shapefile is in the GDA2020 datum and has all the necessary fields provided and completed.



Step 4 – Confirm boundary

- Once uploaded, the survey boundary will display on the interactive map.
- Review to ensure it matches the intended survey area.
- If required, re-upload the corrected shapefile by deleting the previous shapefile and uploading the correct one.
- Click Save. Depending on the size of your shapefile, the upload process might take a few minutes. You will receive a pop-up window confirming the status of your upload.
- Click Next.

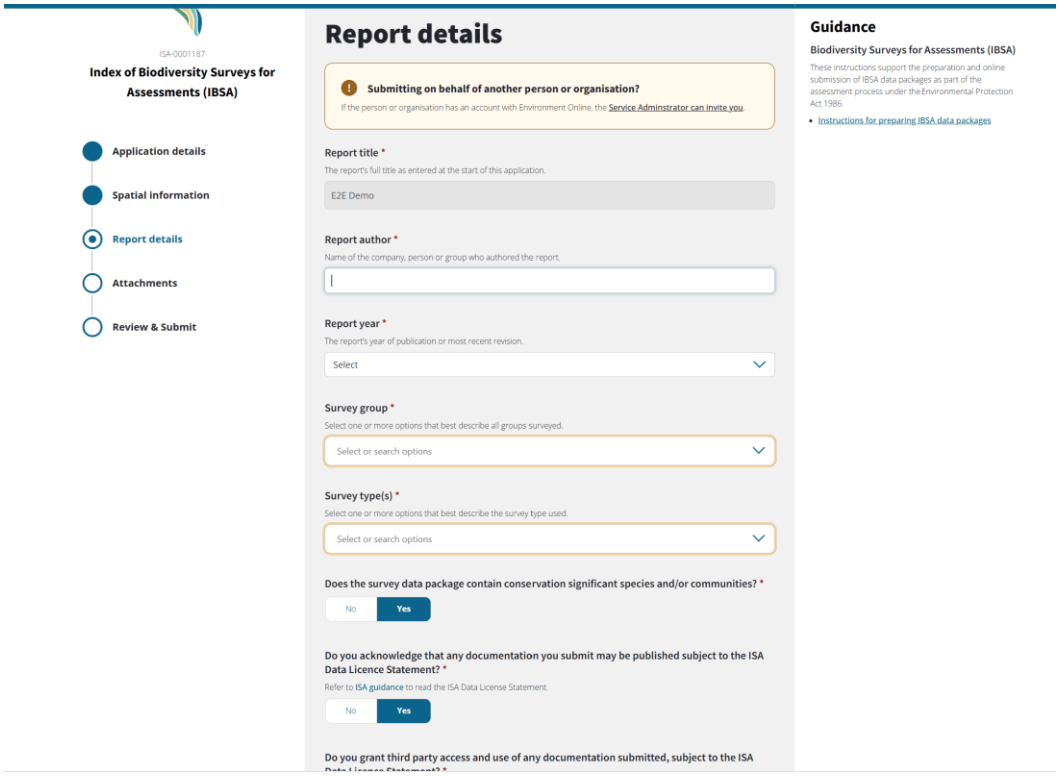
Full instructions on how to use the map feature can be found on the Environment Online website – Using the map feature. Additional information including how to fully utilise the map feature can be found on Interactive Map.

7 Report details

The **Report Details** page captures further information about your survey report. These fields must be completed accurately to enable proper cataloguing and assessment by an officer.

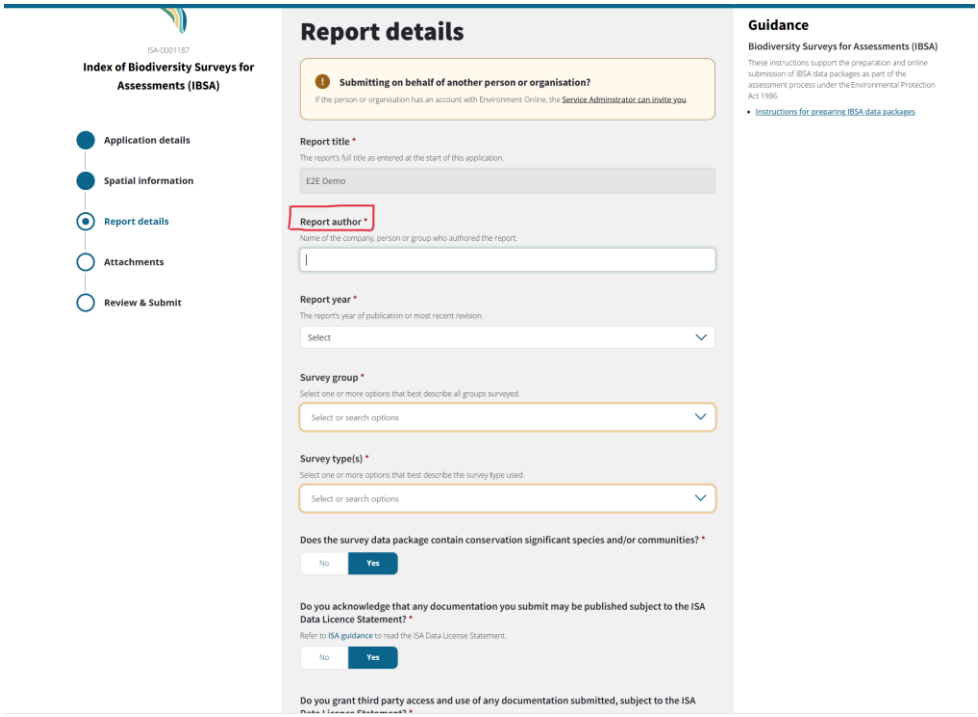
Step 1 – Confirm report title

- The Report title field will auto-populate from the title you entered when creating the survey data package.



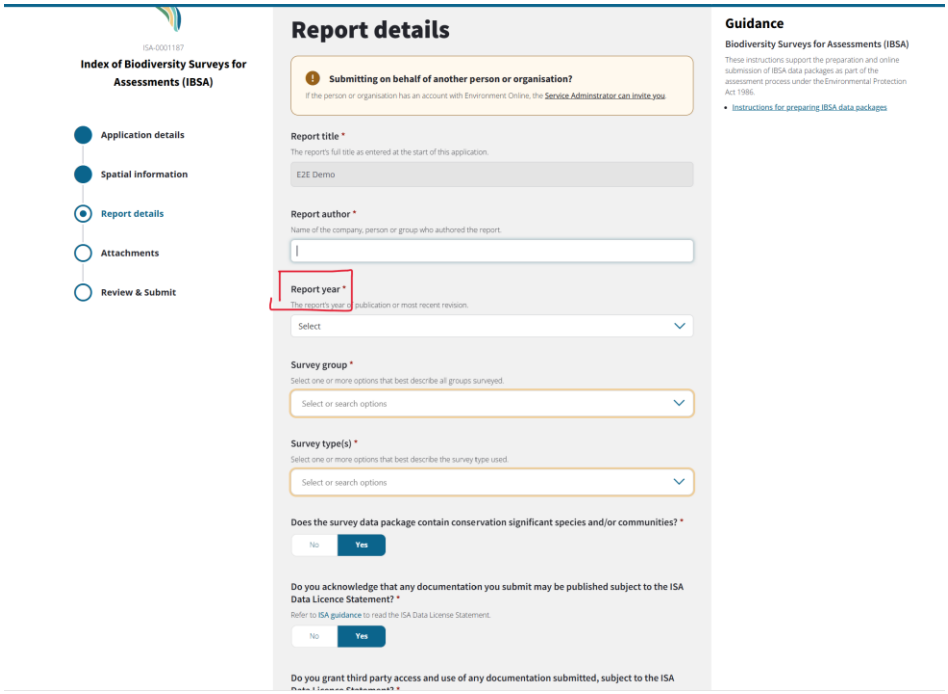
Step 2 – Enter report author

- In the Report author field, enter the name of the company, person or group who authored the report.



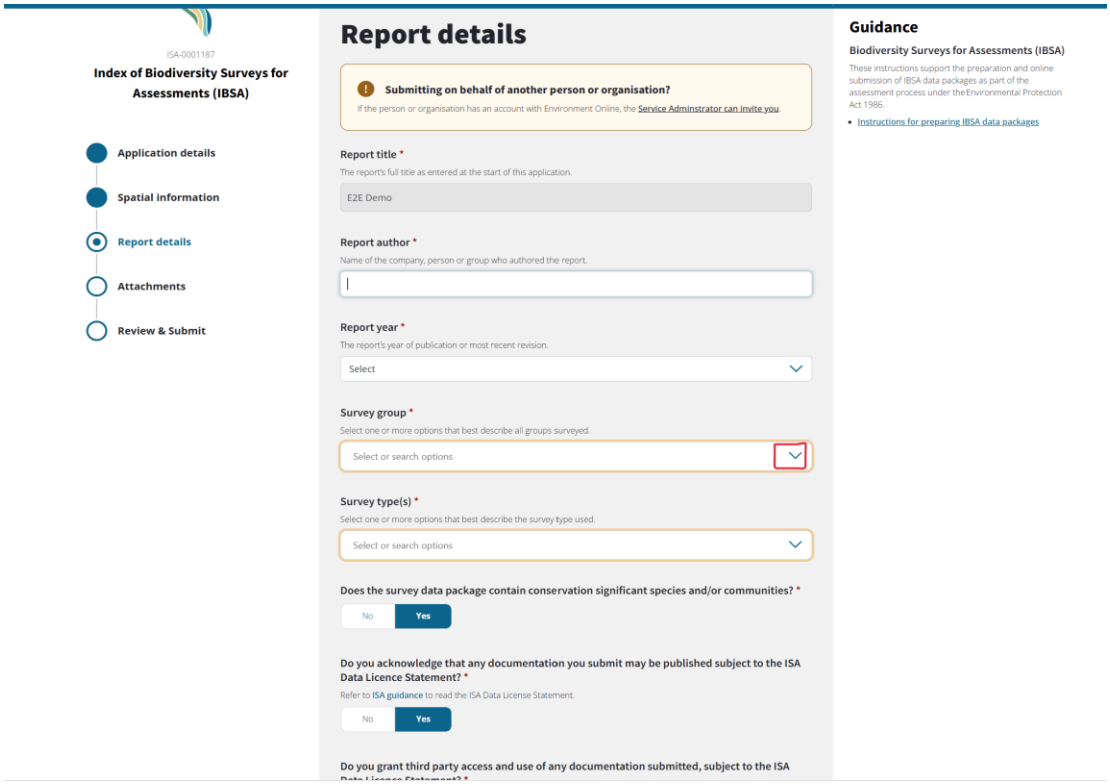
Step 3 – Specify report year

- From the dropdown, select the report's year of publication or most recent revision.



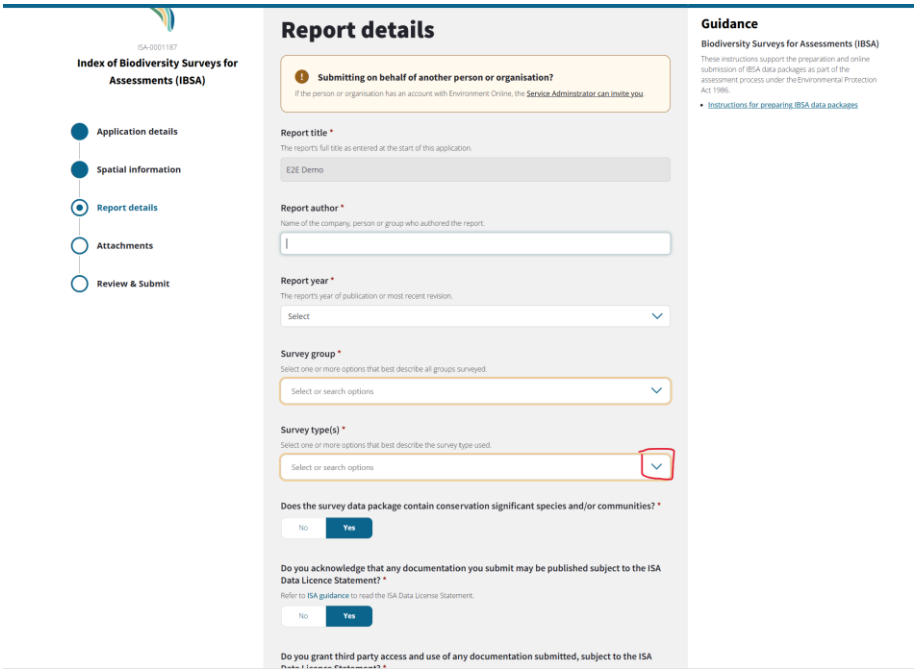
Step 4 – Select survey group(s)

- Use the Survey Group(s) dropdown to select one or more options that best describes all the groups surveyed. (e.g. flora and vegetation, terrestrial fauna).



Step 5 – Select survey type(s)

From the Survey type(s) dropdown, select one or more options that best describe the survey type used.



Step 6 – Answer compliance questions

- Conservation significance – Select *Yes* or *No* to indicate if the survey package contains conservation-significant species or communities.
- ISA Data Licence Statement – Select *Yes* or *No* to confirm whether you agree submitted data may be published subject to the ISA data licence statement.
- Third party access – Select *Yes* or *No* to confirm whether you grant third party access and use of submitted documentation.
- Click Save and then Next.

Note: Ensure your responses align with the content of your survey package, organisational policies and *Procedure: Preparing data packages for the ISA* (available on the ISA guidance webpage). Incorrect entries may delay validation.

8 Attachments

The Attachments page is where you upload supporting documents for your survey data package. These files provide the evidence and detail required for validation and assessment.

Step 1 – Prepare your documents

Ensure you have the following files ready:

- Survey report (PDF) – the main document for the submission.
- Shapefiles – All shapefiles other than the boundary shapefile, that has already been uploaded earlier under *Spatial Information* page.

- Other supporting files (e.g. data dictionaries). Note that desktop studies or database searches should not be provided.

Step 2 – Upload your files

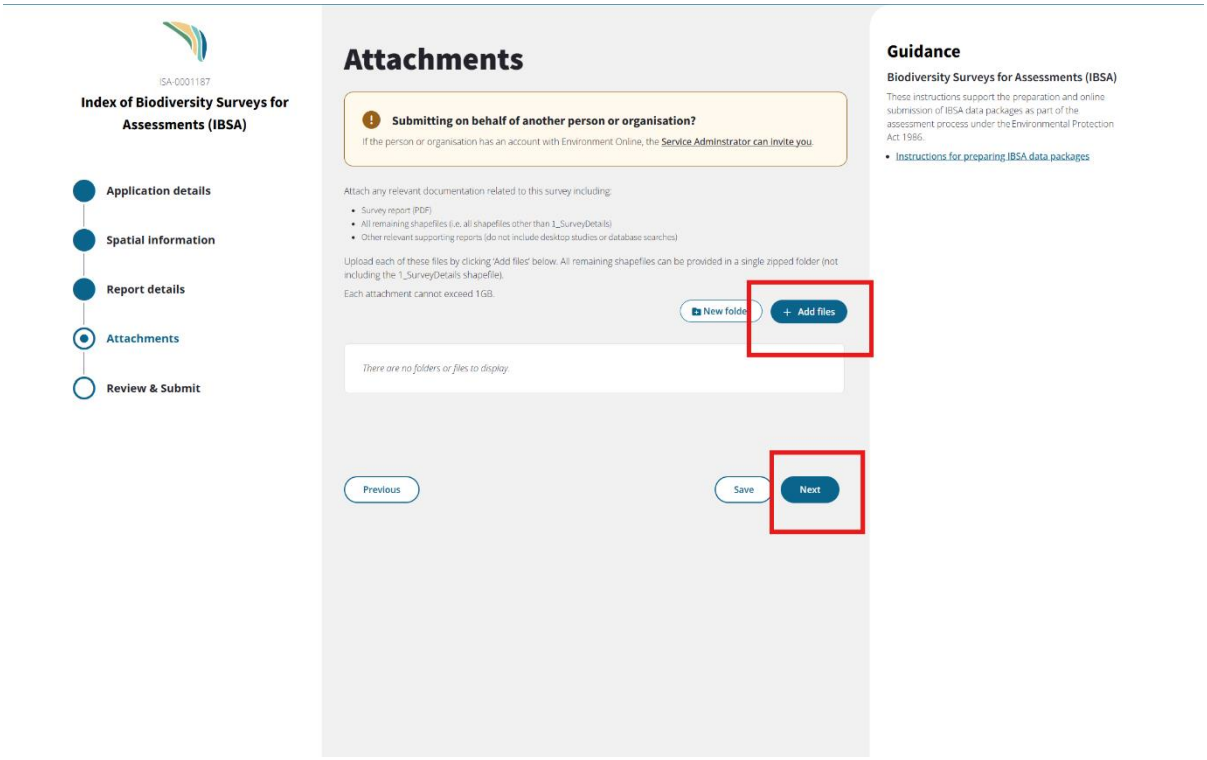
- Click 'Add files' to browse and upload each document.
- To organise submissions, you may create a folder using 'New folder', though this is optional.
- Each attachment must not exceed 1GB in size.

Step 3 – Confirm uploads

- Once files are uploaded, they will display in the attachments list.
- Double-check that all required documents are present before proceeding.

Step 4 – Proceed to Review & Submit

- When all documents are attached, click Save and then Next.



9 Review & Submit

The *Review & Submit* page is the final step in submitting your survey data package. This step allows you to check all information and documents before sending them to DWER.

Step 1 – Review your submission

The page displays four sections summarising the information you have entered:

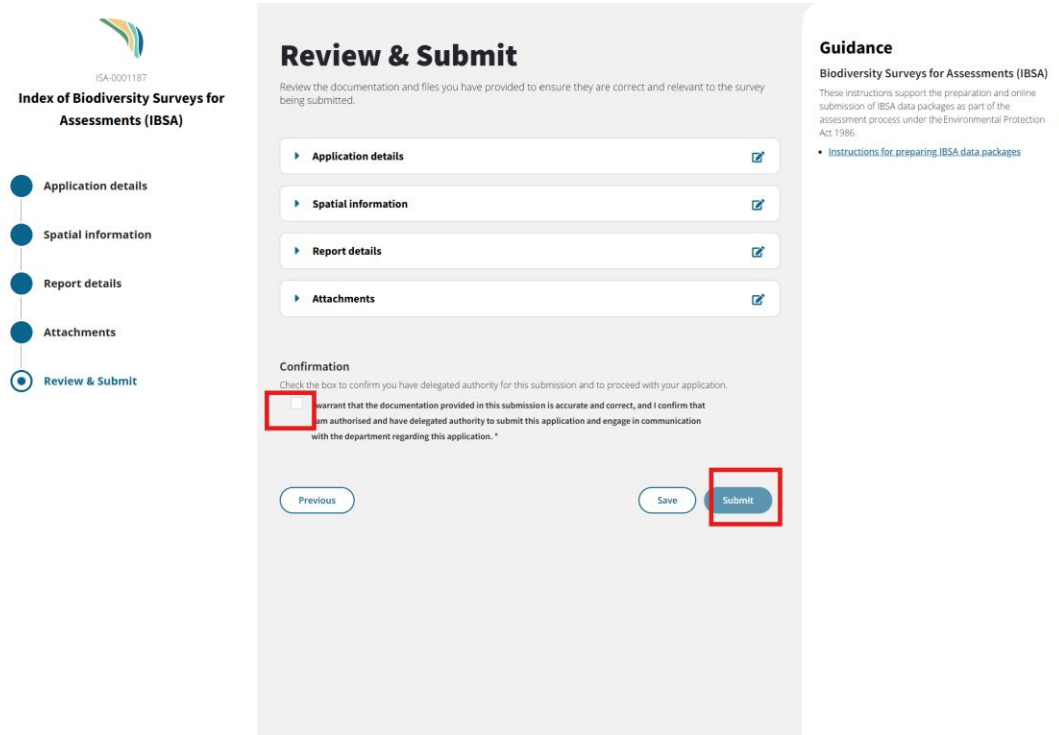
- Application details
- Spatial information
- Report details
- Attachments

Each section includes an Edit button. If you need to correct or update information, click the relevant button to return to that section page.

Step 2 – Confirm authority

Before submission, you must confirm you are authorised to submit the package:

- Tick the confirmation checkbox to agree to the declaration.
- This confirms the accuracy of the documentation and that you have delegated authority to act on behalf of your organisation.



Step 3 – Submit your package

Once confirmed:

- Click Submit.
- If you are not ready to finalise, you may instead click Save to store progress and return later.

10 Submission confirmation

After you click Submit, a confirmation message will appear on screen.

You will also receive an email confirmation to the registered account, confirming the date and time of submission, and your ISA number.

Note: Keep a record of your ISA number as your own reference and for tracking status purposes.

11 Tracking status in Environment Online

You can view the status of your survey data package at any time by navigating to My environment > Survey data packages. The following statuses may appear:

- Draft – You have created the package but not yet submitted it.
- Submitted – The package has been submitted and is awaiting review.
- Pending Review – The package is being reviewed by assessment officers.
- Accepted – The package has been validated and accepted into the ISA.
- Rejected – The package was returned for correction. You will receive an email with details of what needs to be updated.

Note: Once a package is submitted, you cannot edit it. If corrections are required, you will be notified and guided on the next steps.

12 Notifications

You will receive automated email notifications for key updates, including:

- when your package is submitted
- when your package is accepted
- if your package is returned for correction.

Make sure your email address linked to EO is current to ensure you don’t miss any updates.

13 Support and troubleshooting

If you encounter any issues or require additional help while using this guide, there are several support options available to assist you.

Account and Login

For help with accessing your account, resetting your password, or resolving login error, a self-service guide is available on Environment Online - Get started.

Guidance and help materials

Refer to the ISA guidance page for links to:

- *Procedure: Preparing data packages for the Index of Surveys for Assessments*
- templates
- reference guides.

A wide range of related materials, resources and user guides are available on the Environment Online website. We encourage you to explore these for further guidance.

Contact support

For EO technical or system-related assistance, you can reach out to our support team during business hours 8.30 am – 4.30 pm, Monday to Friday via Environment Online - Support and select your support type enquiry.

Submit feedback or issues

You can also log issues, suggestions or feedback through the Environment Online - Issues and feedback by selecting your enquiry type. This helps us improve and address common challenges faced when using the system.