

**CAL FIRE**  
**Office of the State Fire Marshal (OSFM)**  
**California Incident Data and Statistics Program**  
**(CalStats)**

---

**NFIRS Data**  
**Import and Validation Procedures**  
**(eNFIRS)**

**For Local Fire Department Data Submittals**

Updated: 04/14/2022

## Table of Contents

|   |    |
|---|----|
| Overview .....  | 3  |
| NFIRS Submission Files .....  | 3  |
| eNFIRS Import.....  | 5  |
| Processing Import and Validation Results .....                                | 10 |
| Overview.....   | 10 |
| Viewing Import and Validation Results .....                                   | 11 |
| Summary Report (*.log).....   | 11 |
| Typical Situations Found.....   | 12 |
| Situation 1: Successful Validation.....                                       | 12 |
| Situation 2: Invalid Imports (Incidents with Critical Errors).....            | 12 |
| Situation 3: Import failures .....  | 13 |
| Appendix A: CalStats Data Flow – Local Government and Contract Counties ..... | 14 |
| Appendix B: Using Excel to Process *.err Files.....                           | 15 |
| Appendix C: Processing Import Failures.....                                   | 21 |
| Appendix D: Viewing the Parsing File (*.parsing.err) .....                    | 26 |
| Appendix F: eNFIRS Bulk Import Utility (BIU) File Guidelines .....            | 30 |

**\*Clicking on an item in the Table of Contents will take you to that section.\***

The **Bookmarks** tab (also known as **Table of Contents** or **Document Outline**, depending on browser or PDF viewer) can be used to quickly navigate to various sections of the document.

# Data Import Process

## Overview

Fire departments in California report their incident response activity to the National Fire Incident Reporting System (NFIRS), as well as the Office of the State Fire Marshal's (OSFM) CalStats Unit through eNFIRS. The CalStats staff periodically exports the data from eNFIRS and uploads the records to the statewide CalStats Database. A flowchart of the process is included in [Appendix A](#). In order to complete the following steps, you must have an eNFIRS user account. Follow this link for instructions on obtaining an eNFIRS account: [Register for User Account in eNFIRS](#)

The general process is to:

1. Export the NFIRS incident data file from the third-party vendor software (.txt or .INC)  
*A single file can contain multiple incidents.*
2. [Import the file](#) into the eNFIRS National Data Warehouse (eDW) using the Bulk Import Utility (BIU) in eNFIRS
3. [Review the output reports](#) generated by the eNFIRS import
4. Make any necessary corrections
5. Repeat steps 1 – 4 if corrections are made

## NFIRS Submission Files

The following section outlines some of the basic elements included in an NFIRS submission file and is for informational purposes only.

### Incident Identification

A good coding scheme is necessary when loading incidents from multiple fire departments from multiple states over multiple years into one database. NFIRS uses five key fields to distinctly identify individual incident records.



### FDID

NFIRS relies on a five-digit identifier for the specific fire department that “owns” the report. This identity key is called the Fire Department Identification Number (FDID). The format is: **CCDDD**

Where **CC** = County number

*The county number is from the [Federal Information Processing Standards](#) (FIPS) code scheme. FIPS numbers the counties in alphabetical order, so county 01 is Alameda County and 58 is Yuba County. The FDID number is issued and controlled by the CalStats Unit of the Office of the State Fire Marshal.*

## State

NFIRS relies on a two-character alphabetical key to identify the specific state that “owns” the report. The format is: **SS**

Where **SS** = State = CA

## Date

The incident date is defined as the date when the incident is first reported to the fire department. The format is usually: **YYYYMMDD**

Where **YYYY** = Year  
And **MM** = Month  
And **DD** = Day of the month

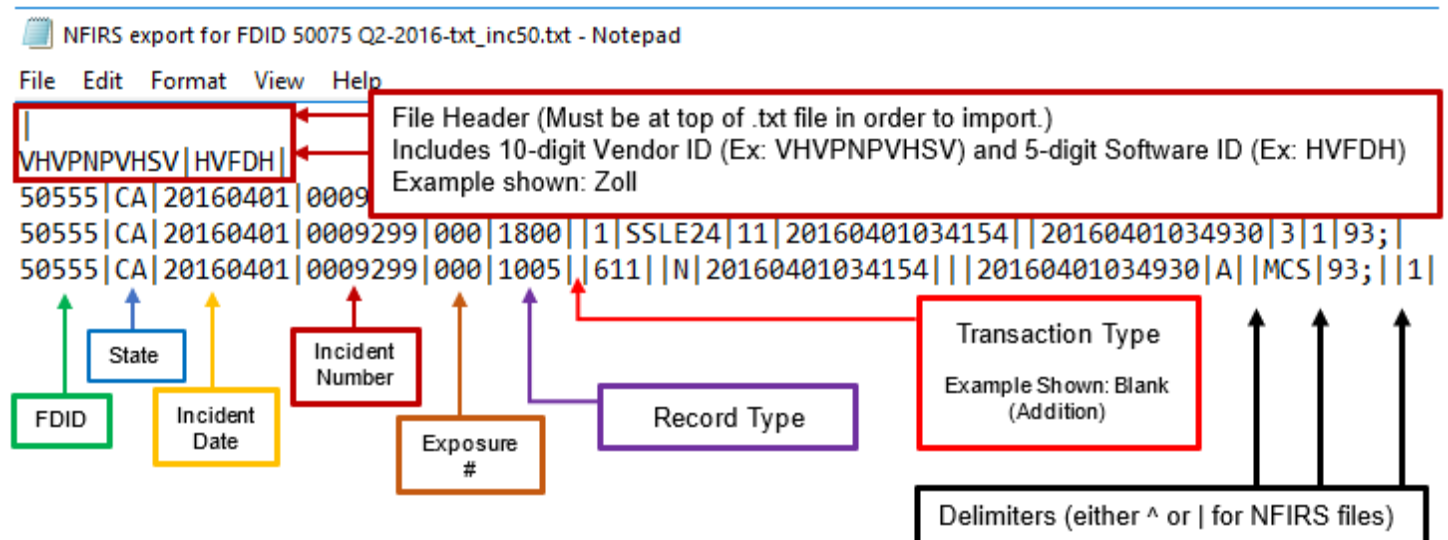
## Incident Number

The incident number is a seven-digit number assigned to an incident (numerical only). This number is assigned and controlled by the fire department.

## Exposure Number

In NFIRS, an exposure is a fire started by another fire. While the FDID, State, Incident Date, and Incident Number remain the same, a separate sequential Exposure Number is assigned to each exposure. The original “parent” incident is always coded as exposure “000” and further exposures are numbered sequentially in increments of 1, beginning with “001.” This is a three-digit number.

## NFIRS Flat File Basics:



More information on NFIRS Flat Files (also called “Transaction Files”) can be found on pages **132 – 161** of the **NFIRS 5.0 Design Documentation**:

[https://www.usfa.fema.gov/downloads/pdf/nfirs/NFIRS\\_Spec\\_2015.pdf](https://www.usfa.fema.gov/downloads/pdf/nfirs/NFIRS_Spec_2015.pdf)

## eNFIRS Import

To view a video created by the U.S. Fire Administration that demonstrates the following steps, go to: [eNFIRS: Importing Incident Files \(in depth\)](#)

Log in to [eNFIRS](#)

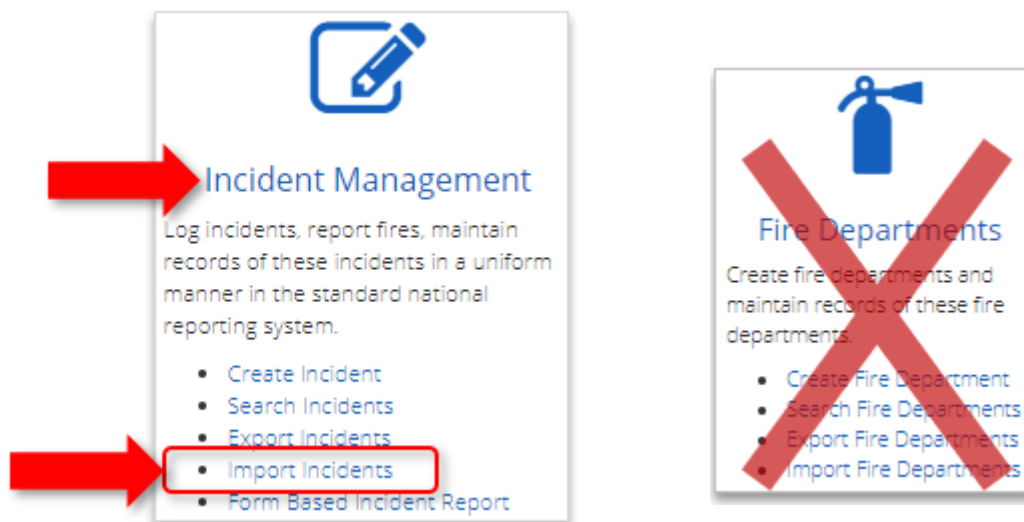


**eNFIRS is ONLY fully functional with the Microsoft Edge browser.  
Other browsers may cause functionality issues.**



*Each account can have access to multiple FDID's, if needed. These users can switch between FDID's while logged in to a single user account but will only be able to view or import data for the FDID profile they are currently in at that time.*

Select **Import Incidents** under **Incident Management** to access the Bulk Import Utility (BIU).



**Do NOT select “Import Fire Departments” under the “Fire Departments” section for the incident submission process.**

The first field of the Bulk Import Utility (BIU) is the email address that the results will be sent to. The default is the email address associated with the account, but this can be changed manually here if needed.

The red asterisk (\*) denotes a required field.

|                       |   |
|-----------------------|---|
| <b>*Email Address</b> | <input type="text" value="kate.kovanda@fire.ca.gov"/> |
|                       | <small>e.g., john.doe@gmail.com</small>               |



In the BIU, select **Yes** for “Accept Invalid Incidents” and “Overwrite Existing Incidents.”



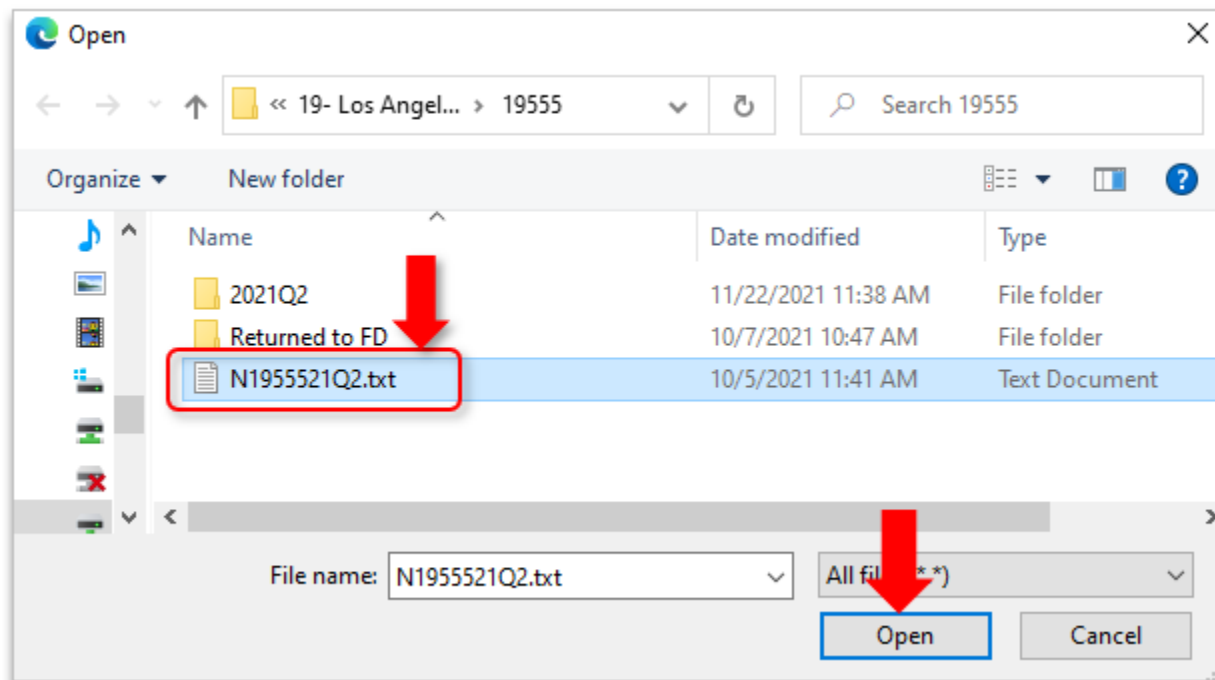
*Note: They will turn gray when they are selected. If they are white, they are **not** the selected options.*

|                              |                                    |                                   |
|------------------------------|------------------------------------|-----------------------------------|
| Accept Invalid Incidents     | <input type="button" value="Yes"/> | <input type="button" value="No"/> |
| Overwrite Existing Incidents | <input type="button" value="Yes"/> | <input type="button" value="No"/> |

Select **Choose File** under File 1.

|         |  |                |
|---------|--|----------------|
| *File 1 | <input type="button" value="Choose File"/> | chosen         |
| File 2  | <input type="button" value="Choose File"/> | No file chosen |
| File 3  | <input type="button" value="Choose File"/> | No file chosen |

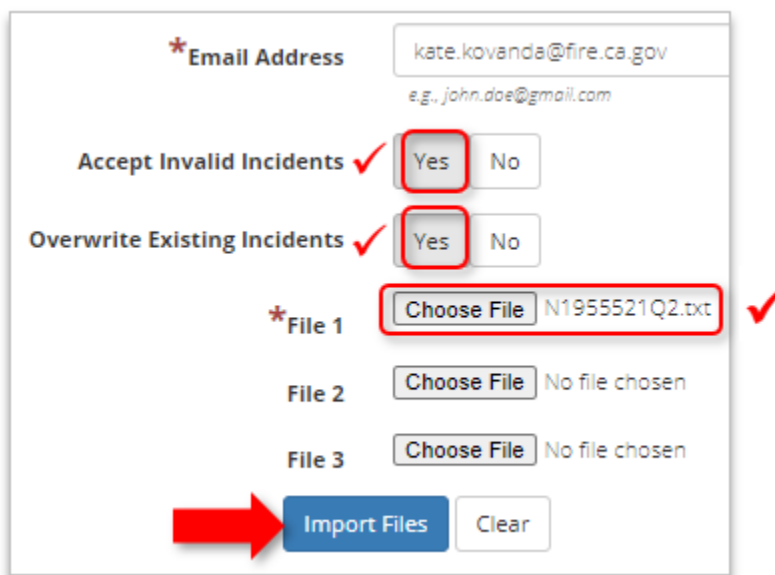
Select the desired file and click **Open**.



Be sure the file follows the guidelines shown on the Bulk Import Utility (BIU) web page. These file guidelines are also shown in [Appendix F](#).

*Note: A single file can contain multiple incidents.*

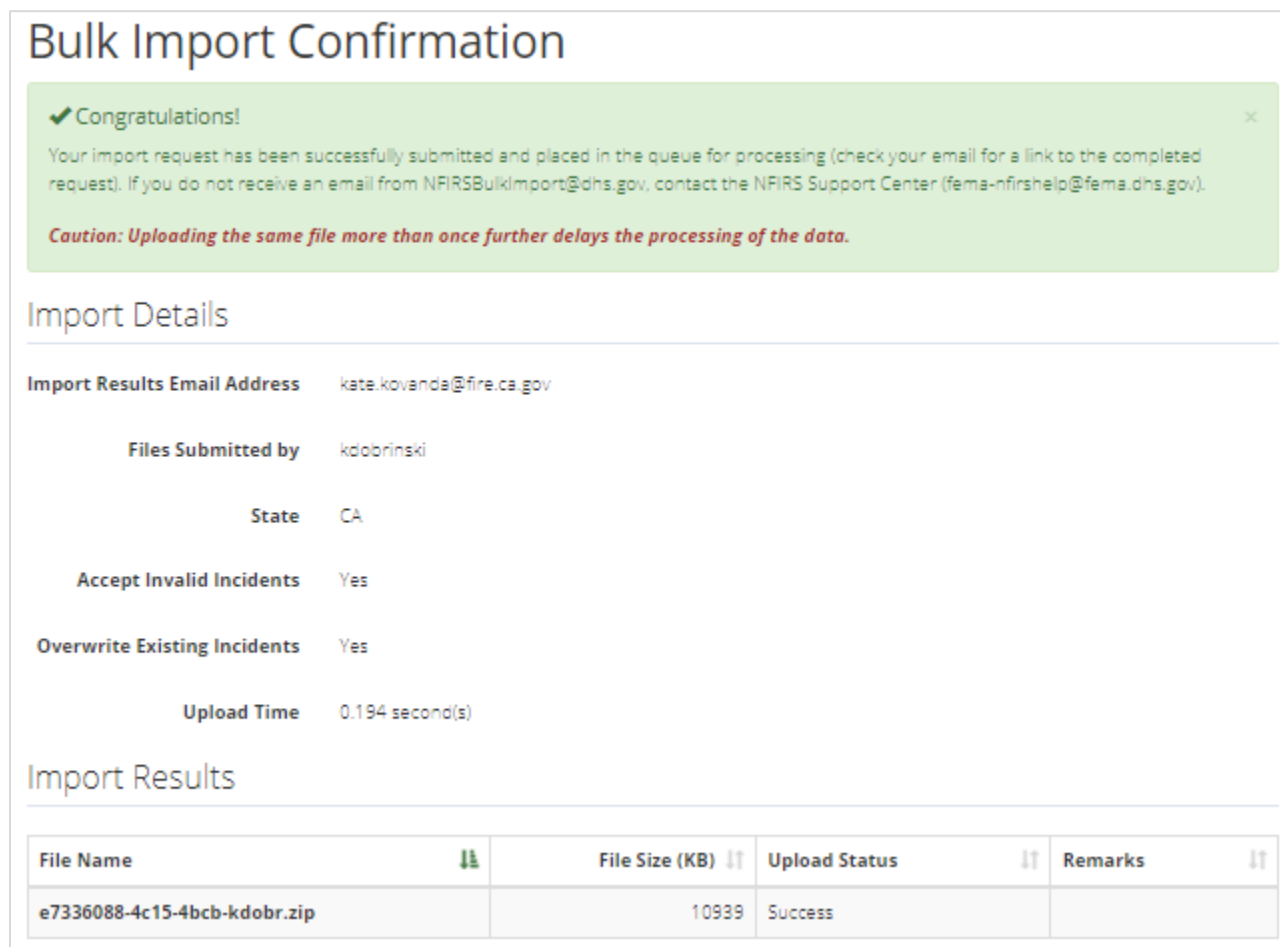
Once the file is selected under File 1, click Import Files.



The screenshot shows a web form for bulk import. At the top, there is an email address field with 'kate.kovanda@fire.ca.gov' and a placeholder 'e.g., john.doe@gmail.com'. Below this are two checkboxes: 'Accept Invalid Incidents' and 'Overwrite Existing Incidents', both checked with red checkmarks. Each checkbox has 'Yes' and 'No' buttons; the 'Yes' buttons are highlighted with red boxes. Underneath is a section for file uploads. 'File 1' has a 'Choose File' button and the filename 'N1955521Q2.txt', which is also highlighted with a red box. 'File 2' and 'File 3' have 'Choose File' buttons and the text 'No file chosen'. At the bottom, there is a large blue 'Import Files' button and a 'Clear' button. A red arrow points to the 'Import Files' button, and a red checkmark is placed to the right of the 'File 1' section.

Once you click Import Files, you will see the Bulk Import Confirmation screen.

**Save the original file that was imported. This may be needed to evaluate critical errors and/or import failures once the file import is processed and the results are generated.**

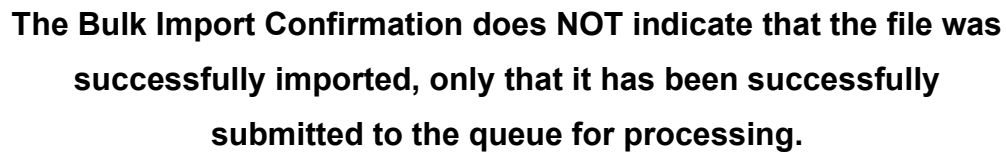


The screenshot shows the 'Bulk Import Confirmation' screen. At the top, there is a green banner with a checkmark icon and the text 'Congratulations!'. Below this, a message states: 'Your import request has been successfully submitted and placed in the queue for processing (check your email for a link to the completed request). If you do not receive an email from NFIRSBulkImport@dhs.gov, contact the NFIRS Support Center (fema-nfirshelp@fema.dhs.gov).' A red caution message follows: 'Caution: Uploading the same file more than once further delays the processing of the data.' Below the banner is the 'Import Details' section, which contains a table with the following information:

|                              |                          |
|------------------------------|--------------------------|
| Import Results Email Address | kate.kovanda@fire.ca.gov |
| Files Submitted by           | kdobrinski               |
| State                        | CA                       |
| Accept Invalid Incidents     | Yes                      |
| Overwrite Existing Incidents | Yes                      |
| Upload Time                  | 0.194 second(s)          |

Below the 'Import Details' section is the 'Import Results' section, which contains a table with the following information:

| File Name                    | File Size (KB) | Upload Status | Remarks |
|------------------------------|----------------|---------------|---------|
| e7336088-4c15-4bcb-kdobr.zip | 10939          | Success       |         |



This email from NFIRSBulkImport@dhs.gov will contain a link to the output files.

Typically, the email from [NFIRSBulkImport@dhs.gov](mailto:NFIRSBulkImport@dhs.gov) does **not** arrive immediately and may be delayed further due to a large file size or system outages.

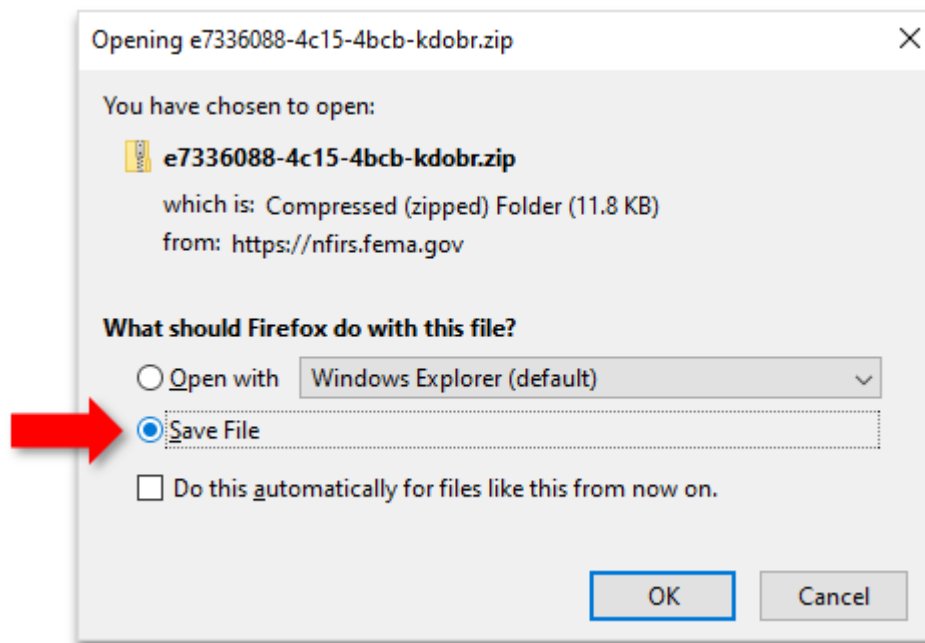
**If the email from [NFIRSBulkImport@dhs.gov](mailto:NFIRSBulkImport@dhs.gov) does not arrive after 48 hours, contact the NFIRS Help Desk at: [FEMA-NFIRSHelp@fema.dhs.gov](mailto:FEMA-NFIRSHelp@fema.dhs.gov)**



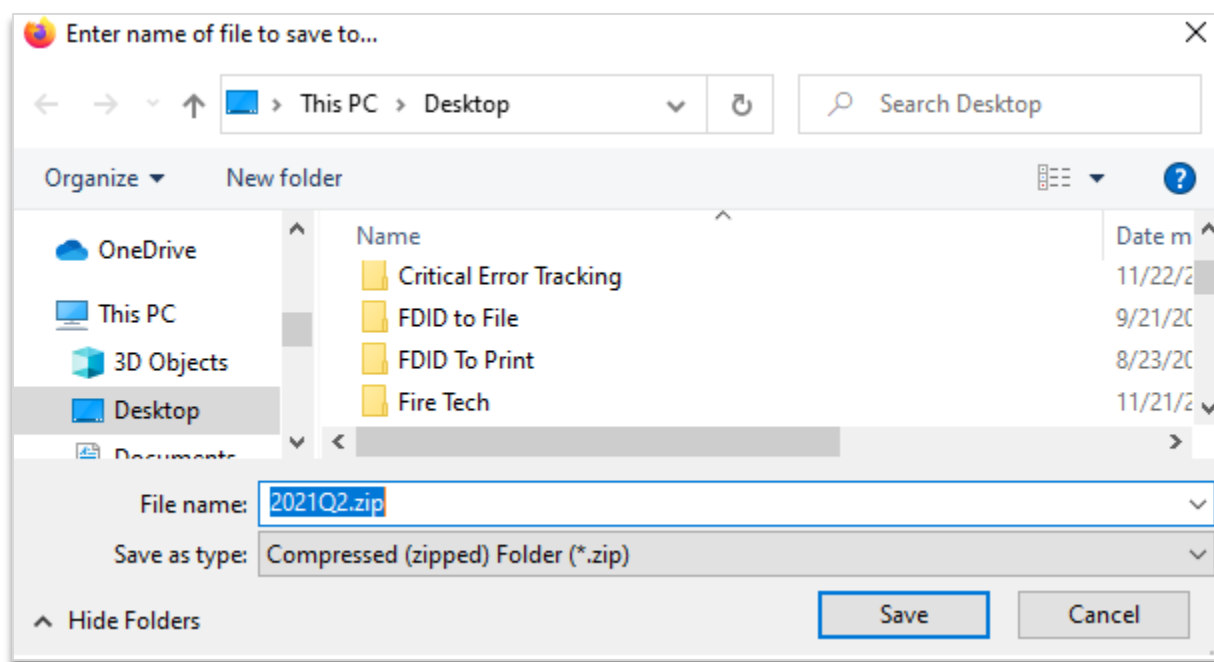


Select “Save File” and click OK.

(This may look different depending on the web browser or email provider.)



Save the file to the Desktop or other desired location. This will save a \*.zip folder containing the output files. The files in the newly saved folder are the **results** of the import.



More videos demonstrating eNFIRS features, such as account registration and data file processing can be found at the U.S. Fire Administration’s NFIRS Training web page:

<https://www.usfa.fema.gov/nfirs/training/>

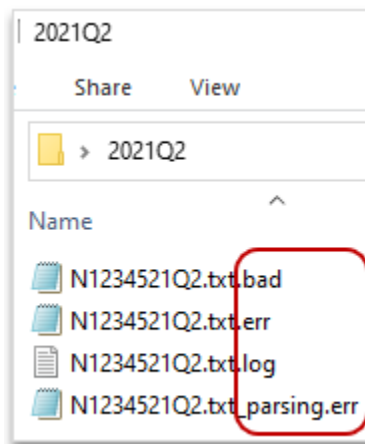
# Processing Import and Validation Results

## Overview

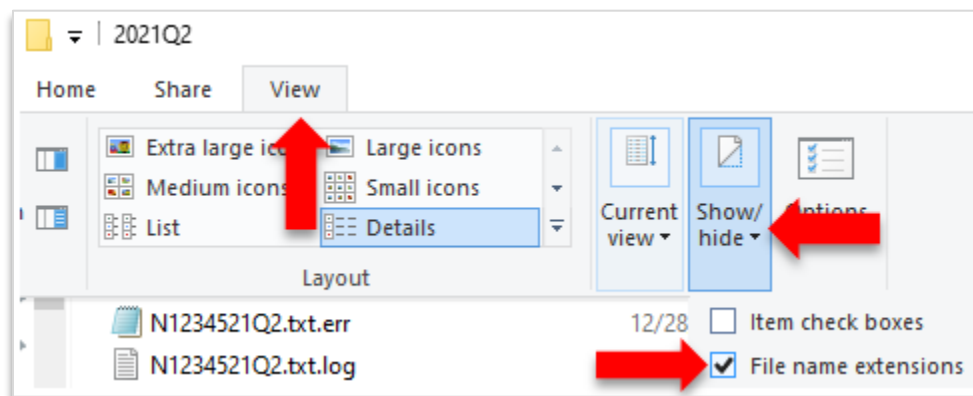
The desired result of an import is for all records to be successfully uploaded (imported) into the NFIRS database and to successfully pass the validation check.

The folder containing the **results** (output files) of the import should contain four files. The files should have the following extensions (shown in the red box): **.bad**, **.err**, **.log**, **.\_parsing.err**

The main **\*.log** file is considered the **summary report**, which shows the number of valid imports, invalid imports (incidents with critical errors), deleted incidents, import failures, and the total number of incidents processed.



If the file extensions are not visible, go to the **View** tab in Windows Explorer, click the “Show/Hide” menu and check the **File Name Extensions** box.



## Viewing Import and Validation Results

- Open the \*.zip file containing the results of the import (output files)
- Open the \*.log file and scroll to the bottom to view the **Incident Summary**
- If there are zero Invalid Imports (critical errors) **AND** zero import failures, this confirms that the import and file validation was successful
- If there are any Invalid Imports (critical errors) or Import Failures, use [Appendix B](#) and/or [Appendix C](#) for information on viewing these

### Summary Report (\*.log)

The following section outlines the various elements of the \*.log file.

The first part of the summary report (\*.log) shows the settings used in the processing of the data.

```
Bulk Import Request:
*****
Processing file: N1955521Q2.txt          2014/05/05 14:40:07
TransType: NFIRS 5.0 Incident File      2014/05/05 14:40:07
VendorID: VXVMPWVXWY                   2014/05/05 14:40:07
SoftwareID: XRTVR                       2014/05/05 14:40:07
Import Target: Database                  2014/05/05 14:40:07
Database Mode: On Line                   2014/05/05 14:40:07
Accept invalid Incidents: true           2014/05/05 14:40:07
Overwrite existing Incidents: true       2014/05/05 14:40:07
Import after validation: true            2014/05/05 14:40:07
```

The second part of the \*.log file contains a status report for each incident processed. Each line shows the date/time that the incident was uploaded. Alternatively, the record may contain other information if there are validation issues with the record or if the record failed to import.

```
Incident was Successfully Imported: 39010:CA:11/20/2008:0000266:0 2014/05/05 09:51:04
Incident was Successfully Imported: 39010:CA:11/20/2008:0000267:0 2014/05/05 09:51:04
Incident was Successfully Imported: 39010:CA:11/24/2008:0000268:0 2014/05/05 09:51:04
EXCEPTION: Incident 39010:CA:12/02/2008:0000273:0 Contains Validation Errors 2014/05/05 09:51:04
Incident was Successfully Imported: 39010:CA:11/26/2008:0000269:0 2014/05/05 09:51:05
Incident was Successfully Imported: 39010:CA:11/26/2008:0000270:0 2014/05/05 09:51:05
Incident was Successfully Imported: 39010:CA:11/26/2008:0000271:0 2014/05/05 09:51:05
```

The third portion of the \*.log file contains summary statistics for the status of the validation and import. *Note: "Invalid imports" are incidents with one or more critical errors.*

```
Incident was Successfully Imported: 39010:CA:12/29/2008:0000295:0 2014/05/05 09:51:09
Incident was Successfully Imported: 39010:CA:12/30/2008:0000296:0 2014/05/05 09:51:09
Incident was Successfully Imported: 39010:CA:12/31/2008:0000297:0 2014/05/05 09:51:09

Incident Summary:
*****
Valid imports: 282          2014/05/05 09:51:14
Invalid imports: 1          2014/05/05 09:51:14
Deleted Incidents 0        2014/05/05 09:51:14
Import failures: 1         2014/05/05 09:51:14

TOTAL Processed: 284       2014/05/05 09:51:14
```

## Typical Situations Found

Use the information in the \*.log file to determine any actions needed for the incident data.

### *Situation 1: Successful Validation*

|                    |     |
|--------------------|-----|
| Incident Summary:  |     |
| Valid imports:     | 421 |
| Invalid imports:   | 0   |
| Deleted incidents: | 0   |
| Import failures:   | 0   |
| Total Processed:   | 421 |

#### **The Problem:**

No problems. Invalid imports (critical errors) = 0 and Import failures = 0

This is the desired outcome. All of the records successfully passed the validation check and were successfully imported into eNFIRS

### *Situation 2: Invalid Imports (Incidents with Critical Errors)*

|                    |     |
|--------------------|-----|
| Incident Summary:  |     |
| Valid imports:     | 420 |
| Invalid imports:   | 9   |
| Deleted incidents: | 0   |
| Import failures:   | 0   |
| Total Processed:   | 429 |

#### **The Problem:**

Invalid imports > 0

There are some incidents with critical errors.

Some of the records did not pass the validation check. Typically, this error message is generated when a data field in the record contains an invalid or incomplete value. The Bulk Import Utility (BIU) will still upload the incident into the eNFIRS National Data Warehouse (eDW).

The \*.err file will contain additional information concerning the validation errors.

*Note: Warnings do NOT impact the validity of an incident. **Only critical errors** need to be addressed.*

In the example below, incident #0000163 was coded as a wildland fire but no acres were entered in the Acres Burned field.

39010^CA^20210120^0000163^0^Fire Module^Required Data^Critical^Number of Acres Burned^0^0^

More information on critical errors can be found in [Appendix B](#).

### Situation 3: Import failures

|                    |     |
|--------------------|-----|
| Incident Summary:  |     |
| Valid imports:     | 420 |
| Invalid imports:   | 0   |
| Deleted incidents: | 0   |
| Import failures:   | 9   |
| Total Processed:   | 429 |

#### The Problem:

Import failures > 0

There are incidents that failed to import.

These incidents were not imported into eNFIRS.

The detailed listing of the incidents in the \*.log file will show “**Incident failed import,**” “**Unable to import,**” or “**Unrecoverable error**” for incidents that failed. For example:

Unable to import incident 39010:CA:05/15/2008:0000101:1 due to an error that occurred while saving incident data: Exposure 0 for incident number 0000101 was not found, but must be added before this exposure (1) can be added. (Exposure 0 for this incident is missing or may have failed to import.) (Exposures must start with 0.). 2014/05/05 09:50:39

The example above occurs when Exposure 001+ is included in the file, but Exposure 000 is not present (or is located *later* in the file than Exposure 001+). **Exposure 001 and greater cannot import if Exposure 000 is not in the eNFIRS National Data Warehouse (eDW).**

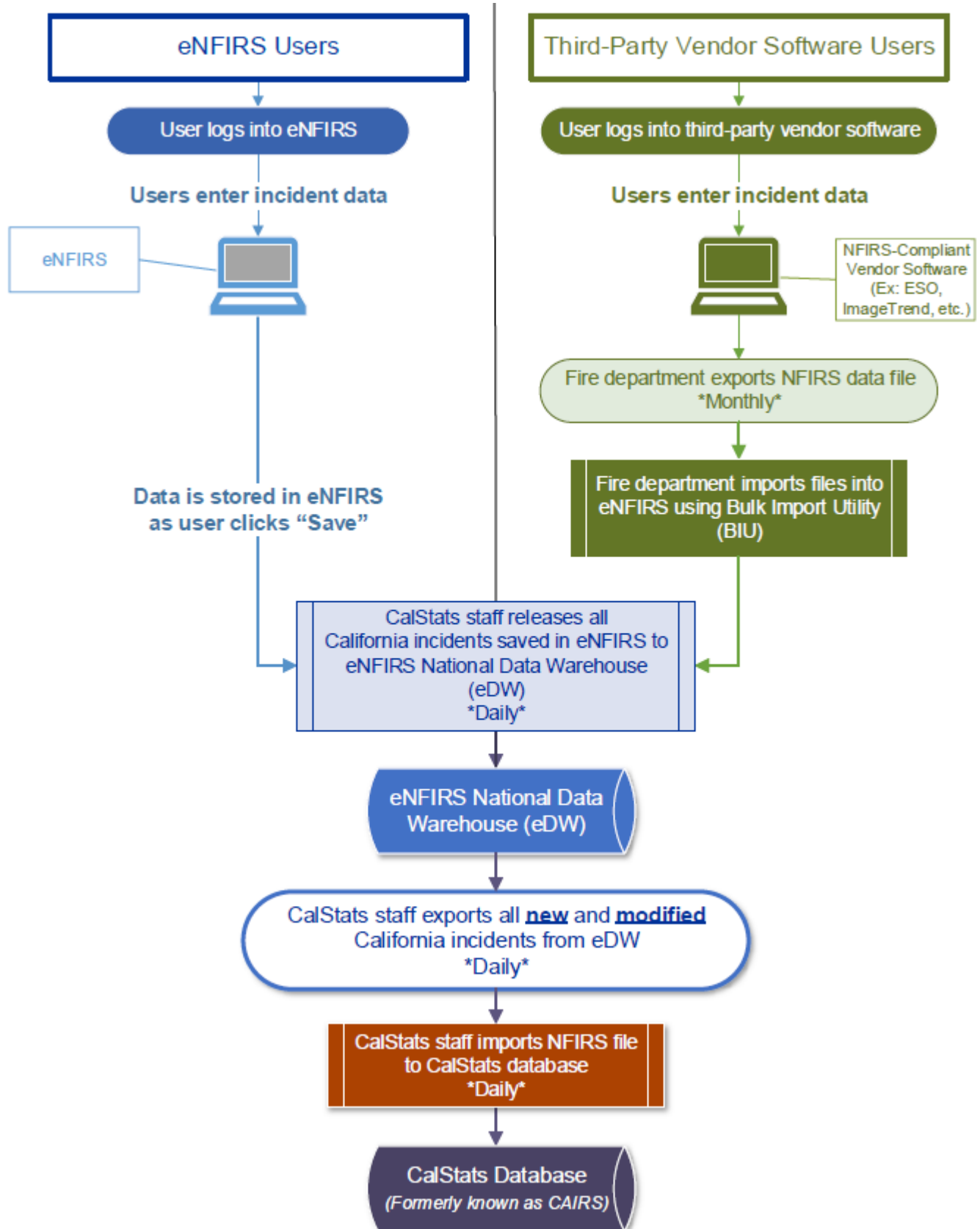
*Note: All related exposures MUST have the same FDID, Date, and Incident Number. Otherwise, the database does not associate them together and the “child” records will fail to import.*

Data format issues can also cause import failures. Data formatting is typically the problem when there are a large number of import failures.

[Appendix C](#) and [Appendix D](#) provide instructions for identifying the issues causing the import failures.

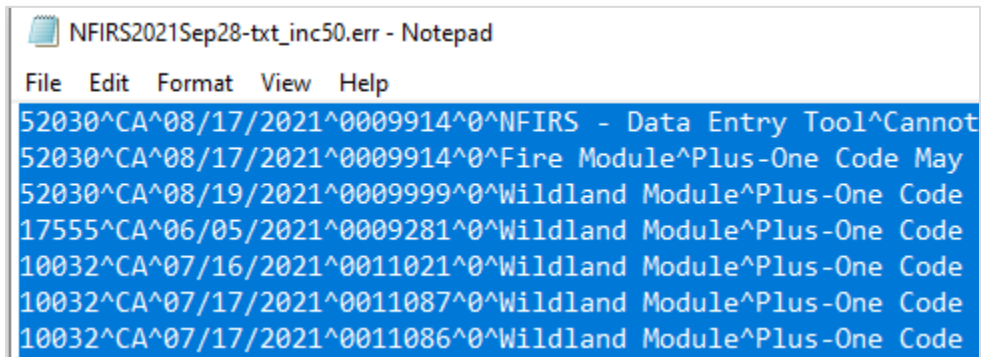
When these issues are identified, refer to your fire department’s department software vendor, the NFIRS Helpdesk at [fema-nfirshelp@fema.dhs.gov](mailto:fema-nfirshelp@fema.dhs.gov), or the CalStats Program at [CalStats@fire.ca.gov](mailto:CalStats@fire.ca.gov) for assistance.

## Appendix A: CalStats Data Flow – Local Government and Contract Counties



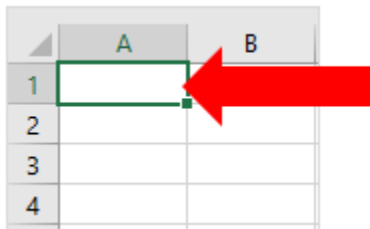
## Appendix B: Using Excel to Process \*.err Files

- Open a blank Excel workbook
- Open the \*.err file
- Use **CTRL+A** to “select all” in the \*.err file

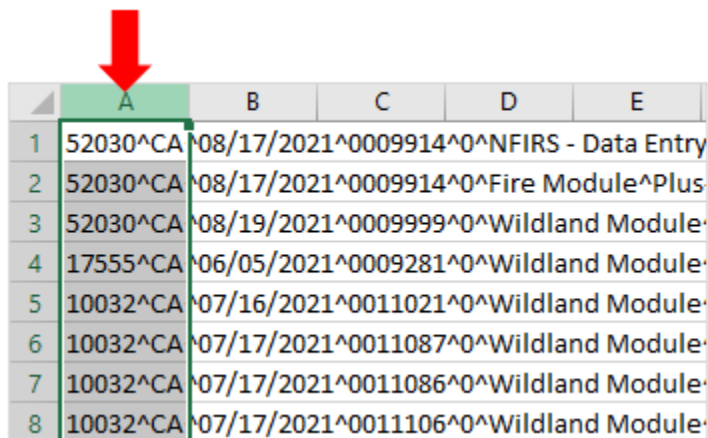


```
NFIRS2021Sep28-txt_inc50.err - Notepad
File Edit Format View Help
52030^CA^08/17/2021^0009914^0^NFIRS - Data Entry Tool^Cannot
52030^CA^08/17/2021^0009914^0^Fire Module^Plus-One Code May
52030^CA^08/19/2021^0009999^0^Wildland Module^Plus-One Code
17555^CA^06/05/2021^0009281^0^Wildland Module^Plus-One Code
10032^CA^07/16/2021^0011021^0^Wildland Module^Plus-One Code
10032^CA^07/17/2021^0011087^0^Wildland Module^Plus-One Code
10032^CA^07/17/2021^0011086^0^Wildland Module^Plus-One Code
```

- Use **CTRL+C** to copy the selected data
- Use **CTRL+V** to paste the data into **cell A1** of the Excel workbook

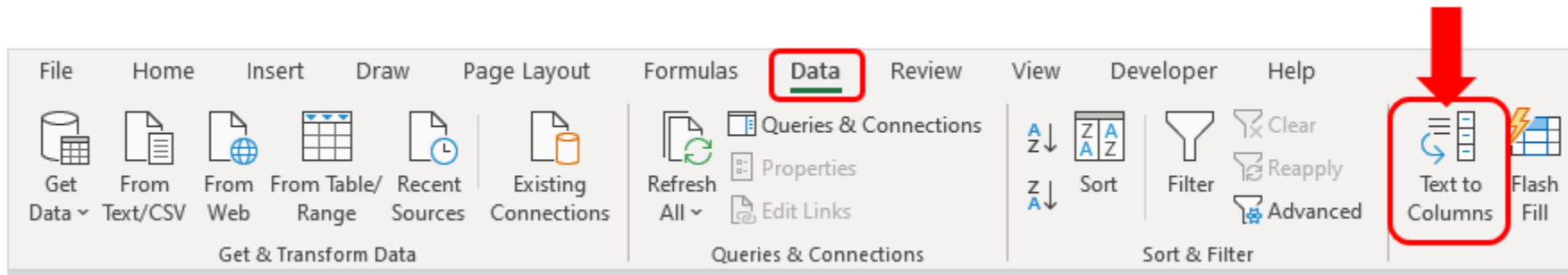


- Click on **A** in the gray column header to select **all** of **column A**

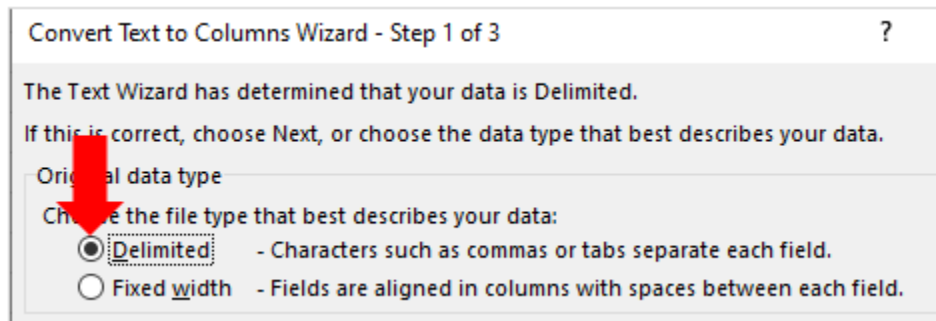


|   | A  | B | C | D | E |
|---|--|---|---|---|---|
| 1 | 52030^CA^08/17/2021^0009914^0^NFIRS - Data Entry |   |   |   |   |
| 2 | 52030^CA^08/17/2021^0009914^0^Fire Module^Plus   |   |   |   |   |
| 3 | 52030^CA^08/19/2021^0009999^0^Wildland Module^   |   |   |   |   |
| 4 | 17555^CA^06/05/2021^0009281^0^Wildland Module^   |   |   |   |   |
| 5 | 10032^CA^07/16/2021^0011021^0^Wildland Module^   |   |   |   |   |
| 6 | 10032^CA^07/17/2021^0011087^0^Wildland Module^   |   |   |   |   |
| 7 | 10032^CA^07/17/2021^0011086^0^Wildland Module^   |   |   |   |   |
| 8 | 10032^CA^07/17/2021^0011106^0^Wildland Module^   |   |   |   |   |

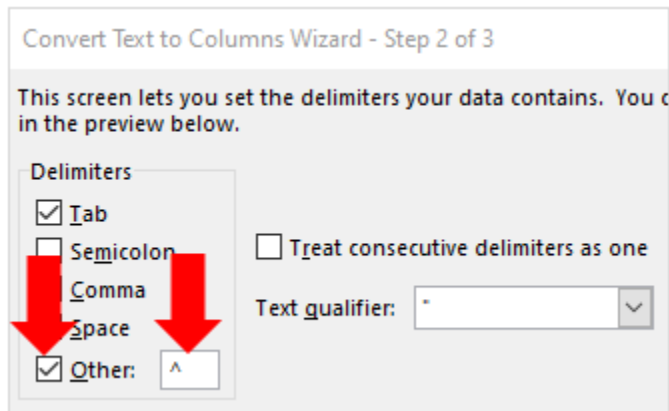
- Under the **Data** tab, select **Text to Columns**



- Select **Delimited** and click Next

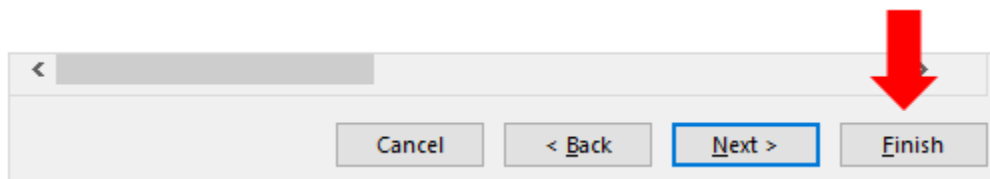


- Check the **Other** box and enter either the caret (^) symbol or other delimiter, such as “|” (depending on what is in the file)





- Click **Finish**




Cancel < Back Next > Finish

- Your error data is now split into columns
- Delete columns **J and K**, if present.

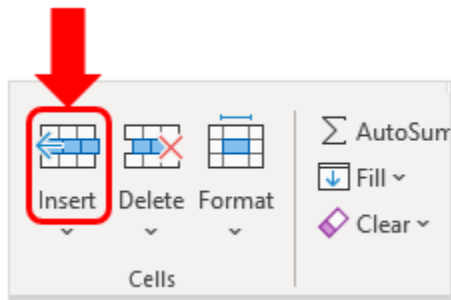
|   | A     | B  | C         | D     | E | F          | G         | H        | I         | J | K |
|---|-------|----|-----------|-------|---|------------|-----------|----------|-----------|---|---|
| 1 | 52030 | CA | 8/17/2021 | 9914  | 0 | NFIRS - Da | Cannot ha | Critical | Fire Modu | 0 | 0 |
| 2 | 52030 | CA | 8/17/2021 | 9914  | 0 | Fire Modu  | Plus-One  | Warning  | Mobile Pr |   | 0 |
| 3 | 52030 | CA | 8/19/2021 | 9999  | 0 | Wildland   | Plus-One  | Warning  | Wildland  |   | 0 |
| 4 | 17555 | CA | 6/5/2021  | 9281  | 0 | Wildland   | Plus-One  | Warning  | Wildland  |   | 0 |
| 5 | 10032 | CA | 7/16/2021 | 11021 | 0 | Wildland   | Plus-One  | Warning  | Wildland  | 0 | 0 |

- Click on **1** in the gray row numbers to select **all** of **row 1**



|   | A     | B  | C         | D     | E | F          | G         | H        | I                    | J | K |
|---|-------|----|-----------|-------|---|------------|-----------|----------|----------------------|---|---|
| 1 | 52030 | CA | 8/17/2021 | 9914  | 0 | NFIRS - Da | Cannot ha | Critical | Fire Module          |   |   |
| 2 | 52030 | CA | 8/17/2021 | 9914  | 0 | Fire Modu  | Plus-One  | Warning  | Mobile Property Make |   |   |
| 3 | 52030 | CA | 8/19/2021 | 9999  | 0 | Wildland   | Plus-One  | Warning  | Wildland Fire Cause  |   |   |
| 4 | 17555 | CA | 6/5/2021  | 9281  | 0 | Wildland   | Plus-One  | Warning  | Wildland Fire Cause  |   |   |
| 5 | 10032 | CA | 7/16/2021 | 11021 | 0 | Wildland   | Plus-One  | Warning  | Wildland Fire Cause  |   |   |
| 6 | 10032 | CA | 7/17/2021 | 11087 | 0 | Wildland   | Plus-One  | Warning  | Wildland Fire Cause  |   |   |
| 7 | 10032 | CA | 7/17/2021 | 11086 | 0 | Wildland   | Plus-One  | Warning  | Wildland Fire Cause  |   |   |
| 8 | 10032 | CA | 7/17/2021 | 11106 | 0 | Wildland   | Plus-One  | Warning  | Wildland Fire Cause  |   |   |


- Click **Insert** to insert a new row **above** row 1



- Label the columns as shown below:

|   | A     | B     | C             | D               | E        | F                       | G                        | H        | I                    |
|---|-------|-------|---------------|-----------------|----------|-------------------------|--------------------------|----------|----------------------|
| 1 | FDID  | State | Incident Date | Incident Number | Exposure | Module/Location         | Description              | Severity | Field/Location       |
| 2 | 52030 | CA    | 8/17/2021     | 9914            | 0        | NFIRS - Data Entry Tool | Cannot have both Equipme | Critical | Fire Module          |
| 3 | 52030 | CA    | 8/17/2021     | 9914            | 0        | Fire Module             | Plus-One Code May Not Be | Warning  | Mobile Property Make |
| 4 | 52030 | CA    | 8/19/2021     | 9999            | 0        | Wildland Module         | Plus-One Code May Not Be | Warning  | Wildland Fire Cause  |
| 5 | 17555 | CA    | 6/5/2021      | 9281            | 0        | Wildland Module         | Plus-One Code May Not Be | Warning  | Wildland Fire Cause  |
| 6 | 10032 | CA    | 7/16/2021     | 11021           | 0        | Wildland Module         | Plus-One Code May Not Be | Warning  | Wildland Fire Cause  |

- If desired, **insert a new blank column to the left of column G**, then cut and paste the **Field/Location** column (column I) into that new blank column so the information flows better (optional)



|   | A     | B     | C             | D               | E        | F                       | G | H        | I                    |
|---|-------|-------|---------------|-----------------|----------|-------------------------|---|----------|----------------------|
| 1 | FDID  | State | Incident Date | Incident Number | Exposure | Module/Location         |   | Severity | Field/Location       |
| 2 | 52030 | CA    | 8/17/2021     | 9914            | 0        | NFIRS - Data Entry Tool |   | Critical | Fire Module          |
| 3 | 52030 | CA    | 8/17/2021     | 9914            | 0        | Fire Module             |   | Warning  | Mobile Property Make |
| 4 | 52030 | CA    | 8/19/2021     | 9999            | 0        | Wildland Module         |   | Warning  | Wildland Fire Cause  |
| 5 | 17555 | CA    | 6/5/2021      | 9281            | 0        | Wildland Module         |   | Warning  | Wildland Fire Cause  |
| 6 | 10032 | CA    | 7/16/2021     | 11021           | 0        | Wildland Module         |   | Warning  | Wildland Fire Cause  |

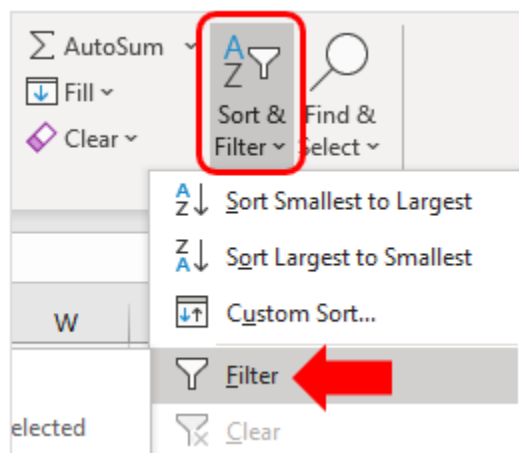
- The spreadsheet should now look like this:

|   | A     | B     | C             | D               | E        | F                       | G                    | H                        | I        |
|---|-------|-------|---------------|-----------------|----------|-------------------------|----------------------|--------------------------|----------|
| 1 | FDID  | State | Incident Date | Incident Number | Exposure | Module/Location         | Field/Location       | Description              | Severity |
| 2 | 52030 | CA    | 8/17/2021     | 9914            | 0        | NFIRS - Data Entry Tool | Fire Module          | Cannot have both Equipme | Critical |
| 3 | 52030 | CA    | 8/17/2021     | 9914            | 0        | Fire Module             | Mobile Property Make | Plus-One Code May Not Be | Warning  |
| 4 | 52030 | CA    | 8/19/2021     | 9999            | 0        | Wildland Module         | Wildland Fire Cause  | Plus-One Code May Not Be | Warning  |
| 5 | 17555 | CA    | 6/5/2021      | 9281            | 0        | Wildland Module         | Wildland Fire Cause  | Plus-One Code May Not Be | Warning  |
| 6 | 10032 | CA    | 7/16/2021     | 11021           | 0        | Wildland Module         | Wildland Fire Cause  | Plus-One Code May Not Be | Warning  |

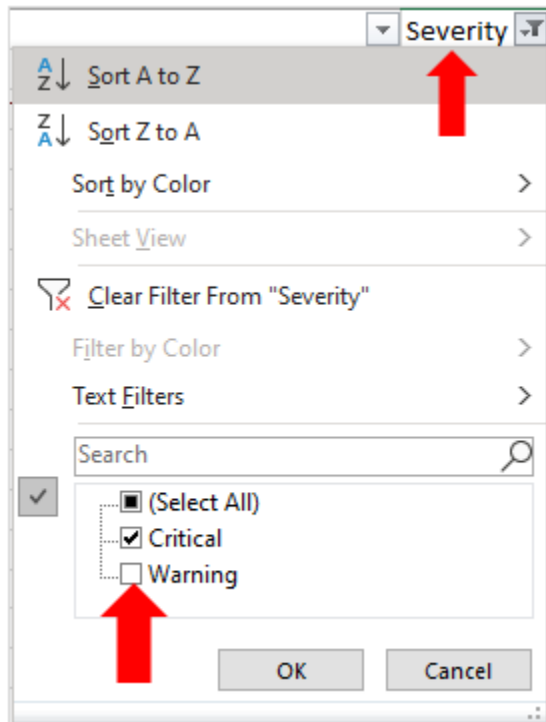
- Use **CTRL+A** to select all of the cells with data

|   | A     | B     | C             | D               | E        | F                       | G                    | H                        | I        |
|---|-------|-------|---------------|-----------------|----------|-------------------------|----------------------|--------------------------|----------|
| 1 | FDID  | State | Incident Date | Incident Number | Exposure | Module/Location         | Field/Location       | Description              | Severity |
| 2 | 52030 | CA    | 8/17/2021     | 9914            | 0        | NFIRS - Data Entry Tool | Fire Module          | Cannot have both Equipme | Critical |
| 3 | 52030 | CA    | 8/17/2021     | 9914            | 0        | Fire Module             | Mobile Property Make | Plus-One Code May Not Be | Warning  |
| 4 | 52030 | CA    | 8/19/2021     | 9999            | 0        | Wildland Module         | Wildland Fire Cause  | Plus-One Code May Not Be | Warning  |
| 5 | 17555 | CA    | 6/5/2021      | 9281            | 0        | Wildland Module         | Wildland Fire Cause  | Plus-One Code May Not Be | Warning  |
| 6 | 10032 | CA    | 7/16/2021     | 11021           | 0        | Wildland Module         | Wildland Fire Cause  | Plus-One Code May Not Be | Warning  |

- Under **Sort & Filter** select **Filter**




- Under the **Severity** column filter, un-check "Warning" (since warnings do **not** count against validation, only critical errors) and click OK.



- You now have a list of the critical errors from the file.

## Appendix C: Processing Import Failures

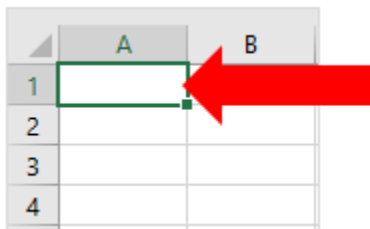
- Open a blank Excel workbook
- Open the \*.log file
- Use **CTRL+A** to “select all” in the \*.log file



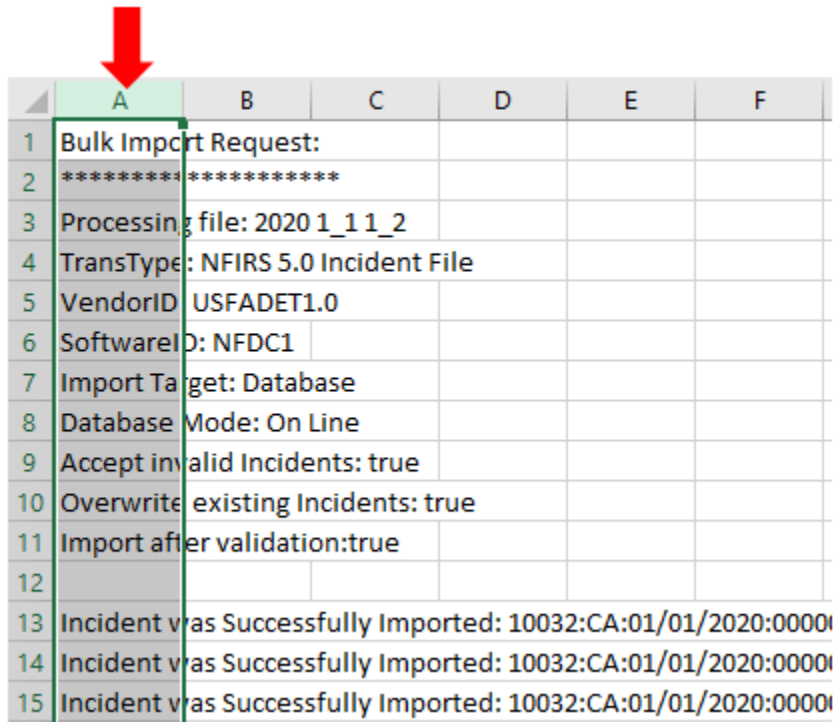
```
2020_1_1_2.log - Notepad
File Edit Format View Help
Bulk Import Request:
*****
Processing file: 2020_1_1_2
TransType: NFIRS 5.0 Incident File
VendorID: USFADET1.0
SoftwareID: NFDC1
Import Target: Database
Database Mode: On Line
Accept invalid Incidents: true
Overwrite existing Incidents: true
Import after validation:true

Incident was Successfully Imported: 10032:CA:01/01/2020:0000002:0 2021-07-30 12:56:52
Incident was Successfully Imported: 10032:CA:01/01/2020:0000005:0 2021-07-30 12:56:55
Incident was Successfully Imported: 10032:CA:01/01/2020:0000011:0 2021-07-30 12:56:59
Incident was Successfully Imported: 10032:CA:01/01/2020:0000009:0 2021-07-30 12:57:03
```

- Use **CTRL+C** to copy the selected data
- Use **CTRL+V** to paste the data into **cell A1** of the Excel workbook

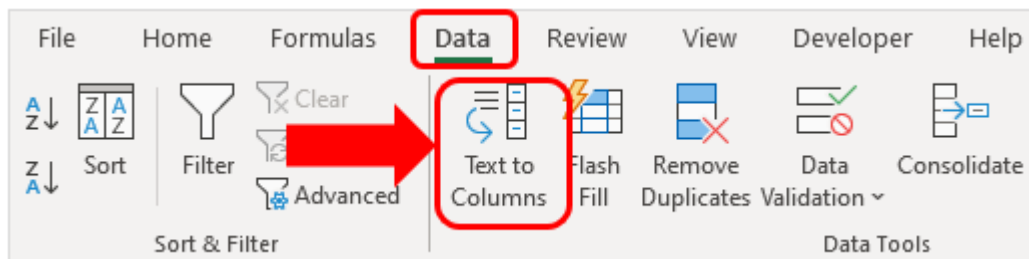


- Click on **A** in the gray column header to select **all** of **column A**

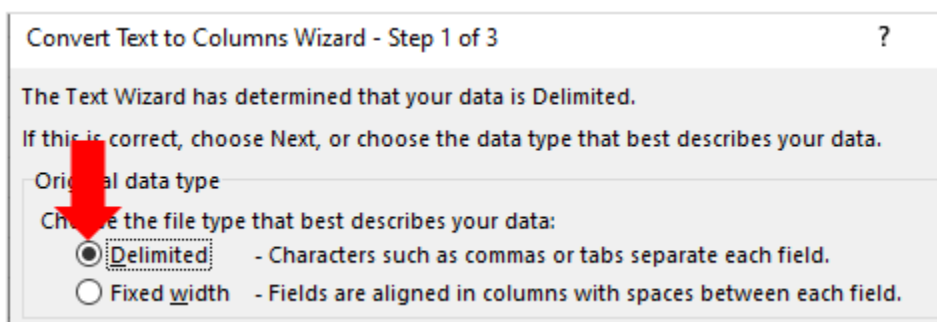


|    | A   | B | C | D | E | F |
|----|---|---|---|---|---|---|
| 1  | Bulk Import Request:  |   |   |   |   |   |
| 2  | *****   |   |   |   |   |   |
| 3  | Processing file: 2020 1_1 1_2                                 |   |   |   |   |   |
| 4  | TransType: NFIRS 5.0 Incident File                            |   |   |   |   |   |
| 5  | VendorID USFADET1.0   |   |   |   |   |   |
| 6  | SoftwareID: NFDC1   |   |   |   |   |   |
| 7  | Import Target: Database                                       |   |   |   |   |   |
| 8  | Database Mode: On Line  |   |   |   |   |   |
| 9  | Accept invalid Incidents: true                                |   |   |   |   |   |
| 10 | Overwrite existing Incidents: true                            |   |   |   |   |   |
| 11 | Import after validation:true                                  |   |   |   |   |   |
| 12 |   |   |   |   |   |   |
| 13 | Incident was Successfully Imported: 10032:CA:01/01/2020:00000 |   |   |   |   |   |
| 14 | Incident was Successfully Imported: 10032:CA:01/01/2020:00000 |   |   |   |   |   |
| 15 | Incident was Successfully Imported: 10032:CA:01/01/2020:00000 |   |   |   |   |   |

- Under the **Data** tab, select **Text to Columns**



- Select **Delimited** and click Next



Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ **Delimited** - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

- Check the **Other** box and enter the colon ( : ) symbol

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see a preview of the data in the preview below.

Delimiters

☒ Tab

☐ Semicolon

☐ Comma

☐ Space

☒ Other: :

☐ Treat consecutive delimiters as one

Text qualifier: \*

- Click **Finish**

< >

Cancel < Back Next > Finish

- Your error data is now split into columns
- Delete rows 1 through 11

|    | A   | B | C | D | E | F | G | H | I |
|----|---|---|---|---|---|---|---|---|---|
| 1  | Bulk Import Request:  |   |   |   |   |   |   |   |   |
| 2  | *****   |   |   |   |   |   |   |   |   |
| 3  | Processing file: 2021-07-30 11_2  |   |   |   |   |   |   |   |   |
| 4  | TransType: NFIRS 5.0 Incident File  |   |   |   |   |   |   |   |   |
| 5  | VendorID: USFADET1.0  |   |   |   |   |   |   |   |   |
| 6  | SoftwareID: NFDC1   |   |   |   |   |   |   |   |   |
| 7  | Import Target: Database   |   |   |   |   |   |   |   |   |
| 8  | Database Mode: On Line  |   |   |   |   |   |   |   |   |
| 9  | Accept invalid Incident: true   |   |   |   |   |   |   |   |   |
| 10 | Overwrite existing incidents: true  |   |   |   |   |   |   |   |   |
| 11 | Import after validation: true   |   |   |   |   |   |   |   |   |
| 12 |   |   |   |   |   |   |   |   |   |
| 13 | Incident was Successfully Imported: 10032:CA:01/01/2020:0000002:0 2021-07-30 12:56:52 |   |   |   |   |   |   |   |   |
| 14 | Incident was Successfully Imported: 10032:CA:01/01/2020:0000005:0 2021-07-30 12:56:55 |   |   |   |   |   |   |   |   |

- Scroll to the end of the spreadsheet and delete the **Incident Summary** rows

|       |   |
|-------|---|
| 20039 | Incident was Successfully Imported: 36185 |
| 20040 | EXCEPTION: Incident 19110:CA:01/02/2020   |
| 20041 |   |
| 20042 | Incident Summary:                         |
| 20043 | *****                                     |
| 20044 | Valid Imports:17683                       |
| 20045 | Invalid Imports:476                       |
| 20046 | Deleted Incidents:0                       |
| 20047 | Import failures:1831                      |
| 20048 |   |
| 20049 | TOTAL Processed:19990                     |
| 20050 |   |

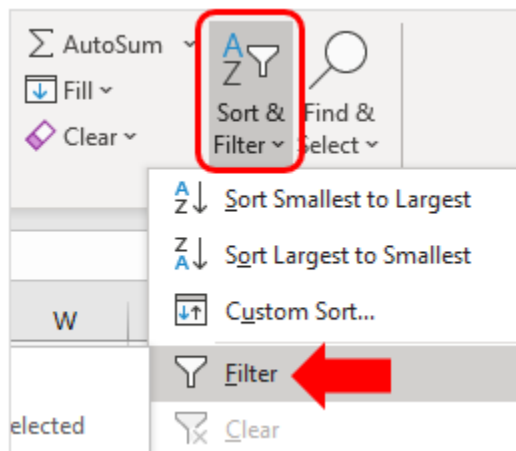
- Scroll back to the top of the document and label the columns as shown below

|   | A            | B     | C     | D             | E               | F             | G             | H  | I |
|---|--------------|-------|-------|---------------|-----------------|---------------|---------------|----|---|
| 1 | Result       | FDID  | State | Incident Date | Incident Number | Module        | Error Message |    |   |
| 2 | Incident wa: | 10032 | CA    | 1/1/2020      | 2 0             | 2021-07-30 12 | 56            | 52 |   |
| 3 | Incident wa: | 10032 | CA    | 1/1/2020      | 5 0             | 2021-07-30 12 | 56            | 55 |   |
| 4 | Incident wa: | 10032 | CA    | 1/1/2020      | 11 0            | 2021-07-30 12 | 56            | 59 |   |
| 5 | Incident wa: | 10032 | CA    | 1/1/2020      | 9 0             | 2021-07-30 12 | 57            | 3  |   |

- Use **CTRL+A** to select all of the cells with data

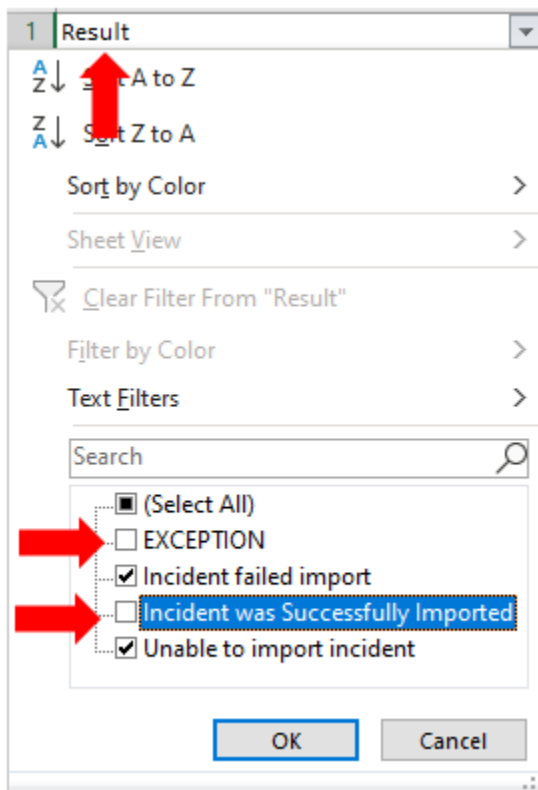
|   | A            | B     | C     | D             | E               | F             | G             | H  | I | J |
|---|--------------|-------|-------|---------------|-----------------|---------------|---------------|----|---|---|
| 1 | Result       | FDID  | State | Incident Date | Incident Number | Module        | Error Message |    |   |   |
| 2 | Incident wa: | 10032 | CA    | 1/1/2020      | 2 0             | 2021-07-30 12 | 56            | 52 |   |   |
| 3 | Incident wa: | 10032 | CA    | 1/1/2020      | 5 0             | 2021-07-30 12 | 56            | 55 |   |   |
| 4 | Incident wa: | 10032 | CA    | 1/1/2020      | 11 0            | 2021-07-30 12 | 56            | 59 |   |   |
| 5 | Incident wa: | 10032 | CA    | 1/1/2020      | 9 0             | 2021-07-30 12 | 57            | 3  |   |   |

- Under **Sort & Filter** select **Filter**





- Under the **Result** column filter, **un-check** “EXCEPTION” and “Incident was Successfully Imported” and click OK.



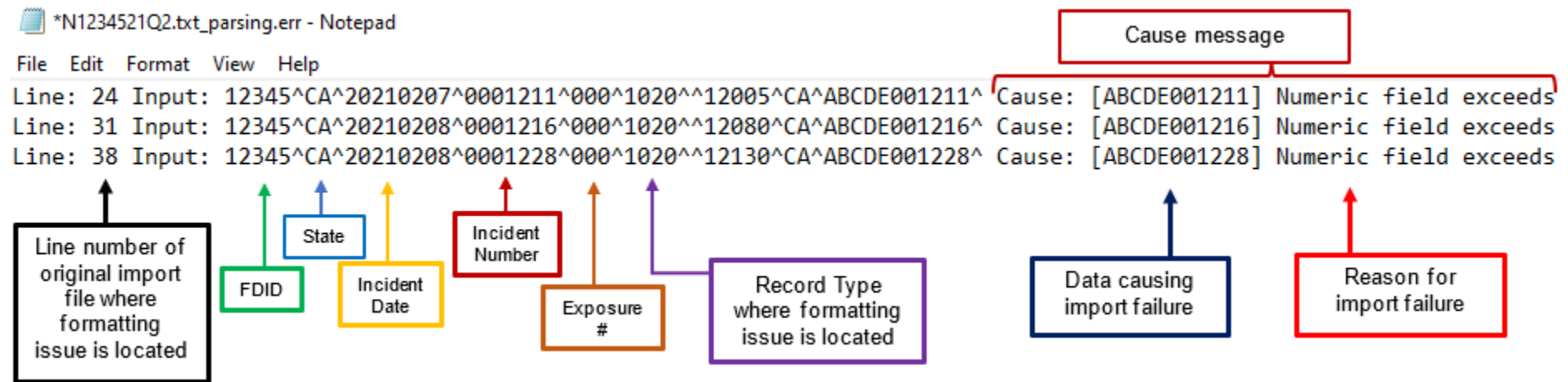
*Note: “Exception” indicates a critical error, NOT an import failure.*

- You now have a list of the import failures from the file.
- More information on the incidents that failed to import can be found in the **\*.txt\_parsing.err** file (see [Appendix D](#))

## Appendix D: Viewing the Parsing File (\*.txt\_parsing.err)

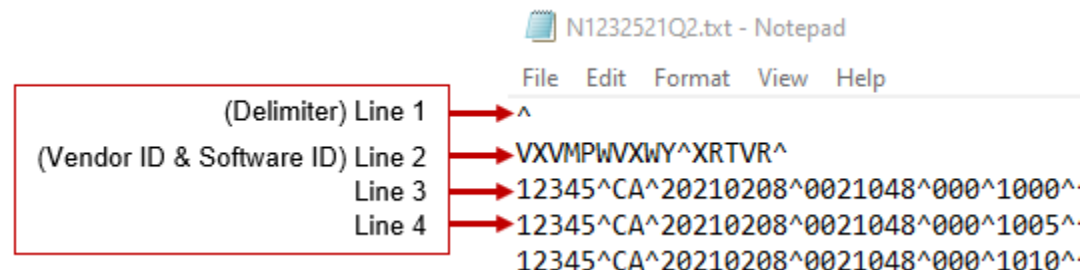
The information below provides an explanation and example of identifying the formatting issues that can cause incidents to fail import. The parsing file is something that NFIRS-compliant software vendors should be familiar with, but this information can be used to assist in communication and resolution of formatting issues in NFIRS submission files.

### Elements of the Parsing File



### Line Number

This is the line number, starting from top to bottom, where the data causing the import failure can be found in the **original file** that was imported to eNFIRS. Line one is a delimiter and line two is the ten-digit Vendor ID and five-digit Software ID.



Locate the specified line number in the **original file** that was imported to eNFIRS.

Review the cause message from the **parsing file** and locate the **data** causing the import failure.

This can also be found in the **original file** by locating the **incident number** and **record type** identified in the **parsing file**.

Ex:

```
Line: 24 Input: 12345^CA^20210207^0001211^000^1020^^12005^CA^ABCDE001211^ Cause: [ABCDE001211] Numeric field exceeds
```

**Line Number = 24**

**Data = [ABCDE001211]**

**Incident Number = 0001211**

**Record Type = 1020**

The diagram illustrates the process of locating the data causing an import failure. It shows a list of lines from a file, each with an incident number and a record type. The incident number is highlighted in red, and the record type is highlighted in purple. A callout box points to the specific line (Line number: 24) that caused the failure, and another callout box points to the data causing the failure (Data causing of import failure: ABCDE001211).

| Line  | Incident Number | Record Type |
|---|-----------------|-------------|
| 12345^CA^20210208^0001048^000^1000^^5.0^                        | 0001048         | 1000        |
| 12345^CA^20210208^0001048^000^1005^^322^N^N^20220208140358      | 0001048         | 1005        |
| 12345^CA^20210208^0001048^000^1010^^1^1841^S^SAN JACINTO^       | 0001048         | 1010        |
| 12345^CA^20210208^0001048^000^1030^^2533507^IAN^^GOVERNALI      | 0001048         | 1030        |
| 12345^CA^20210208^0001048^000^1035^^2533507^IAN^^GOVERNALI      | 0001048         | 1035        |
| 12345^CA^20210208^0001048^000^1060^^1^9244^4^                   | 0001048         | 1060        |
| 12345^CA^20210208^0001184^000^1000^^5.0^                        | 0001184         | 1000        |
| 12345^CA^20210208^0001184^000^1005^^321^N^N^20220208182358      | 0001184         | 1005        |
| 12345^CA^20210208^0001184^000^1010^^1^325^S^VERNON^AVE^^        | 0001184         | 1010        |
| 12345^CA^20210208^0001184^000^1030^^2533507^IAN^^GOVERNALI      | 0001184         | 1030        |
| 12345^CA^20210208^0001184^000^1035^^2533507^IAN^^GOVERNALI      | 0001184         | 1035        |
| 12345^CA^20210208^0001184^000^1060^^1^9244^4^                   | 0001184         | 1060        |
| 12345^CA^20210208^0001216^000^1000^^5.0^                        | 0001216         | 1000        |
| 12345^CA^20210208^0001216^000^1005^^321^N^N^20220208193113      | 0001216         | 1005        |
| 12345^CA^20210208^0001216^000^1010^^1^818^E^MAIN^ST^^^Sar       | 0001216         | 1010        |
| 12345^CA^20210208^0001216^000^1030^^2533507^IAN^^GOVERNALI      | 0001216         | 1030        |
| 12345^CA^20210208^0001216^000^1035^^2533507^IAN^^GOVERNALI      | 0001216         | 1035        |
| 12345^CA^20210207^0001111^000^1005^^321^N^4^20220207192604      | 0001111         | 1005        |
| 12345^CA^20210207^0001111^000^1000^^1^0^0^^2^^ALDERPOINT RD/OLI | 0001111         | 1000        |
| 12345^CA^20210207^0001211^000^1020^^12005^CA^ABCDE001211^       | 0001211         | 1020        |

Line number: 24

Incident Number: 0001211

Record Type: 1020

Data causing of import failure: ABCDE001211



Beginning on page **141** of the NFIRS 5.0 Design Documentation, there are tables for each transaction that show which field is located at each element number of that record type.

Locate the appropriate table based on **Table 3-5**.

In this example, the “Aid Given and Received Transaction” can be found in **Table 3-10** on page **142**.

From this table, it is shown that **element number 10** of **record type 1020** is the “Incident Number of FDID Receiving Aid” field.

It is also shown that this field must be a number (N) and the **maximum** length of this field is seven digits.

*A key explaining the various data types can be found beginning on page **136** of the NFIRS 5.0 Design Documentation.*

**TABLE 3-10. Aid Given or Received Transaction**

| ELEMENT NUMBER | ELEMENT NAME                          | DATA TYPE | SPECIAL FORMATTING | MAX OR EXPECTED LENGTH | COMMENTS          |
|----------------|---------------------------------------|-----------|--------------------|------------------------|-------------------|
| 1              | Fire Dept. ID                         | X         |                    | 5                      |                   |
| 2              | Fire Dept. State                      | C         |                    | 2                      |                   |
| 3              | Alarm Date                            | N         |                    | 8                      |                   |
| 4              | Incident Number                       | N         |                    | 7                      |                   |
| 5              | Exposure Number                       | N         |                    | 3                      | Zero Based        |
| 6              | Record Type                           | N         |                    | 5                      | Record Type: 1020 |
| 7              | Transaction Type                      | C         |                    | 1                      |                   |
| 8              | FDID Receiving Aid                    | X         |                    | 5                      |                   |
| 9              | FDID State Receiving Aid              | C         |                    | 2                      |                   |
| 10             | Incident Number of FDID Receiving Aid | N         |                    | 7                      |                   |

The data causing the import failure (**ABCDE001211**) contains eleven digits, which exceeds the maximum of seven.

This information can be brought to the attention of the software vendor your fire department uses to complete NFIRS reports (ESO, Emergency Reporting, Zoll, Firehouse, etc.) to resolve the issue in their data formatting.

## Appendix F: eNFIRS Bulk Import Utility (BIU) File Guidelines

These guidelines can be found on the eNFIRS BIU web page:

### File Guidelines

#### File Names

- May contain **alphabetic** characters (**a to z**)
- May contain **numeric** digits (**0 to 9**)
- May contain **spaces (but NOT tabs, newlines, or carriage returns)**
- May ONLY contain the following **special characters**: @ (at sign), . (period), \_ (underscore), - (hyphen)
- No other special characters will be accepted

#### File Content Type and Number

- File content type has to be either **text/plain** or **application/zip**
- File of content type **application/zip** must only contain **plain text files**
- File of content type **application/zip** can contain **up to 10 files**
- A **maximum** of **30 plain text files** are allowed
- File content type has to be either incident data or fire dept info data
- A zip file cannot contain both incident data files and fire dept info data files
- Fire Dept information files must be uploaded separately, on the Fire Dept info upload page