



Adding a TBA property to ACRES

Targeted Brownfields Area (TBA) data is entered into ACRES by EPA users and EPA contractors.

The instructions and steps below show how to associate an add a TBA property to ACRES.

Logging into ACRES

To log into ACRES, open your Internet Browser and enter the following URL:

<https://acres6.epa.gov>

1. Enter your ACRES **User ID**.
2. Enter your ACRES **Password**.
3. Select **Login**.



NOTE: As an EPA user, your **User ID** and **Password** are your EPA LAN credentials.

Admin Mode

User ID:

Password:

login

Register | Forgot Username/Password?
Reset your EPA VAM Password

The ACRES Homepage displays.

The screenshot shows the ACRES homepage with a green navigation bar at the top. Below the navigation bar, there is a welcome message and a grid of eight dashboard widgets:

- Work Packages:** Shows 2 Work Packages to Review and 0 packages in the same status for 90 days. Includes a 'Review Work Packages' button.
- Quarterly Reports:** Shows 0 Quarterly Reports to Review, due 10/30/2019 (32 days). Includes buttons for 'Review Quarterly Reports' and 'View Past Quarterly Reports'.
- Targeted Brownfields Areas (TBAs):** Shows 0 Open TBA Work Packages. Includes buttons for 'My Open TBA Work Packages' and 'Manage TBA Property'.
- Reports Center:** Lists reports like Program Accomplishment Report (PAR), Regional Status Report, and Section 128(a) State/Tribal Program Activity Levels (PALs).
- Accomplishments:** A table showing performance metrics for Region 10 for Fiscal Year (FY) FY19.
- My Account:** Shows 10 Cooperative Agreements and 19 Projects associated with the account.
- Message Center:** Lists new releases and learning resources like 'Learn the Lingo' and 'Learn more in our glossary'.
- Knowledge Center:** Lists quick reference guides and forms, including a multi-property form for 10+ properties.

Adding a property to a TBA

You can add a property to your regional TBA.

1. On the **Targeted Brownfields Areas (TBAs)** card on your homepage, select the **Manage TBA property** button.

This is a close-up of the 'Targeted Brownfields Areas (TBAs)' card from the dashboard. It displays the title, a count of 0 Open TBA Work Packages, and two buttons at the bottom: 'My Open TBA Work Packages' and 'Manage TBA Property'.

You will be directed to STEP 1 in Adding a TBA Property.

Recipient Name	Associated Properties	State	CA Announcement Year(FY)
Region 10 STAG TBA TST	2 Properties + View Ware Equipment Enter data Rays Pesticides TST Enter data	ID	FY

2. Click on the hyperlink of TBA you are adding the property. This will take you to the TBA Home page.
3. On the TBA home page, under Properties Addressed by this Cooperative Agreement, select the **+Add a property to this Cooperative Agreement** button.

Property Name	Action	Status	Current Owner
Rays Pesticides TST	Enter data		None
Ware Equipment	Enter data		None

4. For adding a property, on the **Step 2 - Search for Existing Property (Avoid Duplication)** screen (below), you can add filters to search the system and ensure that you are not adding a duplicate property to the CA.



IMPORTANT: The best practice is to first conduct a broad search, such as selecting the **Property State** or **City**, to ensure that the property does not already have a record in the system before creating a new record.

5. Once the filters are entered, select the **Apply Filter/Display Properties** button.



ACRES

Work Packages Quarterly Reports Find Property/Cooperative Agreement/TBA: Search by Name, ID...

STEP 2 in Adding a Property to Region 10 STAG TBA TST

1 Select CA 2 Search for Existing Property (Avoid Duplication) 3 Property Profile Form Part I: Property Information 4 Property Profile Form Part II: Environmental Activities 5 Property Profile Form Part III: Additional Property Information 6 Review & Submit

Use one or more of the FILTERS below to check for an existing property (to avoid property duplication).

Property State: None selected | City or Keyword: Name, Address, City, ACRES ID | Zip Code: Zip Code

Apply Filter/Display Properties Clear

- If there is no record of the property in ACRES, select the **+Create new property** button.
- If the property already exists in ACRES, select the checkbox in front of the property record and select the **Add selected property** button to add the property to your TBA.

ACRES

Work Packages Quarterly Reports Find Property/Cooperative Agreement/TBA: Search by Name, ID...

STEP 2 in Adding a Property to Region 10 STAG TBA TST

1 Select CA 2 Search for Existing Property (Avoid Duplication) 3 Property Profile Form Part I: Property Information 4 Property Profile Form Part II: Environmental Activities 5 Property Profile Form Part III: Additional Property Information 6 Review & Submit

Use one or more of the FILTERS below to check for an existing property (to avoid property duplication).

Property State: None selected | City or Keyword: Name, Address, City, ACRES ID | Zip Code: Zip Code

Apply Filter/Display Properties Clear

Add selected property Create new property

Show 50 entries Showing 0 to 0 of 0 entries

Property	ACRES Property ID	Property City	Property State	Property Address	Associated CA Name(s)	CA Number	CA Type	CA Announcement Year
Loading ...								

Show 50 entries Showing 0 to 0 of 0 entries

Previous Next

Add selected property Create new property



8. This will direct you to STEP 3 in Adding a Property to a TBA, the Property Profile Form.

STEP 3 in Adding a Property to Region 10 STAG TBA TST

1. Select CA | 2. Search for Existing Property (Avoid Duplication) | **3. Property Profile Form Part I: Property Information** | 4. Property Profile Form Part II: Environmental Activities | 5. Property Profile Form Part III: Additional Property Information | 6. Review & Submit

Cooperative Agreement (CA) Information

* CA Name & ID:

* CA Recipient Information
For Assessment, Cleanup, Multipurpose and Revolving Loan Fund cooperative agreements, what type of funding is being used at this property?

Hazardous
 Petroleum
 Both

Property Background Information

Property ID:

* Property Name:

Alias:

Property Owner: Government (Tribal, State, Local) Private

* Address:

* Zip Code:

* City:

* State:

Notes

* Indicates a required field
EPA Form #0200-03 (9-2005), Form Approved, OMB No. 2050-0192, Expires 07-31-2022

Submission Notes

Submission notes are a temporary note to your regional representative to ask a question or share comments about this work package. When the work package is approved, the submission notes are deleted. For permanent notes, please enter Data Documentation

Latitude:

Longitude:

[Edit Location Fields](#)

9. After you have entered your TBA property data, click the Save and Skip to REVIEW & SUBMIT button.

10. At the bottom of the REVIEW & SUBMIT page, click + **Accept**.

Reviewer Feedback:

<u>ACRES Help Desk</u>	
Email	Acres_help@epa.gov
Phone	703-284-8212
Day/Time	Mon – Thurs/ 9am -5pm EST