Viewing and Printing Cooperative Agreement Information

The Cooperative Agreement (CA) detailed information is displayed in a read-only format, and can be printed in a format that can be shared with others, or used for your own reporting and tracking purposes.

This reference guide will show you how to view and print Cooperative Agreement information in 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: Your ACRES User ID and Password are what you set during the EPA registration process.

Accessing My CAs

1. On your ACRES Homepage, go to your My Account card.
2. On your **My Account** card, select the **My CAs** button to access your associated Cooperative Agreements.

![My Account Card](image)

3. On your **My Cooperative Agreements** screen, click the hyperlink of a specific agreement in the **CA Name** column.

![My Cooperative Agreements Screen](image)

4. You will navigate to the **Cooperative Agreement Detail** screen (below), which provides all of the general information and specific details of the CA.
Six sections of Cooperative Agreement screen

The **Cooperative Agreement** screen is divided into six sections, with each section providing specific details of the agreement.

- Basic Info/Actions
- Properties Addressed by this Cooperative Agreement
- Assessment Activities
- Cleanup Activities
- Institutional and Engineering Controls
- Redevelopment and other Leveraged Accomplishments

**Basic Info and Actions**

The **Basic Info and Actions** section displays information provided by the EPA regarding the basic details of the CA.
The information in this section is read-only, however you can click the following links under the **Actions** section:

- **View CA Fact Sheet**: To navigate to the Brownsfield Grant Fact Sheet page, where the EPA maintains a fact sheet on each Brownfields Grant. You can directly access this page at: [http://cfpub.epa.gov/bf_factsheets](http://cfpub.epa.gov/bf_factsheets).
- **View CA Submission Archive**: To navigate to the Submission Archive – Cooperative Agreement screen.
- **Acres_help@epa.gov**: To reach or contact the ACRES Help Desk.

**Properties Addressed by this Cooperative Agreement Info and Actions**

This section displays each property that is associated with the selected CA, the **Status** of the work package, and the current **Owner** of the package.

In this section you can select the following links and/or button:

- **Property Name**: select this link in the **Property Name** column to access the **Property Details** screen.
- **Enter Data**: select this link in the **Action** column to enter, update, or edit the property information.
- **Add a Property to this Cooperative Agreement**: click this button to add a new property to **this** Cooperative Agreement.
**Assessment Activities**

This section displays information regarding Assessment dates and Funding information for each property associated with the CA.

You have the ability to enter data for each property by selecting the link in the **Actions** column.

**Cleanup Activities**

This section displays information regarding the Cleanup dates, leveraged jobs, and funding information for each property associated with the CA.

You have the ability to enter data for each property by selecting the link in the **Actions** column.
Institutional and Engineering Controls

The Institutional and Engineering Controls section is read-only, and displays the information indicating if any controls are required and/or in place for each property.

<table>
<thead>
<tr>
<th>Property Name</th>
<th>Are ICs Required?</th>
<th>IC In Place</th>
<th>Are ECs Required?</th>
<th>EC In Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boise Reclim Storage Facility</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Former Peter's Pickle Plant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joes Garage TST</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>TWIN FALLS IDENTICAL TST</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Redevelopment and Other Leveraged Accomplishments

This section displays information regarding any other leveraged funding, any Jobs post cleanup, or the assessment activity.

You have the ability to enter data for each property by selecting the link in the Actions column.
Printing your CA Information

1. To print your CA information, select the **Print Page** button at the bottom of the screen.
2. A print preview page displays, along with the printing options. Select the **Print** button to print your CA information and details.

## ACRES Help Desk

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:Acres_help@epa.gov">Acres_help@epa.gov</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>703-284-8212</td>
</tr>
<tr>
<td>Day/Time</td>
<td>Mon – Thurs/ 9am -5pm EST</td>
</tr>
</tbody>
</table>