Roles and Permissions in ATTAINS

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Purpose: In ATTAINS, user permissions depend upon organization type: users from states/territories/tribes have different Role options than EPA users. This document explains the Role options for each type of user, and the basic permissions allowed for each.

Audience: Anyone who would like to understand the Role levels and permissions available in ATTAINS.
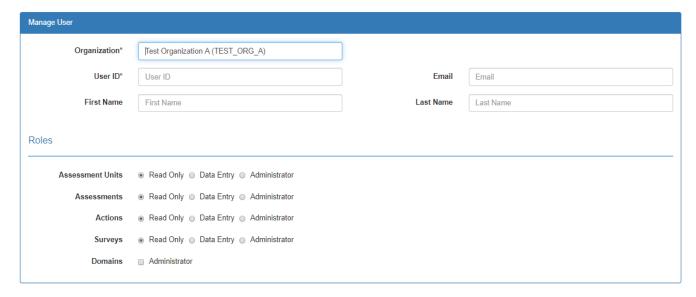
1 ALL USERS

Each user needs an individual user account. State/Territory/Tribal Users will need an Exchange Network or NAAS account to be created before they can be registered in the ATTAINS User database. EPA users will use their Web Access Management (WAM) or Local Area Network (LAN) login ID. All users will need to provide the following information to the ATTAINS User Administrator:

- Organization (the state, territory or tribal name; or the EPA Region number; or EPA HQ)
- User ID (this is the Exchange Network or NAAS account for State/Territory/Tribal users, or the WAM/LAN ID for EPA users)
- Email address
- First Name
- Last Name

2 ROLES FOR STATE/TERRITORY/TRIBAL USERS

State, Territory and Tribal Users may receive access to the Assessment Units, Assessments, Actions, and Surveys tabs, as well as the ability to add state level Domain values, with the appropriate permissions. This section lists the general permissions available to each type of Role.

2.1 ASSESSMENT UNITS TAB

Permission	Read Only	Data Entry	Administrator
Ability to view Assessment Unit data	✓	✓	✓
Ability to edit data in Assessment Units tab		✓	✓
Ability to Upload GIS for the Organization		✓	✓
Ability to Batch Upload Assessment Units			✓

2.2 ASSESSMENTS TAB

Permission	Read Only	Data Entry	Administrator
Ability to view Assessment data	✓	✓	✓
Ability to edit data in Assessments tab		✓	✓
Ability to Batch Upload Assessments		✓	✓
Ability to Create a New Cycle			✓
Ability to Share Cycle with EPA (share Draft or Working Copy/In Progress version of a cycle)			✓
Ability to Submit ("Promote") an Assessment cycle to EPA			✓

2.3 ACTIONS TAB

Permission	Read Only	Data Entry	Administrator
Ability to view Actions data (e.g., TMDL, 4B Actions, etc.)	✓	✓	✓
Ability to create new Actions		✓	✓
Ability to edit data in Actions tab for state-entered Actions in "Draft" status. • Users cannot edit Actions in "Submitted" or "Final" status. • Users may see Actions entered by EPA but cannot edit them.		✓	✓
Ability to Batch Upload Actions		✓	✓
Ability to Submit an Action to EPA			✓

2.4 SURVEYS TAB

Permission	Read Only	Data Entry	Administrator
Ability to view state scale statistical Survey data	✓	✓	✓
Ability to edit data in Surveys tab		✓	✓
Ability to Submit ("Publish") a survey in ATTAINS			✓

2.5 DOMAINS ADMINISTRATOR

Domain Administrators should be limited to one or two people per Organization.

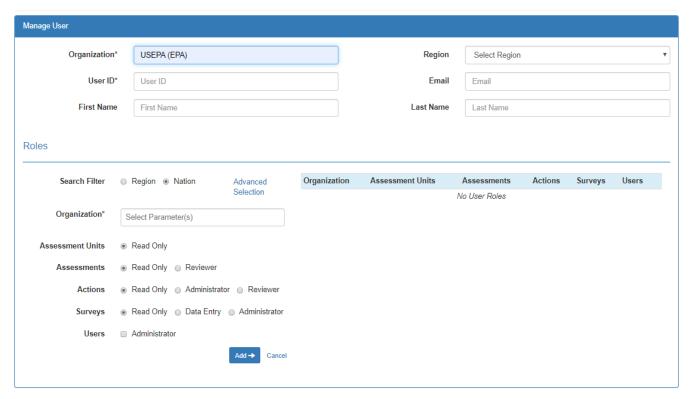| Permission	None	Administrator
Ability to see Administration tab		✓
Ability to add some state-specific domain values. These are only available for domain lists that are not managed at the national level. The domain types that state/territory/tribal Domain Administrators may manage include: • **Organization IR Category** (The state should not try to redefine labels that are used by the EPA IR Category—that can cause confusion if the state claims a water is in one category without providing the supporting data so that ATTAINS can calculate it properly. Instead, this Organization IR Category could be used to further subdivide a category (such as Category 3 to Category 3a, 3b and 3c), or it could have a different name.) • **Assessment Methodology** • **Assessment Use Qualifier Flag** • **Assessment Parameter Qualifier Flag** • **Location Type** (Note: This does not allow you to add location types that are managed at the national level such as HUC8 and HUC12.) • **Survey Use or Condition** • **Survey Category** Note: This role allows you to add domain values in the categories above. It does not allow you to edit or delete existing domain values. Check for typos before you save a new domain value.		✓

3   ROLES FOR EPA USERS

EPA Users may receive access to multiple Organizations, and permissions may vary by Organization. Access includes the Assessment Units, Assessments, Actions, and Surveys tabs, as well as the ability to manage users, with the appropriate permissions.

The roles available to EPA are:

1. Read Only (lowest level permissions)
2. Administrator (mid-level permissions)
3. Reviewer (high-level permissions)

There is often confusion between the Administrator level and Reviewer level. The mid-level permissions are called **"Administrator"** (instead of "Data Entry") because they typically have the same permissions as the state "Administrator" level (including the ability to Batch Upload, where available). The **"Reviewer"** level is higher than Administrator level because they can **review** the work of the Administrator level before final approval.

3.1 ASSESSMENT UNITS TAB

States manage Assessment Units, so EPA's only role is Read Only for Assessment Units. However, EPA may also upload GIS for a state, if necessary.

Permission	Read Only
Ability to view Assessment Unit data	✓
Ability to Upload GIS	✓

3.2 ASSESSMENTS TAB

Permission	Read Only	Reviewer
Ability to view Assessment data	✓	✓
Ability to view a Draft or Working Copy (In Progress) cycle if shared by the Organization	✓	✓
Ability to review Assessment decisions from the state once the state has submitted ("Promoted") an Assessment cycle to "Organization Final Action – Submittal" status. This also includes the ability to add Assessment Unit / Cause Parameter combinations to the CWA Section 303(d) List.		✓
Ability to upload documents in the "Manage Cycle" section as part of the Assessment cycle review		✓
Ability to Approve ("Promote") an Assessment cycle to "EPA Document Decisions", "EPA Interim Final Action" or "EPA Final Action" status		✓

3.3 ACTIONS TAB

Permission	Read Only	Administrator	Reviewer
Ability to view Actions data (e.g., TMDL, 4B Actions, etc.)	✓	✓	✓
Ability to create new Actions		✓	✓
Ability to edit data in Actions tab for EPA-entered Actions in "Draft" status. • Users may see state-entered Actions that are in "Draft" status but cannot edit them, except by changing the flag that determines whether the Action counts towards WQ-27, if necessary		✓	✓
Ability to "Submit" an Action for EPA-entered Actions in "Draft" status		✓	✓
Ability to edit data in Actions tab for state or EPA-entered Actions in "Submitted" status.		✓	✓
Ability to Batch Upload Actions		✓	✓
Ability to Review and Approve an Action			✓

3.4 SURVEYS TAB

Permission	Read Only	Data Entry	Administrator
Ability to view state scale statistical Survey data	✓	✓	✓
Ability to edit data in Surveys tab		✓	✓
Ability to Submit ("Publish") a survey in ATTAINS • Note: While the system allows an EPA user to have the "Administrator" role for Surveys, this is only approved in limited circumstances. States should have the final say on publishing a survey, so most EPA users would not be allowed to have Survey Administrator privileges.			✓ (Only allowed in limited circumstances. See Note.)

3.5 USER ADMINISTRATION

User Administration is typically handled by EPA Headquarters and by EPA regional Data Management Coordinators (DMCs). User Administrators manage permissions for both EPA and State/Territory/Tribal users within their jurisdiction. A User Administrator may only grant privileges for an Organization that they themselves have access to. For example, a Region 1 Data Management Coordinator only has access to Organizations in Region 1, so he or she would not be able to grant permissions to an Organization in Region 5.

Permission	None	Administrator
Ability to add Users and change User permissions within their jurisdiction		✓