

# How to Enter a TMDL Action in ATTAINS

Version: 9/19/2018

**Purpose:** This document explains how to enter a TMDL “Action” in the Actions module of the ATTAINS User Interface (Step 1 from Figure 1, below).

- There are additional steps required in order to associate the waters with the Action and have ATTAINS calculate those Assessment Unit and Parameter combinations as Integrated Reporting (IR) Category 4a. For information on those additional steps (Steps 2 and 3 from Figure 1, below), please see the document “How to Apply a TMDL Action to Assessments”.
- **Note:** “Actions” in ATTAINS are not limited to TMDLs. Other “Action” types that can be entered include “Protection Approaches”, “4B Restoration Approaches”, “NPS Funding in Place”, etc. However, a TMDL Action requires different data than other Action types, so this instruction document only applies to TMDL Actions.



*Figure 1: ATTAINS calculates Integrated Reporting (IR) Categories for Assessments based on the data in the system. Follow these steps to have ATTAINS calculate an Assessment Unit and Parameter combination as IR Category 4a. Step 1: The TMDL Action is entered in the Actions module by either EPA or the State. Step 2: The State associates the action with the appropriate Assessment Units and Parameters in the Associated Actions section of the Assessments module. Step 3: ATTAINS calculates the Assessment Unit and Parameter combinations as IR Category 4a. If this happens between IR cycles, the Assessment Unit and parameter combination is calculated as Category 4a for the next cycle.*

**Access Level Required:** Actions may be entered by either States or EPA. Entering an Action in ATTAINS requires the following level of access:

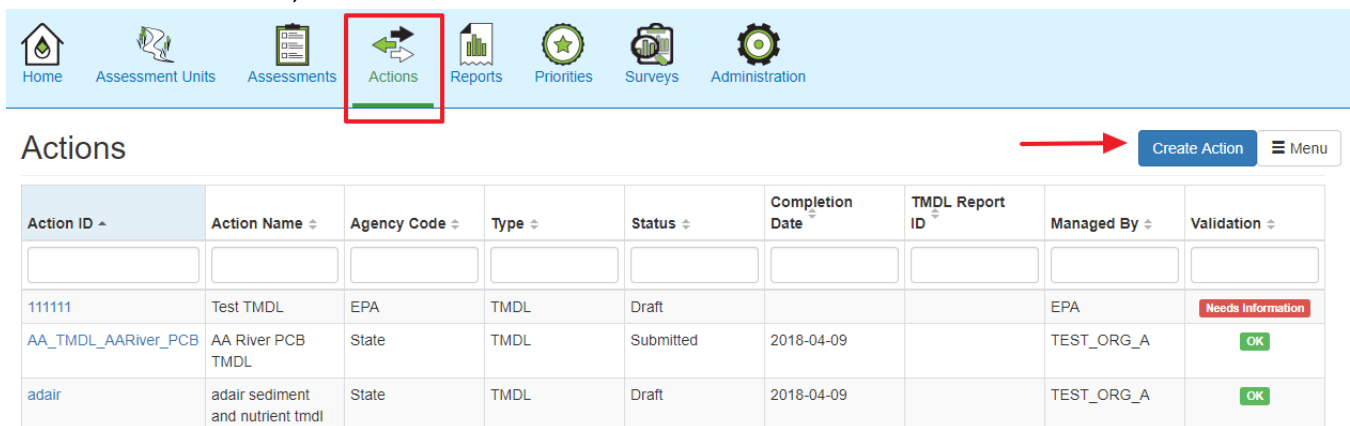
- A state user must have Data Entry or Administrator access for the Actions module
- An EPA user must have Reviewer or Administrator access for the Actions module

## How to Enter a TMDL Action in ATTAINS

States may enter a draft Action in ATTAINS and then submit it to EPA for review and approval in the system, or they may send a TMDL document to EPA outside of ATTAINS and then EPA may enter the approved TMDL in ATTAINS for the state. The state and region should work together to determine the preferred option.

- **Note:** States may enter draft TMDLs into ATTAINS for half credit towards the measure, before they are reviewed by EPA. This credit will only be counted once. The State does not need to share a draft report to gain this half credit, but they must associate the appropriate Assessment Unit/Parameter combinations with the Action. Once the TMDL is approved in ATTAINS, the state will get full credit.

1. Login to ATTAINS.
2. In the “Actions” module, click on the “Create Action” button



The screenshot shows the ATTAINS navigation bar with icons for Home, Assessment Units, Assessments, Actions (highlighted with a red box), Reports, Priorities, Surveys, and Administration. Below the navigation bar, the 'Actions' page is displayed with a 'Create Action' button and a 'Menu' icon. A table of actions is shown below.

Action ID	Action Name	Agency Code	Type	Status	Completion Date	TMDL Report ID	Managed By	Validation
111111	Test TMDL	EPA	TMDL	Draft			EPA	Needs Information
AA_TMDL_AARiver_PCB	AA River PCB TMDL	State	TMDL	Submitted	2018-04-09		TEST_ORG_A	OK
adair	adair sediment and nutrient tmdl	State	TMDL	Draft	2018-04-09		TEST_ORG_A	OK

**Note:** An asterisk in ATTAINS denotes a required field.

3. Enter information regarding the TMDL report and then click “Next”. (See the screen shot on the next page.)
  - a. “Action ID”: This identifier is tied to the full TMDL report and should be a unique identifier within the Organization (State or Tribe). The Action ID is permanent, and cannot be changed once it has been entered. (In the old National TMDL Tracking System (NTTS), this was an incremental number assigned by the system. In ATTAINS, it has been converted to a character field to allow states to pick an Action ID that has meaning for them.)
    - i. Action ID is a character/string field, with a maximum length of 45 characters.
    - ii. The Action ID should start with the Region (optional) and/or state abbreviation (required).
    - iii. **Avoid using spaces and special characters other than underscore “\_” or dash “-” in the Action ID.**
    - iv. If a Region is entering the TMDL, they should consult with the state regarding the naming scheme to use for the Action ID.
  - b. “Action Name”: TMDL Report Name
  - c. “Action Type”: TMDL
  - d. “Agency”: To denote if it is a State TMDL, EPA-established TMDL, or tribal TMDL.

- e. "Completion Date": Reflects the final **State Submittal Date** and should be revised if the report was revised and re-submitted.
- f. "Comment": Provide an optional comment about the TMDL action.
- g. Click on the "Next" button to save the general information and proceed to the next step.

## Action (NEW)

General Information

<div style="border: 2px solid red; padding: 2px;"> <p><b>Action ID*</b> <input type="text" value="AA_04.30.2018"/></p> <p><b>Action Name*</b> <input type="text" value="AA River Sediment and Nutrient TMDL"/></p> <p><b>Action Type*</b> <input type="text" value="TMDL"/></p> <p><b>Agency*</b> <input type="radio"/> EPA <input checked="" type="radio"/> State <input type="radio"/> Tribe</p> </div> <p><b>Completion Date</b> <input type="text" value="2018-04-11"/> </p> <p><b>Comment</b> <input style="width: 90%;" type="text" value="action comment..."/> <span style="float: right;">0 / 4000</span></p>	<p><b>Organization</b> TEST_ORG_A</p> <p><b>Action Status</b> Draft</p> <p><b>TMDL Other ID</b> <input type="text" value="TMDL Other ID"/></p> <p><b>Indian Country</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Shared Jurisdiction</p>
---	---

[Return to List](#)

4. Enter waterbody/pollutant information in the "Pollutants" Tab and then Click "Add". (See the screen shot on the next page.) **Note:** All data is linked to the Assessment Unit.
  - a. "Pollutant Name": TMDL pollutant.
  - b. "Source Type": If "Point/Nonpoint source" or "Point Source" is chosen, a permit must be linked to the associated Assessment Unit/Pollutant combination.
  - c. "Assessment Units": Choose from the entire universe of Assessment Units or click "Advanced Search" and search by "Listed Waters Only" or "Location". Select all the Assessment Units that you would like to add for the selected Pollutant.
  - d. "Parameters": This refers to the parameters (or causes) that are addressed by the Pollutant. This value could be the same or different than the pollutant. For example, if a water was listed on the Section 303(d) list for Dissolved Oxygen, but the TMDL was for Nitrogen, then the Addressed Parameter would be Dissolved Oxygen and Nitrogen would be the Pollutant. It is important to enter the addressed parameters, to make it easier to apply the TMDL to the appropriate Assessment Units in ATTAINS. Choose from the parameters already associated with the Assessment Unit or directly enter other parameters from the domain list.
  - e. Click the "Add" button to add the combinations to the table on the right side of the screen.

General Pollutants Permits Sources Documents Summary

Pollutants

**Pollutant Group** SEDIMENT

**Pollutant Name\*** SEDIMENT

**Source Type\***  Point / Nonpoint source  Point source  
 Nonpoint source

**Assessment Units\*** Adair River (AA\_AdairRiver\_1) [Advanced Search](#)  
Select Assessment Units

**Parameters** SEDIMENT [Select Addressed Parameters\(s\)](#)

[Add](#) [Cancel](#)

Pollutant Name	Assessment Units
SEDIMENT	

5. Click on the newly added Assessment Unit/Pollutant combination and scroll down to enter optional information such as Margin of Safety, TMDL endpoint, additional associated parameters, and/or Load Allocations. Click "Add" under each accordion and then "Save" at the top right "Pollutant" accordion. (See the screen shot on the next page.)

Pollutant - SEDIMENT → Save Cancel

Pollutant: SEDIMENT

Assessment Unit\*: Adair River (AA\_AdairRiver\_1)   
 Select Assessment Units

Source Type\*   
 Nonpoint source   
 Point / Nonpoint source   
 Point source

Margin of Safety   
 Implicit Margin of Safety: Implicit   
 Explicit Margin of Safety: Explicit

TMDL Endpoint   
 TMDL End Point

→ Update ✓ Cancel

Pollutant Name	Source Type	Assessment Unit	
SEDIMENT	Point / Nonpoint Source	Adair River (AA_AdairRiver_1)	🗑️

Addressed Parameters

Assessment Unit\*: Select Assessment Units

Search Filter:  Associated Parameters  All Parameters

Parameters\*: Select Parameters(s)

→ Add → Cancel

Assessment Unit	Addresses Parameter	
Adair River (AA_AdairRiver_1)	SEDIMENT	🗑️

Load Allocations

Assessment Unit\*: Select Assessment Units

Load Allocation\*: Number Units

Include Season Information

→ Add → Cancel

Assessment Unit	Load Allocation	Units	Season	
No Load Allocation Information				

6. Click "Next" at the bottom right or Scroll to the top of the page and click the "Permits" tab.

- Enter the “NPDES Identifier”, along with the Assessment Unit/Pollutant combination, and click “Add”.

General Pollutants **Permits** Sources Documents Summary

**Permits**

Assessment Unit\* AA\_AdairRiver\_1

Pollutant Name\* SEDIMENT

NPDES Identifier NPDES12345

Other Identifier Other Identifier

Pollutant Name	Assessment Unit	NPDES Identifier	Other Identifier	...
No Permits				

- Click on the newly added Assessment Unit/Pollutant/Permit combination and scroll down to enter optional information such as the Waste Load Allocation. Click “Add” and then “Save”.

Permit - NPDES12345

Pollutant Name SEDIMENT Assessment Unit AA\_AdairRiver\_1

NPDES Identifier NPDES12345 Other Identifier

**Waste Load Allocations**

Waste Load Number Units

Include Season Information

Waste Load	Season
55 (TONS/YR)	ALL

- Click “Next” at the bottom right or Scroll to the top of the page and click the “Sources” tab.

10. Enter the “Source”, along with the Assessment Unit(s), and click “Add”.

General > Pollutants > Permits > **Sources** > Documents > Summary

Sources


Assessment Units\*  Select Assessment Units

Source\*

Source Comment  Internal Use Only 0 / 4000

Assessment Unit ^ Source Name ^ ...

No Sources



11. Click “Next” at the bottom right or Scroll to the top of the page and click the “Documents” tab.

12. Upload documents that are associated with the TMDL by entering the following required information:
- “Agency Code”: To denote whether the State, tribe, or EPA is the creator and owner of the document. **Example:** State TMDL Report vs. EPA Decision Rationale.
  - Document Name: Enter the name of the document.
  - Document Type: Add relevant tags to associate with the document. **Examples:** “TMDL Report”, “Decision Rationale”, “Public Comments”, etc. Multiple “Document Type” tags can be associated with a single document, where appropriate.
  - File: Upload the document.

General > Pollutants > Permits > Sources > **Documents** > Summary

Documents

Agency Code\*  EPA  State  Tribe

Document Name\*


Document Type\*

File\*  No File Chosen

Document Comment  Internal Use Only 0 / 4000

Document Name Document Type Agency Code File Name

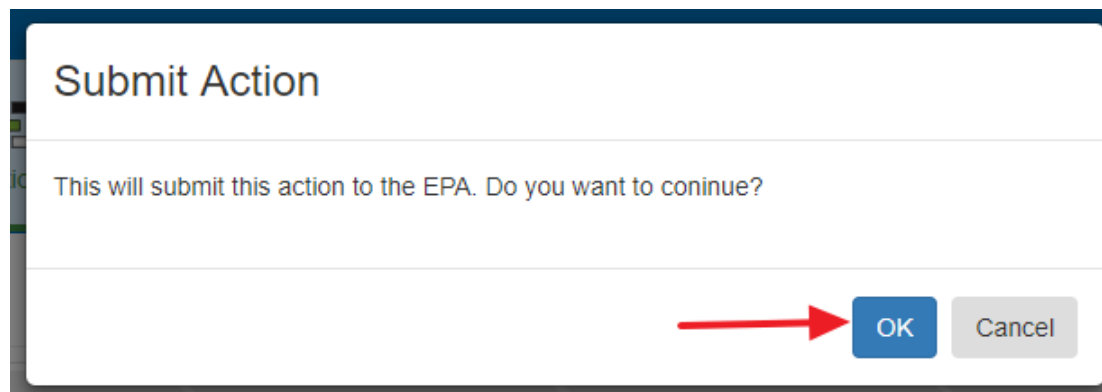
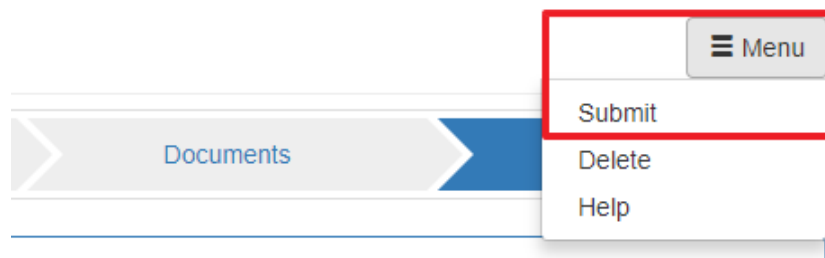
No Documents



13. Click “Next” at the bottom right or Scroll to the top of the page and click the “Summary” tab.
14. Review the information presented in the “Summary” tab and return to the previous tabs to edit if needed.
15. **For State Users:** When you are ready to submit the TMDL to EPA for review/approval, click the “Summary” tab, then in the upper right, click “Menu” and “Submit”. Click “OK” on the pop-up.



**IMPORTANT:** Clicking “Submit” officially submits the TMDL report to EPA for review. To revise and re-submit the document, an EPA user would need to return the submission to the State. Automatic notifications have not yet been built in ATTAINS. Please notify your Region that you have submitted an Action for their review.



**For EPA Users:** Automatic notifications have not yet been built in ATTAINS. In the meantime, you should ask the state to notify you when they have submitted an Action for your review. You should review the TMDL submission, and similar to the State User’s directions presented above, on the “Summary” tab click “Menu” and then “Return”, “Approve”, or “Disapprove” if applicable. Click “OK” on the pop-up and denote the “Approval Date”. **Note:** If the EPA Region chooses to enter a TMDL in ATTAINS without the State’s assistance, follow the directions for State Users above and then finish with the directions for EPA Users (i.e. complete Step 15 in its entirety).