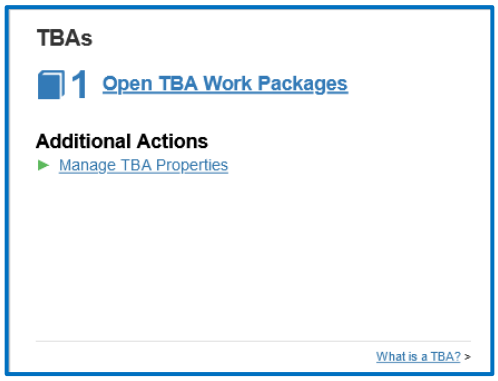
Adding a TBA property to ACRES

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

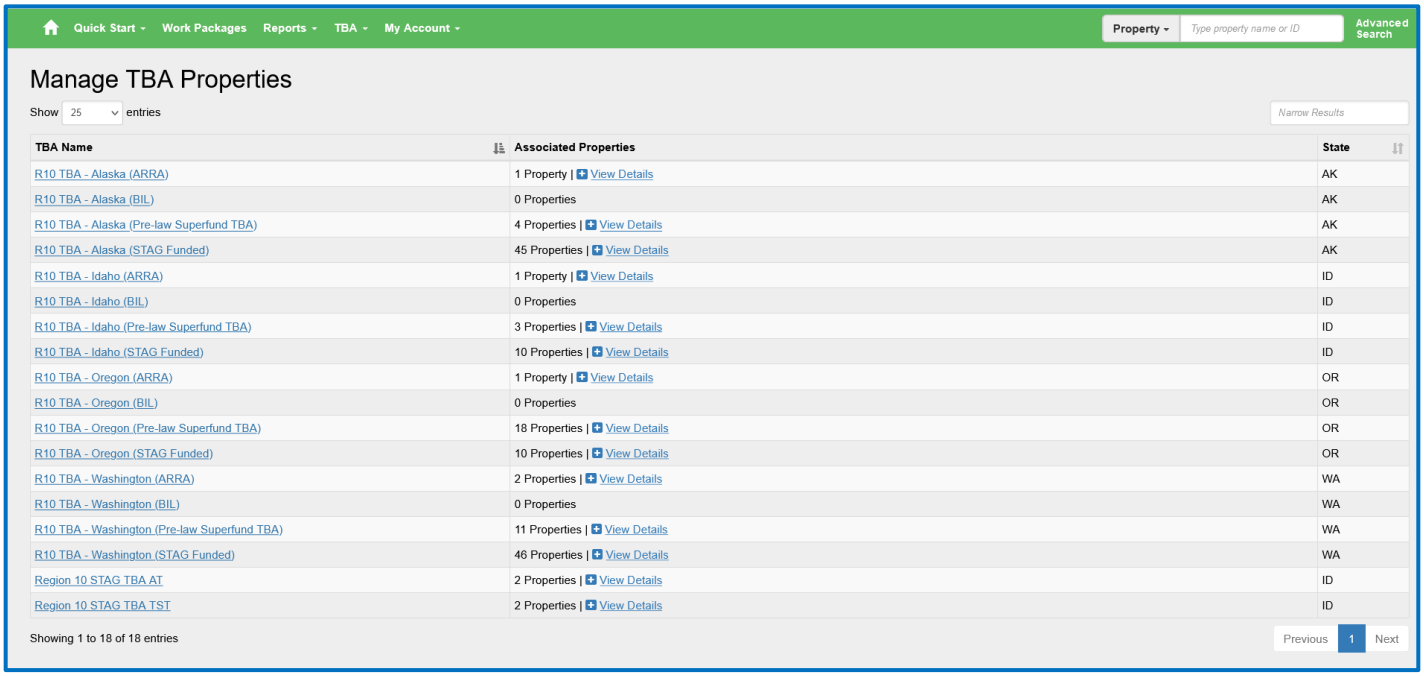
The instructions and steps below show how to associate an add a TBA property to ACRES.

Adding a property to a TBA

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

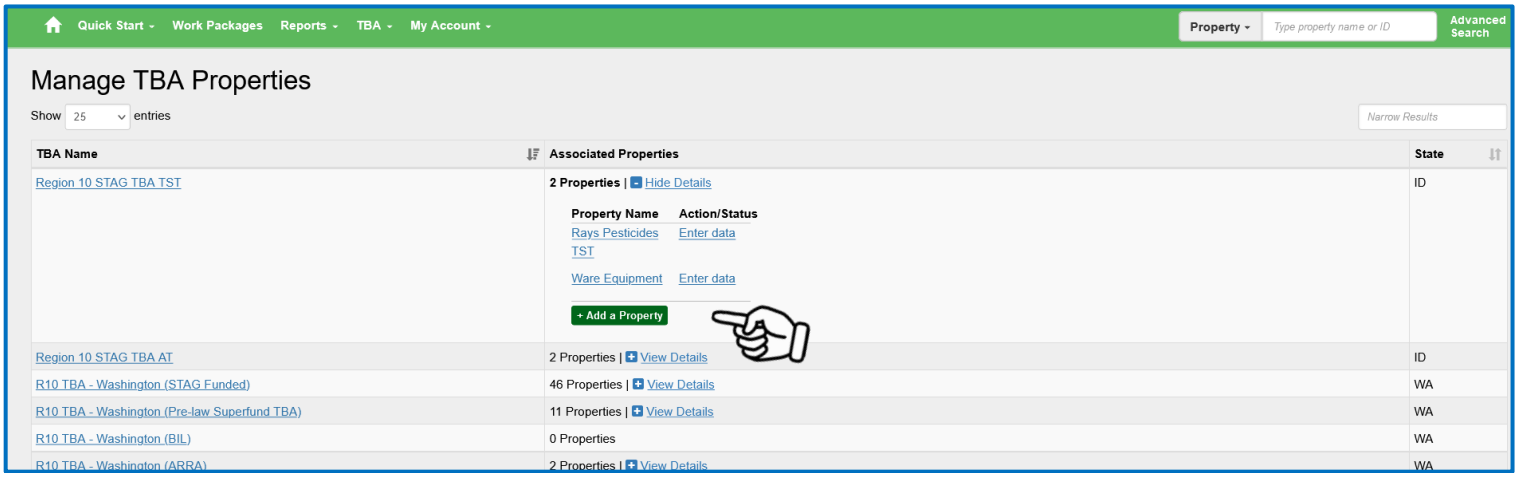


You will be directed to the **Manage TBA Properties** page.



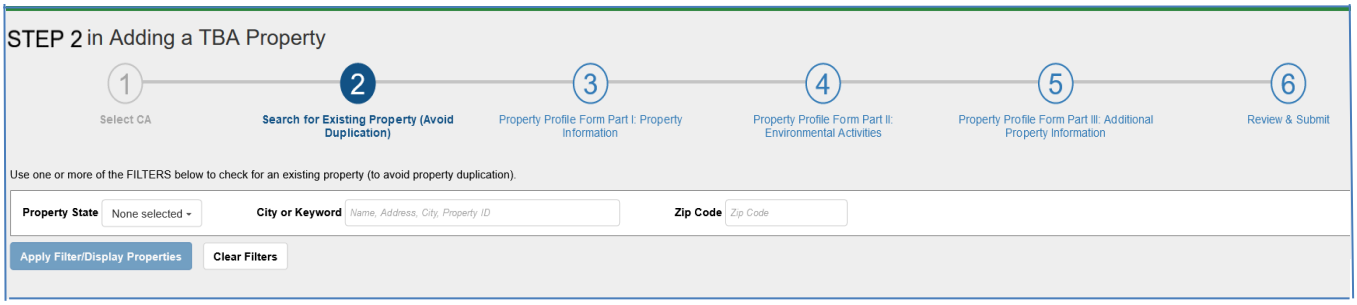
TBA Name	Associated Properties	State
R10 TBA - Alaska (ARRA)	1 Property | View Details	AK
R10 TBA - Alaska (BIL)	0 Properties	AK
R10 TBA - Alaska (Pre-law Superfund TBA)	4 Properties | View Details	AK
R10 TBA - Alaska (STAG Funded)	45 Properties | View Details	AK
R10 TBA - Idaho (ARRA)	1 Property | View Details	ID
R10 TBA - Idaho (BIL)	0 Properties	ID
R10 TBA - Idaho (Pre-law Superfund TBA)	3 Properties | View Details	ID
R10 TBA - Idaho (STAG Funded)	10 Properties | View Details	ID
R10 TBA - Oregon (ARRA)	1 Property | View Details	OR
R10 TBA - Oregon (BIL)	0 Properties	OR
R10 TBA - Oregon (Pre-law Superfund TBA)	18 Properties | View Details	OR
R10 TBA - Oregon (STAG Funded)	10 Properties | View Details	OR
R10 TBA - Washington (ARRA)	2 Properties | View Details	WA
R10 TBA - Washington (BIL)	0 Properties	WA
R10 TBA - Washington (Pre-law Superfund TBA)	11 Properties | View Details	WA
R10 TBA - Washington (STAG Funded)	46 Properties | View Details	WA
Region 10 STAG TBA AT	2 Properties | View Details	ID
Region 10 STAG TBA TST	2 Properties | View Details	ID

2. On the **My Cooperative Agreement** screen, locate the TBA to which you will add the property.
3. Select the **+View Details** link.
4. Select the **+Add a Property** button.

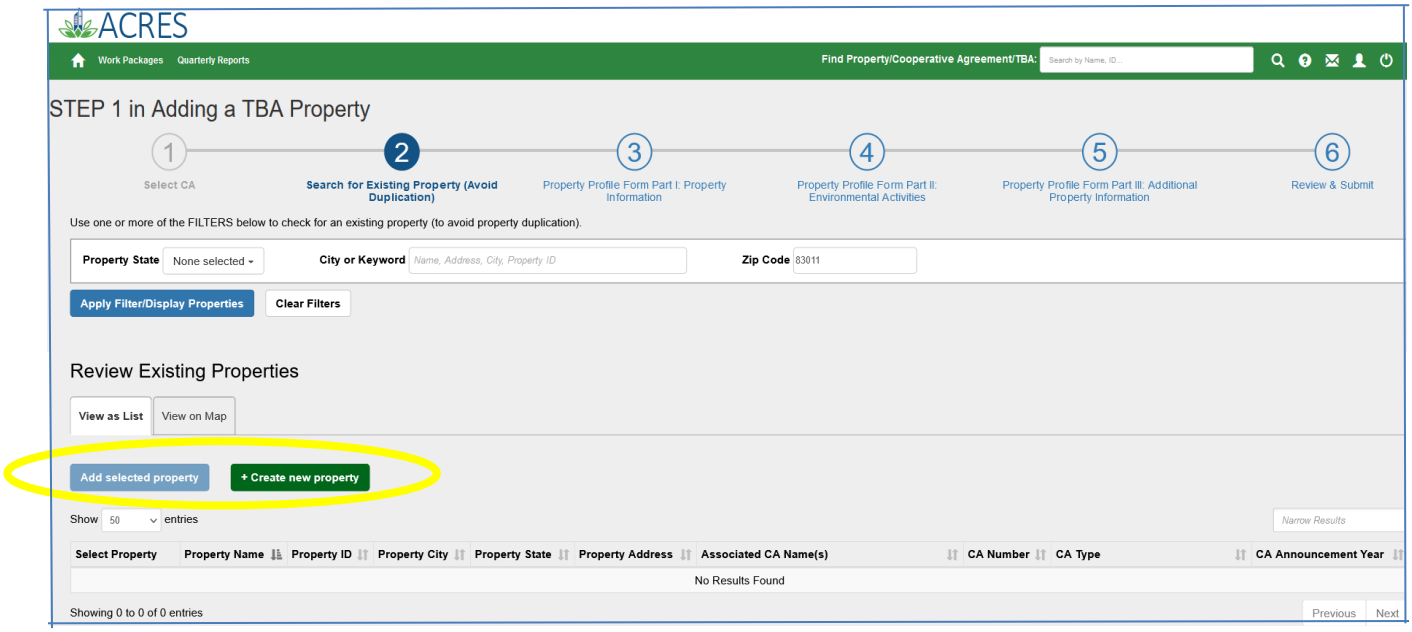


5. You will be directed to STEP 2: **Search for Existing Property (Avoid Duplication)**

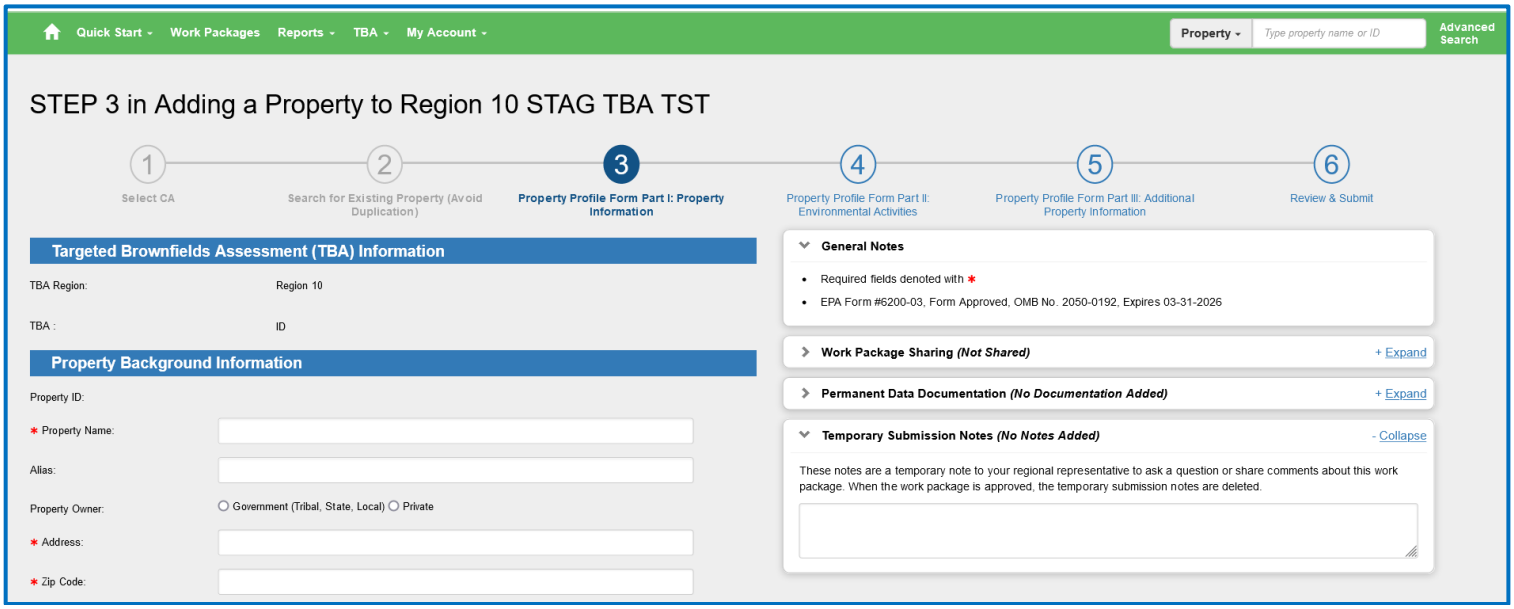
IMPORTANT: The best practice is to first conduct a broad search, such as selecting the **Property State** or **City**, to ensure that the property does not already have a record in the system before creating a new record.



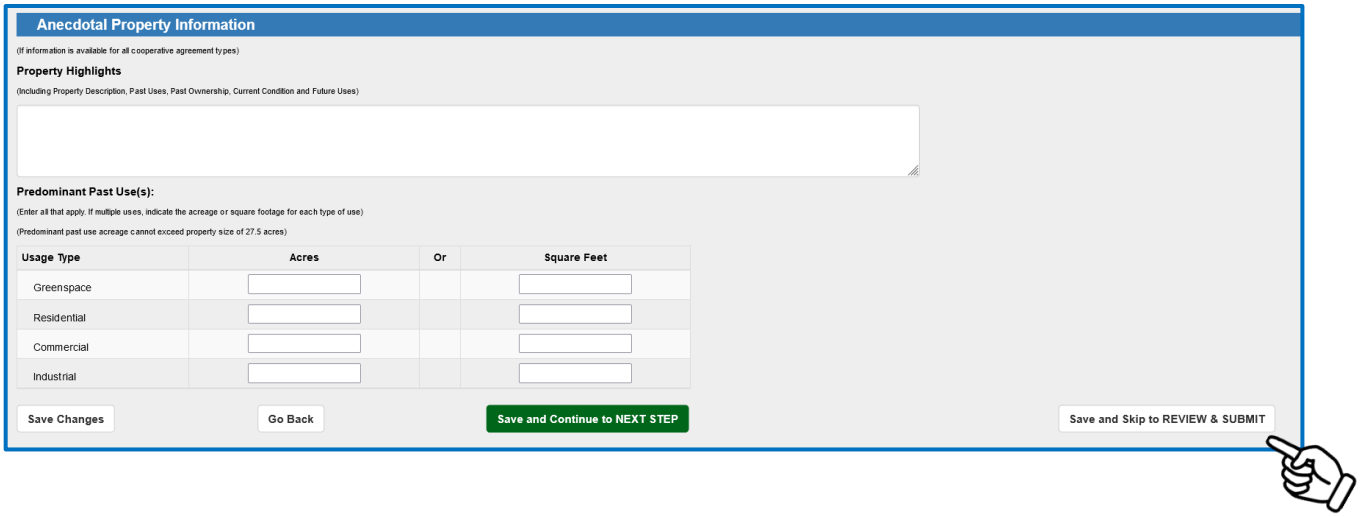
6. Once the filters are entered, select the **Apply Filter/Display Properties** button.
7. If the property already exists in ACRES, select the checkbox in front of the property record and select the **Add selected property** button to add the property to your TBA.
8. If there is no record of the property in ACRES, select the **+Create new property** button.



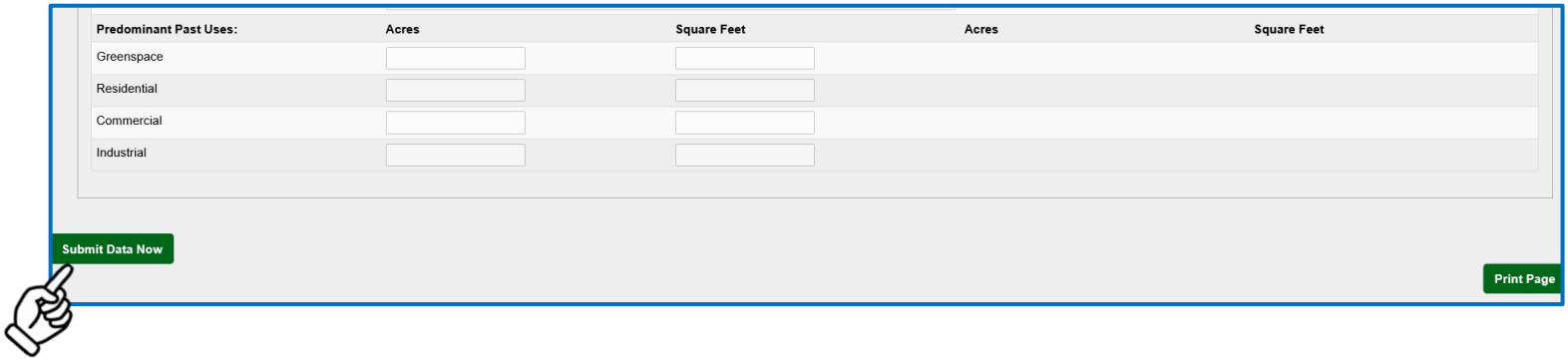
9. This will direct you to STEP 3 in Adding a Property to a TBA, the Property Profile Form.



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



11. At the bottom of the REVIEW & SUBMIT page, click Submit Data Now.



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