

#### Adding a TBA property to ACRES

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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.

✿ Quick Start - Work Packages Reports - TBA - My Account -		Property -	Type property name	or ID	Advanced Search
Manage TBA Properties					
Show 25 v entries				Narrow Res	ults
				-	
TBA Name	Associated Properties			s	tate ⊥⊺
R10 TBA - Alaska (ARRA)	1 Property   View Details			A	к
R10 TBA - Alaska (BIL)	0 Properties			A	к
R10 TBA - Alaska (Pre-law Superfund TBA)	4 Properties   🔁 View Details			A	к
R10 TBA - Alaska (STAG Funded)	45 Properties   Miew Details			A	к
R10 TBA - Idaho (ARRA)	1 Property   C View Details			IE	)
R10 TBA - Idaho (BIL)	0 Properties			10	)
R10 TBA - Idaho (Pre-law Superfund TBA)	3 Properties    View Details			10	)
R10 TBA - Idaho (STAG Funded)	10 Properties   <u>View Details</u>			IE	)
R10 TBA - Oregon (ARRA)	1 Property   E View Details			С	R
R10 TBA - Oregon (BIL)	0 Properties			C	۳R
R10 TBA - Oregon (Pre-law Superfund TBA)	18 Properties        View Details			C	νR
R10 TBA - Oregon (STAG Funded)	10 Properties    View Details			C	R
R10 TBA - Washington (ARRA)	2 Properties    View Details			v	/A
R10 TBA - Washington (BIL)	0 Properties			V	IA
R10 TBA - Washington (Pre-law Superfund TBA)	11 Properties   <u>View Details</u>			v	IA
R10 TBA - Washington (STAG Funded)	46 Properties    View Details			v	/A
Region 10 STAG TBA AT	2 Properties    View Details			IE	)
Region 10 STAG TBA TST	2 Properties   C View Details			10	>
Showing 1 to 18 of 18 entries				Previous	1 Next

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- 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.

↑ Quick Start - Work Packages Reports - TBA - My Account -		Property +	Type property name or	ID	Advanced Search
Manage TBA Properties			Na	arrow Results	
TBA Name ↓₹	Associated Properties			State	11
Region 10 STAG TBA TST	2 Properties   Hide Details Property Name Action/Status Rays Pesticides Enter data TST Ware Equipment Enter data • Add a Property			ID	
Region 10 STAG TBA AT	2 Properties   🗄 View Details			ID	
R10 TBA - Washington (STAG Funded)	46 Properties   <u>View Details</u>			WA	
R10 TBA - Washington (Pre-law Superfund TBA)	11 Properties   E View Details			WA	
R10 TBA - Washington (BIL)	0 Properties			WA	
R10 TBA - Washington (ARRA)	2 Properties I - View Details			WA	

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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.

STEP 2 in Adding a TB	A Property					
1	2	3		5	6	
Select CA	Search for Existing Property (Avoid Duplication)	Property Profile Form Part I: Property Information	Property Profile Form Part II: Environmental Activities	Property Profile Form Part III: Additional Property Information	Review & Submit	
Use one or more of the FILTERS below to c	heck for an existing property (to avoid property dup	lication).				
Property State None selected -	City or Keyword Name, Address, City, Property	Zip Cod	le Zip Code			
Apply Filter/Display Properties Clear Filters						

- 6. Once the filters are entered, select the Apply Filter/Display Properties 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.
- **8.** If there is no record of the property in ACRES, select the +Create new property button.

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ACRES					
I Work Packages Quarterly Reports			Find Property/Cooperative A	greement/TBA: Search by Name, ID	Q 🛛 🛛 🗜 🖒
STEP 1 in Adding a TB	A Property				
	2	3	4	5	6
Select CA	Search for Existing Property (Avoid Duplication)	Property Profile Form Part I: Property Information	Property Profile Form Part II: Environmental Activities	Property Profile Form Part III: Additional Property Information	Review & Submit
Use one or more of the FILTERS below t	o check for an existing property (to avoid property	duplication).			
Property State None selected +	City or Keyword Name, Address, City, Pro	Derty ID Zip	Code 83011		
Apply Filter/Display Properties	Clear Filters				
Poviow Existing Proper	tion				
	lies				
View as List View on Map					
Add selected property + Crea	ate new property				
Show 50 entries					Namu Doculte
					Harrow Hesters
Select Property Property Name	L Property ID 11 Property City 11 Property	State 11 Property Address 11 Associated	CA Name(s)	CA Number 🕼 CA Type	CA Announcement Year
		No Results F	ouna		
Showing 0 to 0 of 0 entries					Previous Next

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

↑ Quick Start - Work	∢Packages Reports - TBA - My Account -			Property - Type property nam	e or ID Advanced Search
STEP 3 in Add	ling 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	Property Profile Form Part II: Environmental Activities Property Profile Form Part III: Ac	Iditional Review & St	ubmit
Targeted Brownfield	Is Assessment (TBA) Information		V General Notes		
TBA Region:	Region 10		Required fields denoted with *     EPA Form #5200.02 Form Approved OMP No. 2050.0192 Every	e 02 24 2026	
TBA :	ID		<ul> <li>EPA F 0111 #0200-00, F 0111 Approved, 0110 NO. 2000-0132, Expire</li> </ul>	\$ 03=31=2020	
Property Backgrour	nd Information		> Work Package Sharing (Not Shared)		+ Expand
Property ID:			> Permanent Data Documentation (No Documentation Adde	d)	+ Expand
* Property Name:			✓ Temporary Submission Notes (No Notes Added)		- Collapse
Alias:			These notes are a temporary note to your regional representative to as	k a question or share comments about	t this work
Property Owner:	O Government (Tribal, State, Local) O Private		package. When the work package is approved, the temporary submissi	on notes are deleted.	
* Address:					11.
★ Zip Code:					

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

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of Indexide is available for all cooperative agreement types) Property Highlights Clusters Plose Plast Uses, Plast Ownership, Clurrent Condition and Puture Uses) Predominant Plast Use(s): (Enter all has popt if multiple uses, indicate the screage or sequeres footbage for each type of uses) (index property Description, Plast Use(s): (Sarge Type Acres Or Square Feet Green space Residential Commercial Industrial Go Black Save and Skip to REVIEW & S	Anecdotal Property	Information		
Property Highlights (recluding Property Description, Part Uses, Part Ownership, Current Condition and Future Uses) Predominant Past Use(s): (farter all at apply. If multiple uses, indicide the acreage or square footage for each type of use) (fredominant part use acreage as most accceed property size of 27.5 acres) Usage Type <u>Acres Or</u> Square Feet Green space <u>Acres Or</u> Square Feet Green space <u>Acres Or</u> Square Feet Green space <u>Go Back</u> Save and Continue to NEXT STEP Save Changes <u>Go Back</u> Save and Skip to REVIEW & S	If information is available for all cooperative	agreement types)		
dividenting Property Description. Part Uses, Part Ownership. Current Condition and Future Uses)          Predominant Past Use(s):         (find af af af all apply. If multiple uses, indicate the acreage or square footage for each type of use)         (find aff af af af apply. If multiple uses, indicate the acreage or square footage for each type of use)         Usage Type       Acres         Green space       Image: Image	Property Highlights			
Predominant Past Use(s): (fore at that apply. If multiple uses, indicate the acreage or sequere footage for each type of use) (fore at that apply. If multiple uses, indicate the acreage or sequere footage for each type of use) Usage Type Acres Or Square Feet Green space Acres I I I I I I I I I I I I I I I I I I I	Including Property Description, Past Uses, F	Past Ownership, Current Condition and Future Uses)		
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Predominant Past Use(s): Enter at hat apply if multiple uses, indicate the acreage or square footage for each type of use) (Predominant past use screage cannot exceed property size of 27.5 acres) Usage Type Acres Or Square Feet Greenspace				*
Kernel and Bung keys, Michae Bee areage or square footings for each type of use) Predominant past use acreage cannot exceed property size of 27.5 acres) Usage Type Acres Or Square Feet Green space Commercial Industrial Go Back Go Back Save and Continue to NEXT STEP Save and Skip to REVIEW & S	Predominant Past Lise(s)			ms
Predominant part use acreage cannot exceed property size of 27.5 acres) Usage Type Acres Or Square Feet Greenspace Greenspace Commercial Commercial Go Back Go Back Save and Continue to NEXT STEP Save and Skip to REVIEW & S	Enter all that apply. If multiple uses, indicate	the acreage or square footage for each type of use)		
Usage Type     Acres     Or     Square Feet       Greenspace     Image Type     Image Type     Image Type       Residential     Image Type     Image Type     Image Type       Commercial     Image Type     Image Type     Image Type       Save Changes     Ge Back     Save and Continue to NEXT STEP     Save and Skip to REVIEW & S	Predominant past use acreage cannot exce	eed property size of 27.5 acres)		
Greenspace     Image: State and Continue to NEXT STEP       Save and Skip to REVIEW & S	Usage Type	Acres	Or Square Feet	
Greenspace				
Residential     Image: Commercial       Commercial     Image: Commercial       Industrial     Image: Commercial       Save Changes     Go Back       Save and Continue to NEXT STEP	Greenspace			
Commercial     Image: Commercial       Industrial     Image: Commercial       Save Changes     Go Back       Save and Continue to NEXT STEP   Save and Skip to REVIEW & S	Residential			
Industrial     Image: Common Commo Common Common Comm	Commercial			
Industrial       Save Changes     Go Back       Save and Continue to NEXT STEP     Save and Skip to REVIEW & S	Commercial			
Save Changes Go Back Save and Continue to NEXT STEP Save and Skip to REVIEW & S	Industrial			
Save Changes Go Back Save and Continue to NEXT STEP Save and Skip to REVIEW & S				
	Save Changes	Go Back	Save and Continue to NEXT STE	Save and Skip to REVIEW & SUE

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

Predominant Past Uses:	Acres	Square Feet	Acres	Square Feet
Greenspace				
Residential				
Commercial				
Industrial				
omit Data Now				

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