

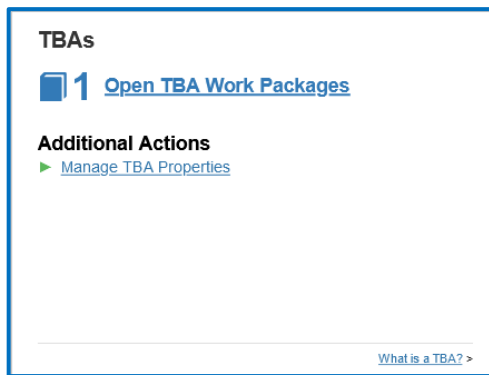
## Adding a TBA property to ACRES

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.

Quick Start - Work Packages - Reports - TBA - My Account - Property - Type property name or ID - Advanced Search

### Manage TBA Properties

Show 25 entries

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

Showing 1 to 18 of 18 entries

Previous 1 Next

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.

The screenshot shows the 'Manage TBA Properties' page. At the top, there is a navigation bar with 'Quick Start', 'Work Packages', 'Reports', 'TBA', and 'My Account'. A search bar is on the right with 'Property' and 'Type property name or ID'. Below the navigation, the page title is 'Manage TBA Properties'. There is a 'Show 25 entries' dropdown and a 'Narrow Results' button. The main content is a table with two columns: 'TBA Name' and 'Associated Properties'. The first row is 'Region 10 STAG TBA TST' with '2 Properties | Hide Details'. The 'Associated Properties' section for this row shows a table with 'Property Name' and 'Action/Status'. The properties listed are 'Rays Pesticides TST' and 'Ware Equipment'. A green '+ Add a Property' button is highlighted with a hand icon pointing to it.

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.

The diagram shows a 6-step process for adding a TBA property. Step 2, 'Search for Existing Property (Avoid Duplication)', is highlighted with a blue circle. Below the steps is a filter section with the following fields: 'Property State' (None selected -), 'City or Keyword' (Name, Address, City, Property ID), and 'Zip Code' (Zip Code). There are two buttons: 'Apply Filter/Display Properties' and 'Clear Filters'.

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.

**Anecdotal Property Information**  
(If information is available for all cooperative agreement types)

**Property Highlights**  
(Including Property Description, Past Uses, Past Ownership, Current Condition and Future Uses)

**Predominant Past Use(s):**  
(Enter all that apply. If multiple uses, indicate the acreage or square footage for each type of use)  
(Predominant past use acreage cannot exceed property size of 27.5 acres)

Usage Type	Acres	Or	Square Feet
Greenspace	<input type="text"/>		<input type="text"/>
Residential	<input type="text"/>		<input type="text"/>
Commercial	<input type="text"/>		<input type="text"/>
Industrial	<input type="text"/>		<input type="text"/>

Save Changes
Go Back
Save and Continue to NEXT STEP
Save and Skip to REVIEW & SUBMIT



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

Predominant Past Uses:	Acres	Square Feet	Acres	Square Feet
Greenspace	<input type="text"/>	<input type="text"/>		
Residential	<input type="text"/>	<input type="text"/>		
Commercial	<input type="text"/>	<input type="text"/>		
Industrial	<input type="text"/>	<input type="text"/>		

Submit Data Now
Print Page



<u><a href="#">ACRES Help Desk</a></u>	
<b>Email</b>	<b><a href="mailto:Acres_help@epa.gov">Acres_help@epa.gov</a></b>
<b>Phone</b>	<b>703-284-8212</b>
<b>Day/Time</b>	<b>Mon – Thurs/ 9am -5pm EST</b>