

Deleting or Disassociating a Property Record

You now have the ability to delete a property record or disassociate a property from a cooperative agreement in ACRES. Deleting a property record in ACRES removes all of the property, property information, and activities from the ACRES database. Disassociating a property from a cooperative will delete the property only from the cooperative agreement you specify.

This reference guide will show you how to delete or disassociate a property from ACRES.

[Accessing the Property Profile Form – Part 1: Property Information to delete or disassociate a property](#)

To delete or disassociate a property record, you need to access **Part 1: Property Information** of the **Property Profile Form (PPF)** for the selected property. You can access the PPF – Part 1, by selecting the:

- **Edit an existing property** link on your **Where do I start?** card
- **Total Properties** link on your **My Account** card

[Deleting or disassociating a property via Edit an existing property](#)

1. On your ACRES Homepage, go to your **Where do I start?** card.

The screenshot shows the ACRES homepage dashboard. At the top, there is a navigation bar with 'Quick Start', 'Work Packages', 'Reports', and 'My Account'. A search bar is on the right. The main content area is divided into several cards:

- WHERE DO I START?**: This card is highlighted with a yellow border. It contains three links: 'Add a new property', 'Add a CA to my list', and 'Edit an existing property'. A hand icon points to the 'Edit an existing property' link.
- WORK PACKAGES**: Shows '1 Open Work Packages' and 'Actions for Me' (1 work packages in progress) and 'Actions for PO'.
- QUARTERLY REPORTS**: Shows '1 Open Quarterly Reports' and 'Due 04/30/2023 (6 days)'. It also lists 'Actions for Me' (1 reports in progress) and 'Actions for PO'. A link 'View all: Manage my Quarterly Reports' is at the bottom.
- MY ACCOUNT**: Shows 'Email: acres_test@sra.com', 'Notifications: Weekly Summary', and 'My email preferences'. It also displays '4 Total Cooperative Agreements' and '54 Total Properties'.
- MESSAGE CENTER**: Contains 'New Releases' and 'Quick Reference' with links to 'Instructions for completing a Property Profile Form', 'Instructions for completing the PALS Form', 'ACRES Bulletins', and 'Brownfields Grant Reporting in ACRES'.
- UPCOMING TRAINING**: Lists 'Online training classes are offered the second Tuesday of each month...' and 'Training for Job Training Recipients is offered quarterly'.

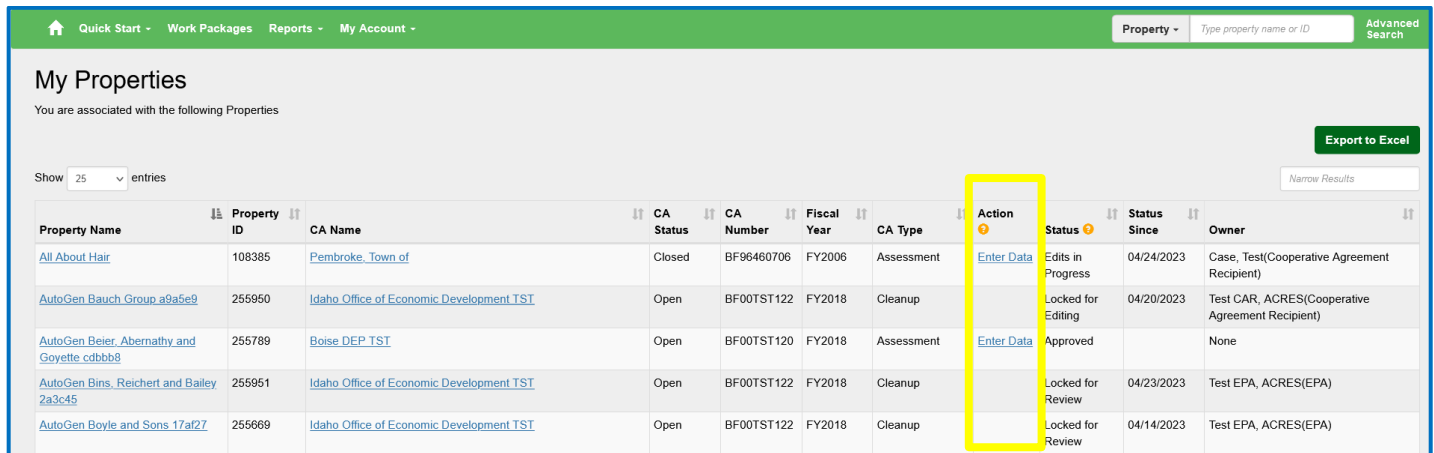
2. Select the **Edit an existing property** link to access the properties with which you are associated.

WHERE DO I START?

- [+ Add a new property.](#)
- [+ Add a CA to my list](#)
- [✎ Edit an existing property.](#)

[What is a CA and a property? >](#)

3. You will navigate to the **My Properties** screen, which displays a list of your properties. Select the **Enter Data** link in the Action column for the property you are marking for deletion or disassociation.



Property Name	Property ID	CA Name	CA Status	CA Number	Fiscal Year	CA Type	Action	Status	Status Since	Owner
All About Hair	108385	Pembroke, Town of	Closed	BF96460706	FY2006	Assessment	Enter Data	Edits in Progress	04/24/2023	Case, Test(Cooperative Agreement Recipient)
AutoGen Bauch Group a9a5e9	255950	Idaho Office of Economic Development TST	Open	BF00TST122	FY2018	Cleanup		Locked for Editing	04/20/2023	Test CAR, ACRES(Cooperative Agreement Recipient)
AutoGen Beier, Abernathy and Goyette cdbbb8	255789	Boise DEP TST	Open	BF00TST120	FY2018	Assessment	Enter Data	Approved		None
AutoGen Bins, Reichert and Bailey 2a3c45	255951	Idaho Office of Economic Development TST	Open	BF00TST122	FY2018	Cleanup		Locked for Review	04/23/2023	Test EPA, ACRES(EPA)
AutoGen Boyle and Sons 17af27	255869	Idaho Office of Economic Development TST	Open	BF00TST122	FY2018	Cleanup		Locked for Review	04/14/2023	Test EPA, ACRES(EPA)



Note: If the property you would like to delete is associated to multiple cooperative agreements, you are performing property disassociation. When clicking the Enter Data link, double check to make sure you are selecting the correct cooperative agreement to remove the property from.

- The PPF Page, Step 1 in Editing a Property displays. Click the **+Expand** link next to the **Deletion or Disassociation (Not Marked)** row.

STEP 1 in Editing a Property to Boise DEP TST

1 Property Profile Form Part I: Property Information 2 Property Profile Form Part II: Environmental Activities 3 Property Profile Form Part III: Additional Property Information 4 Review & Submit

Cooperative Agreement (CA) Recipient Information

* CA Name & Number: Boise DEP TST BF00TST120

* For Assessment, Cleanup, Multipurpose and Revolving Loan Fund cooperative agreements, what type of funding is being used at this property?

Hazardous
 Petroleum
 Both

Property Background Information

Property ID: 256069


General Notes

- Required fields denoted with *
- EPA Form #6200-03, Form Approved, OMB No. 2050-0192, Expires 03-31-2026

> **Deletion or Disassociation (Not Marked)** + Expand

> **Work Package Sharing (Not Shared)** + Expand

> **Permanent Data Documentation (No Documentation Added)** + Expand



- Once you have clicked the **Mark this Property for deletion**, you will be required to specify a reason for deletion.

Deletion or Disassociation (Not Marked) [- Collapse](#)

Mark this property for deletion ?

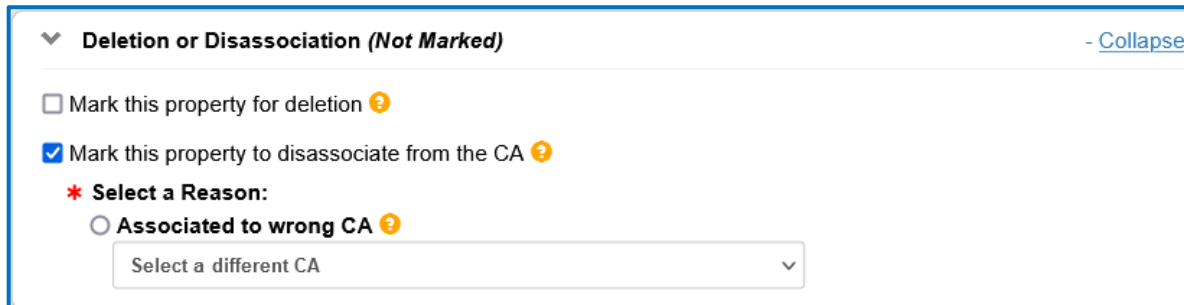
* **Select a Reason:**

Duplicate Property
 Cancelled (no work completed)
 Not a Brownfield Property
 Other

Mark this property to disassociate from the CA ?



Note: When you click **Mark this property to disassociate from the CA**, you have the ability to assign the property to a new cooperative agreement, if applicable.



6. Once you have selected **Mark this Property to Disassociate from the CA**, select **Associated to Wrong CA** as a reason.
7. From the drop-down menu, select the CA in which the property will be transferred.



Note: If you do not see the CA you are looking for in the drop-down menu, click **Add Cooperative Agreement** from the Quick Start menu.



IMPORTANT: Once you have marked the property for deletion/disassociation, you will need to submit the work package. The deletion will need to be approved in ACRES by your EPA Project Officer and Headquarters before the property is removed from the database.



Note: When you submit the property to your EPA Project Officer, ACRES will notify you of any possible issues that may arise once the property is deleted. If the property you are deleting is associated to more than one cooperative agreement, ACRES will notify you.

1	2	3	4
Property Profile Form Part I: Property Information	Property Profile Form Part II: Environmental Activities	Property Profile Form Part III: Additional Property Information	Review & Submit
<p>Please review the changes highlighted in yellow and then SUBMIT.</p> <p>Data listed under "DATA IN ACRES" column is the current information that is stored in ACRES. Data listed under the "DATA FOR REVIEW" column is only that data that has been modified and is to be examined by a Quality Assurance reviewer. (Property is not submitted until the "Submit Data Now" button is clicked. Jump to Submit Button)</p>		<p>POSSIBLE ISSUES</p> <p>This property that is marked for deletion is involved in GPRA counts.</p> <p>This property is associated to more than the current grant. The property will be disassociated from only this one grant.</p> <p>If cleanup is requested or recommended, and it is the end of Phase I or II, don't forget to enter the REC and Found information in the Contaminants & Media Affected Information section.</p> <p>"Unknown" was selected for Are Institutional Controls Required? on the Institutional Controls screen. Before submission of this work package, please confirm that "Unknown" is the correct response for this field.</p> <hr/> <p>Submission Notes</p> <p>No submission notes submitted</p> <hr/> <p>Marked for Deletion/Disassociation</p> <p>Reason for deletion/disassociation:</p> <p><input checked="" type="checkbox"/> Duplicate Property</p> <p><input type="checkbox"/> Cancelled (no work completed)</p> <p><input type="checkbox"/> Not a Brownfield Property</p> <p><input type="checkbox"/> Associated to Wrong CA</p> <p><input type="checkbox"/> Other:</p>	



IMPORTANT: If the property you have marked for deletion is associated to multiple cooperative agreements, it will be only be deleted from the grant specified. If you would like to delete the property from every cooperative agreement associated, you will need to repeat these steps from each cooperative agreement.

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