

## How to Enter & View Program Activity Levels (PALs) Data

### PALs Reporting Requirement

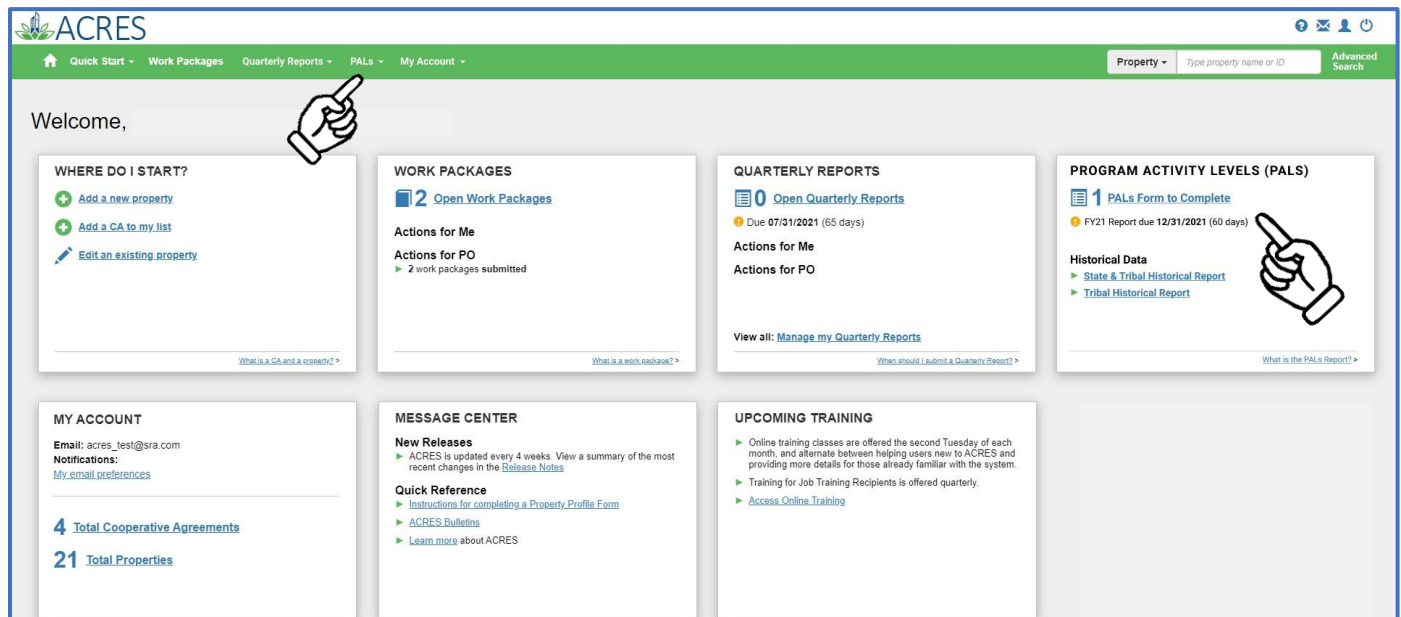
State & Tribal Section 128(a) cooperative agreement recipients (“CARs”) are required to report a summary of the *previous federal fiscal year’s* work (October 1 through September 30), known as Program Activity Levels (“PALs”) data. EPA encourages CARs to fulfill this requirement by submitting their PALs report directly in [EPA’s ACRES database](#). This quick reference guide provides instruction on how CARs can report PALs in ACRES.

### Registering and Accessing ACRES

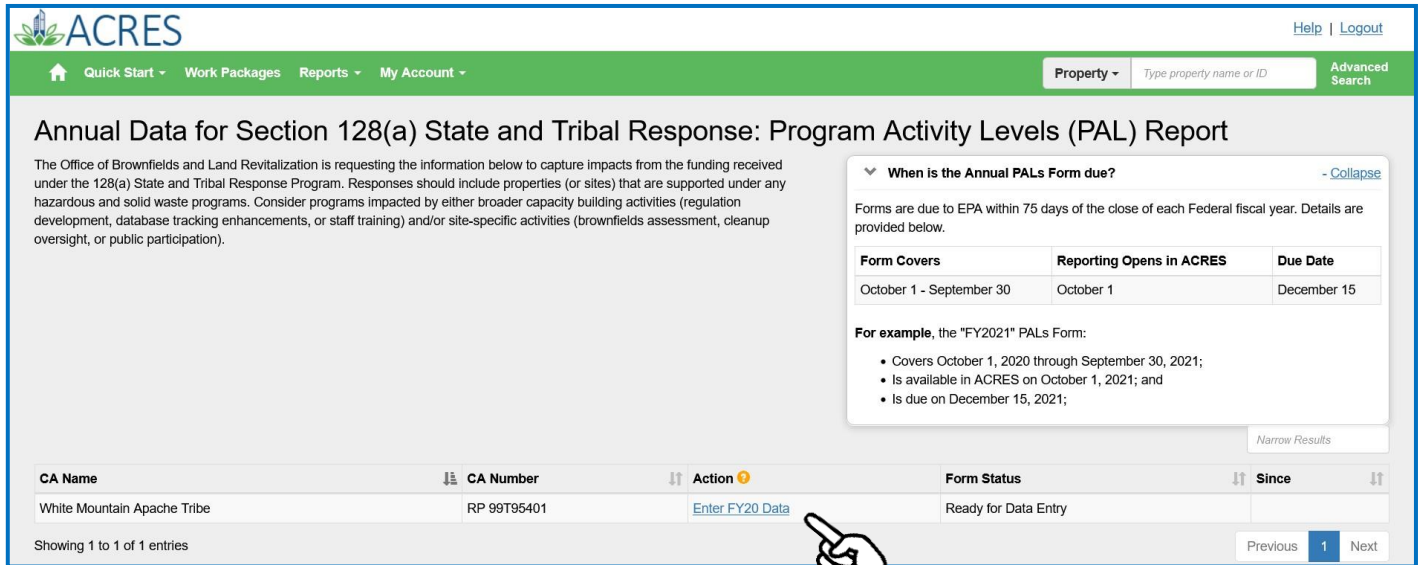
For helpful information regarding registration for new users and accessing ACRES, please see the [ACRES Registration and Login Documents](#).

### Entering PALs data

From your **ACRES Home** page, start by clicking **PALs Form to Complete** on the **Program Activity Levels (PALs)** card. You can also access the report by clicking the **Reports** drop down menu and selecting **Add Annual PALs Data**.



1. To enter your PALs data, find the Organization’s report you would like to update and click **Enter FYXX Data**. This link will open the PALs report.



The screenshot shows the ACRES web interface. 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 heading is 'Annual Data for Section 128(a) State and Tribal Response: Program Activity Levels (PAL) Report'. Below this is a descriptive paragraph. To the right, a box titled 'When is the Annual PALs Form due?' contains a table and a list of examples. At the bottom, a table lists CA entries. A hand icon points to the 'Enter FY20 Data' link in the table.

Form Covers	Reporting Opens in ACRES	Due Date
October 1 - September 30	October 1	December 15

CA Name	CA Number	Action	Form Status	Since
White Mountain Apache Tribe	RP 99T95401	<a href="#">Enter FY20 Data</a>	Ready for Data Entry	

2. Confirm you’ve selected the correct organization and fiscal year by reviewing the **Cooperative Agreement Recipient Information** section. Once confirmed, complete the PALs report by entering data in the **Program Activity Information** section.

**Note:** For further instructions on answering PALs questions, please see: [Instructions for Completing CERCLA 128\(a\) State and Tribal Program PALs Form.](#)



**Note:** When updating the PALs questions, all fields require a value. If there are no accomplishments for an activity, a “0” must be entered. Also, please be sure a date is entered for question #5.

## Add Data for Section 128(a) State and Tribal Response: Program Activity Levels (PAL) Report

[View Instructions for Completing the PALs Form \(PDF\)](#)

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### COOPERATIVE AGREEMENT RECIPIENT INFORMATION

CA Name: Alaska Department of Environmental Conservation  
 CA Number:  
 State or Tribe: Alaska

Forms Due: December 17, 2023  
 Forms Cover: Fiscal Year 2023 (October 1, 2022 - September 30, 2023)  
 EPA Form #6200-18, Form Approved, OMB No. 2050-0192, Expires 03-31-2026

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### PROGRAM ACTIVITY INFORMATION

1. Select one or more of the following environmental programs where CERCLA Section 128(a) funds were used to support capacity building (general program support, non-site-specific work) in the last federal fiscal year:

- Brownfields
- Underground Storage Tanks/Leaking Underground Storage Tanks
- Federal Facilities
- Solid Waste
- Superfund
- Hazardous Waste Facilities
- VCP (Voluntary Cleanup Program, Independent Cleanup Program, etc.)
- Other

2. Number of properties (or sites) enrolled in a response program during the last federal fiscal year:

3. Number of properties (or sites) where documentation indicates that cleanup work is complete AND all required Institutional Controls (ICs) or Engineering Controls (ECs) are in place or not required (during the last federal fiscal year):

4. Total number of acres associated with properties (or sites) identified in number 3 above:

5. Date of the last update to the Public Record:

6. If ICs/ECs have previously been placed on properties (or sites), how many audits, inspections, reviews, or other types of monitoring have been conducted in the last federal fiscal year to ensure that the ICs/ECs are still maintained and fully effective:

7. OPTIONAL – Total number of properties where assistance was provided, but the properties were not enrolled in a response program:

8. Did you develop or revise legislation, regulations, codes, guidance documents or policies related to establishing or enhancing your Voluntary Cleanup Program/Response Program during the most recent fiscal year?

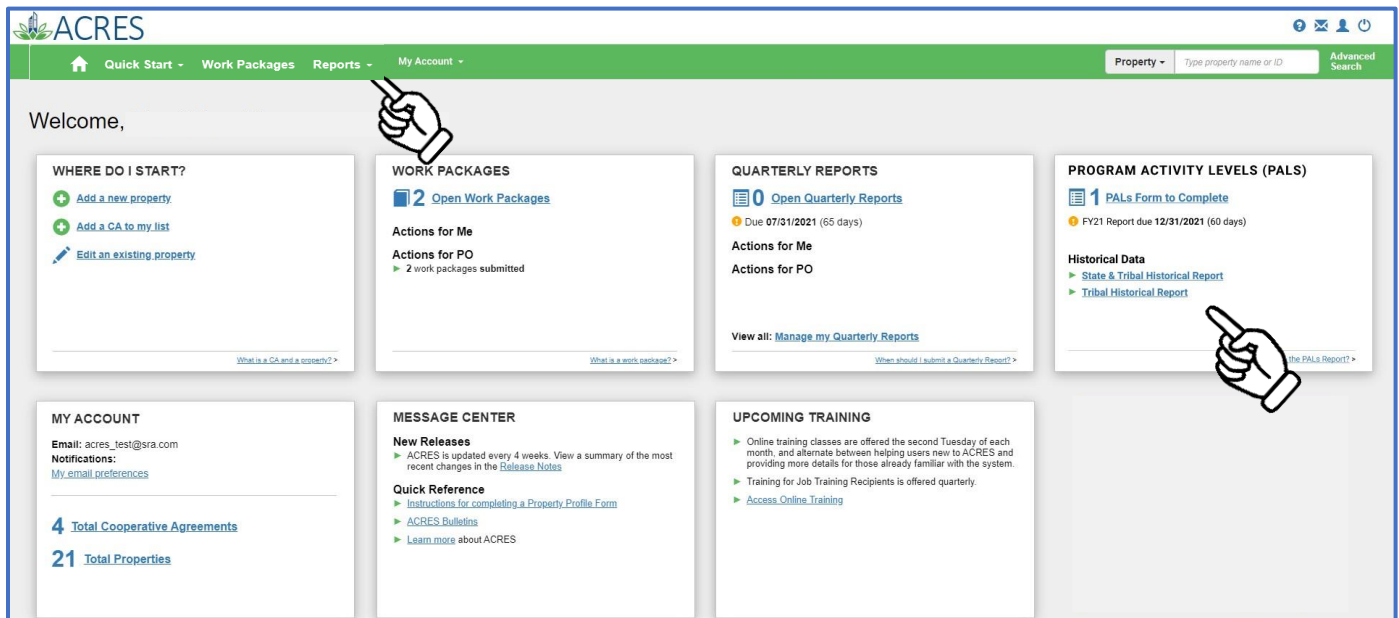
No  
 Yes

8a. If yes, please indicate the type and whether it was new or revised:

3. After you have updated the PAL report, you will need to submit to your Project Officer for review. To submit the report, scroll to the bottom of the page and click the **Submit Data to PO** button.

## Viewing Historical PALs data

1. From your **ACRES Home** page, click the **State & Tribal Historical Report** or **Tribal Historical Report** link on the **Program Activity Levels (PALs)** card. You can also access the historical data by clicking the **Reports** drop down menu and selecting the Historical report you would like to view.



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

- WHERE DO I START?**: Contains links for 'Add a new property', 'Add a CA to my list', and 'Edit an existing property'.
- WORK PACKAGES**: Shows '2 Open Work Packages' and 'Actions for Me' (2 work packages submitted) and 'Actions for PO' (2 work packages submitted).
- QUARTERLY REPORTS**: Shows '0 Open Quarterly Reports' and a due date of '07/31/2021 (65 days)'. It also lists 'Actions for Me' and 'Actions for PO'.
- PROGRAM ACTIVITY LEVELS (PALs)**: Shows '1 PALs Form to Complete' and a due date of '12/31/2021 (60 days)'. It includes a 'Historical Data' section with links for 'State & Tribal Historical Report' and 'Tribal Historical Report'.
- MY ACCOUNT**: Shows email 'acres\_test@sra.com' and notification preferences.
- MESSAGE CENTER**: Includes 'New Releases' and 'Quick Reference' links.
- UPCOMING TRAINING**: Lists training opportunities like 'Online training classes' and 'Training for Job Training Recipients'.

Hand icons in the image point to the 'Reports' menu in the top navigation and the 'Historical Data' section in the PALs card.

2. From the **Historical Data for Section 128(a) Tribal Response: Program Activity Level (PAL) Report** page, the **State & Tribal Report** and **Tribal Report** tabs at the top of the page give you the ability to toggle between each historical report.

The screenshot displays the ACRES web interface. At the top, there is a navigation bar with 'Quick Start', 'Work Packages', 'Reports', and 'My Account'. A search bar is labeled 'Property' with a placeholder 'Type property name or ID' and an 'Advanced Search' button. The main heading is 'Historical Data for Section 128(a) Tribal Response: Program Activity Levels (PAL) Report'. Below this, there are tabs for 'State & Tribal Report' and 'Tribal Report'. A hand icon points to the 'Tribal Report' tab.

**Tribal 128(a) Property Use of CERCLA 128(a) Funds (Fiscal Year 2020)**

Brownfields:	65%
Underground Storage Tanks/Leaking Underground Storage Tanks:	22%
Federal Facilities:	4%
Solid Waste:	20%
Superfund:	7%
Hazardous Waste Facilities:	7%
VCP (Volunteer Cleanup Program, Independent Cleanup Program, etc.):	12%
Other:	8%

Buttons: [Export Detail to Excel](#) [Export to Excel](#)

**Cumulative Tribal 128(a) PALs Information (FY 2015-2020)**

Fiscal Year (FY)	Properties Enrolled in Response Program	Cleanup Work is Complete AND all Required Institutional Controls (ICs) in Place (or not required)		Properties Where Assistance Was Provided but Property Not Enrolled in Response Program	Items that Ensure Engineering and ICs are Still Protective				Developed or Revised Legislation, Regulations, Codes, Guidance Docs or Policies to Establish or Enhance your VCP?	
		Number of Properties	Total Number of Acres		Number of Audits	Number of Inspections	Number of Reviews	Other	Yes	No
2015	1,420	455	3,817	522	0	0	0	0	0	0
2016	1,871	569	7,528	647	0	0	0	0	0	0
2017	1,890	491	26,823	537	31	237	169	13	43	57
2018	1,841	568	8,905	475	66	284	153	121	45	61
2019	1,808	635	25,472	520	97	161	262	98	52	55
2020	3,065	738	26,437	680	122	171	226	46	40	68
TOTAL	N/A	3,456	98,982	3,381	316	833	810	278	180	241
AVERAGE	1,983	N/A	N/A	564	53	139	135	46	N/A	N/A

**ACRES Tribal 128(a) Accomplishments Data (FY 2003-2019)**

Fiscal Year	Assessments Completed	Cleanups Completed	Jobs Leveraged	Funding Leveraged
2015	45	9	181	\$38,613,256
2016	41	14	91	\$402,262
2017	17	15	20	\$37,364,161
2018	33	12	54	\$2,364,219,311
2019	48	17	60	\$1,014,952
2020	43	18	19	\$3,580,120
2021 as of (Jul 14, 2021)	22	17	25	\$2,467,015
TOTAL	249	102	450	\$85,805,985,311

**Note:** The [Export to Excel](#) button will convert summarized historical data into an Excel spreadsheet.

**Note:** The [Export Detail to Excel](#) will provide a detailed summary of the PALs data into an Excel spreadsheet for easy sorting and filtering.

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