

Work Package Sharing

The ACRES system allows Cooperative Agreement Recipients (CARs) the ability to share a work package with other users to enter additional data or update information for the property.

The CAR who starts a work package is referred to as the ‘**Owner**’ of the package, and the owner has the ability to select other users, known as “collaborators”, to have access to the work package. The collaborators must be associated with the CA in order to enter property information.

Only the **Owner** can submit the work package for regional review.

Accessing the Property Profile Form – Part 1: Property Information to share a Work Package

To share a work package, you need to access (Step 3) **Part 1: Property Information** of the **Property Profile Form (PPF)** for the selected property. You can access the PPF – Part 1, by:

- **Total Cooperative Agreements** link on your **My Account** card
- **Total Properties** button on your **My Account** card

Sharing a Work Package via My CAs

1. On your ACRES Homepage, go to your **My Accounts** 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?**: Contains links for 'Add a new property', 'Add a CA to my list', and 'Edit an existing property'.
- WORK PACKAGES**: Shows '7 Open Work Packages' and 'Actions for Me' (7 work packages in progress).
- QUARTERLY REPORTS**: Shows '1 Open Quarterly Reports' and 'Due 04/30/2023 (6 days)'. 'Actions for Me' shows 1 report in progress.
- MY ACCOUNT**: Displays user information (Email: acres_test@sra.com, Notifications: Weekly Summary) and two prominent links: '4 Total Cooperative Agreements' and '54 Total Properties'. A hand icon points to the '54 Total Properties' link.
- MESSAGE CENTER**: Lists 'New Releases' and 'Quick Reference' links.
- UPCOMING TRAINING**: Lists training opportunities.


1. On your **My Account** card, select the **Total Cooperative Agreement** link to access your Cooperative Agreements, and the property or properties associated with each Agreement. You will navigate to the **My Cooperative Agreements** screen, which displays your list of Cooperative Agreements.

MY ACCOUNT

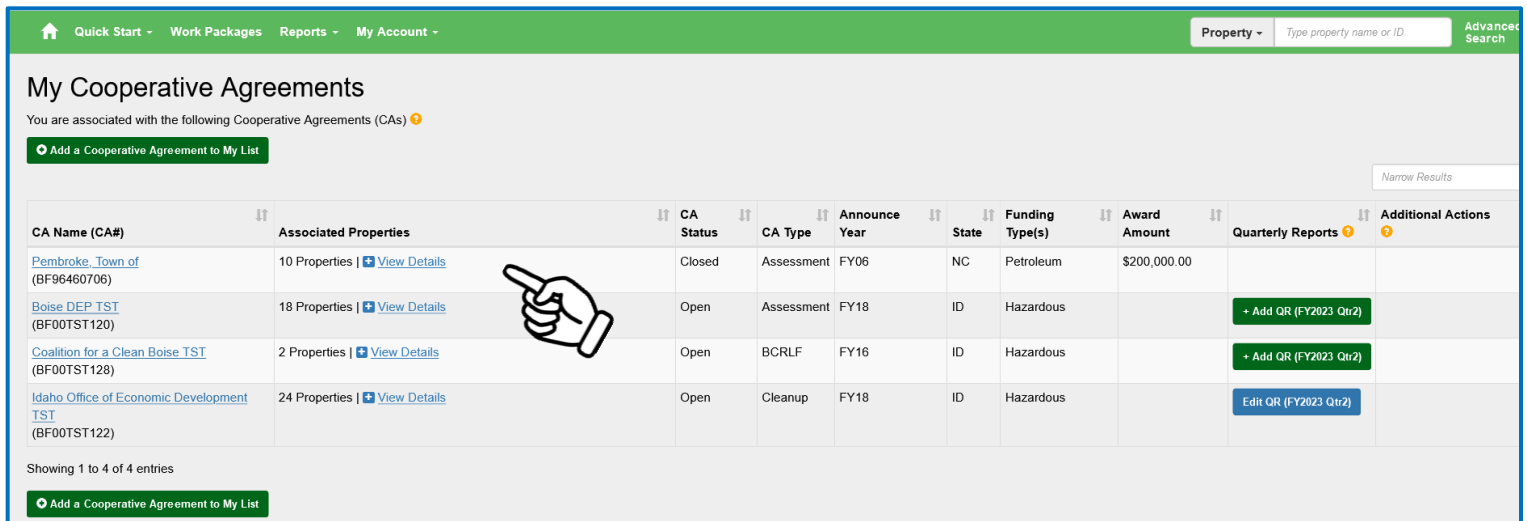
Email: acres_test@sra.com
Notifications: Weekly Summary
[My email preferences](#)

4 [Total Cooperative Agreements](#)

54 [Total Properties](#)



2. On the **My Cooperative Agreements** screen (below), click the **+View Details** link, in the **Associated Properties** column to display the list of properties linked to the CA.



CA Name (CA#)	Associated Properties	CA Status	CA Type	Announce Year	State	Funding Type(s)	Award Amount	Quarterly Reports	Additional Actions
Pembroke, Town of (BF96460706)	10 Properties View Details	Closed	Assessment	FY06	NC	Petroleum	\$200,000.00		
Boise DEP TST (BF00TST120)	18 Properties View Details	Open	Assessment	FY18	ID	Hazardous		+ Add QR (FY2023 Qtr2)	
Coalition for a Clean Boise TST (BF00TST128)	2 Properties View Details	Open	BCRLF	FY16	ID	Hazardous		+ Add QR (FY2023 Qtr2)	
Idaho Office of Economic Development TST (BF00TST122)	24 Properties View Details	Open	Cleanup	FY18	ID	Hazardous		Edit QR (FY2023 Qtr2)	



NOTE: The **Associated Properties** column displays the number of properties attached to the CA.

3. Select the **Enter Data** link of the property in which you want to share the work package.

CA Name (CA#)	Associated Properties	CA Status	CA Type	Announce Year	State	Funding Type(s)	Award Amount	Quarterly Reports	Additional Actions						
Pembroke Town of (BF96460706)	10 Properties View Details	Closed	Assessment	FY06	NC	Petroleum	\$200,000.00								
Boise DEP TST (BF00TST120)	18 Properties View Details	Open	Assessment	FY18	ID	Hazardous		+ Add QR (FY2023 Qtr2)							
Coalition for a Clean Boise TST (BF00TST128)	2 Properties Hide Details <table border="1"> <thead> <tr> <th>Property Name</th> <th>Action/Status</th> </tr> </thead> <tbody> <tr> <td>Former Saw Mill</td> <td>Enter data</td> </tr> <tr> <td>River Front Properties</td> <td>Enter data</td> </tr> </tbody> </table>	Property Name	Action/Status	Former Saw Mill	Enter data	River Front Properties	Enter data	Open	BCRLF	FY16	ID	Hazardous		+ Add QR (FY2023 Qtr2)	
Property Name	Action/Status														
Former Saw Mill	Enter data														
River Front Properties	Enter data														
Idaho Office of Economic Development TST (BF00TST122)	24 Properties View Details	Open	Cleanup	FY18	ID	Hazardous			Edit QR (FY2023 Qtr2)						

4. On Step 1 of the **Property Profile Form Part 1: Property Information** screen (below), select the **+Expand** link next to the **Work Package Sharing (Not Shared)** row.

STEP 1 in Editing a Property to Coalition for a Clean Boise 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: Coalition for a Clean Boise TST BF00TST128

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

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](#)

NOTE: If the work package is already shared, this row displays **Work Package Sharing (Shared)**. Click the **+View** link to see the ‘collaborator(s)’, who are the users that currently share the work package



IMPORTANT: In order to share a work package, the ‘collaborator(s)’ you select **must** be associated with the current CA, as stated in the highlighted text.

STEP 1 in Editing a Property to Pembroke, Town of

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: Pembroke, Town of BF96460706

* 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: 108385

* Property Name: All About Hair

Alias:

Property Owner: Government (Tribal, State, Local) Private

* Address: 713 E. Third St.

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) - Collapse

You can share this property work package with the following ACRES users (collaborators) associated with the Pembroke, Town of Cooperative Agreement:

ACRES Test JT CAR
 ACRES Test CAR

Enter a message to send to collaborators...

Share Work Package



NOTE: There are no restrictions on how many collaborators you can select to share the work package.

- The collaborators in which can share the work package will display. Select the checkbox in front of the user you wish to share the package.

STEP 1 in Editing a Property to Pembroke, Town of

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: Pembroke, Town of BF96460706

* 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: 108385

* Property Name: All About Hair

Alias:

Property Owner: Government (Tribal, State, Local) Private

* Address: 713 E. Third St.

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) - Collapse

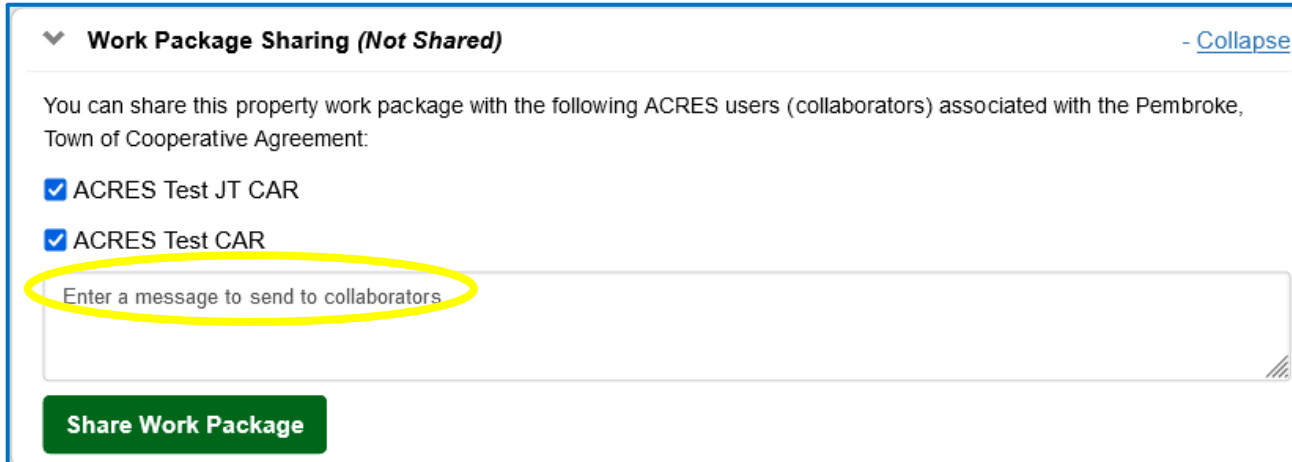
You can share this property work package with the following ACRES users (collaborators) associated with the Pembroke, Town of Cooperative Agreement:

ACRES Test JT CAR
 ACRES Test CAR

Enter a message to send to collaborators...

Share Work Package

6. You can enter a message to your collaborator(s) in the Message box directly under the collaborator name.



Work Package Sharing (Not Shared) [- Collapse](#)

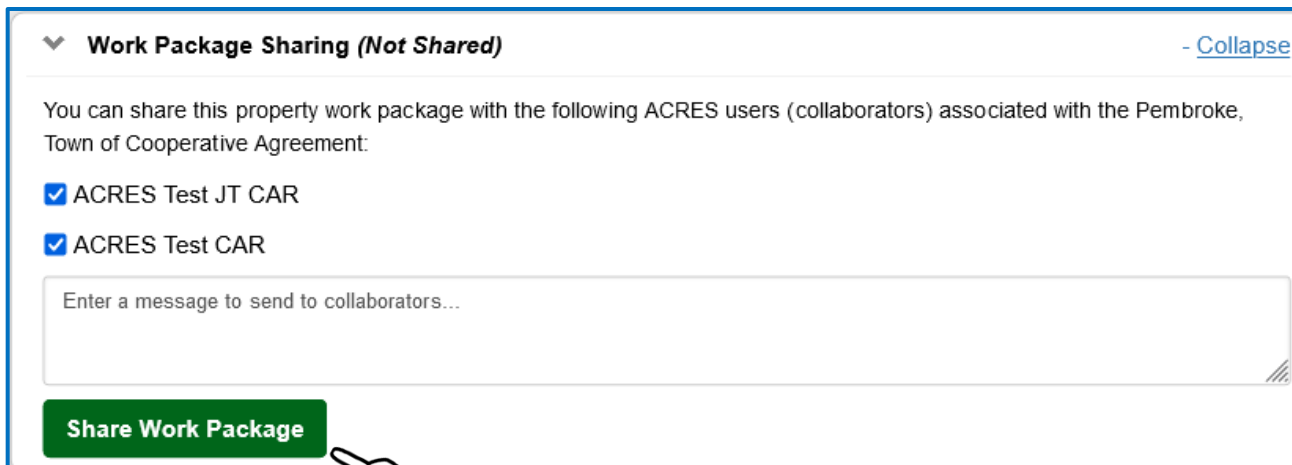
You can share this property work package with the following ACRES users (collaborators) associated with the Pembroke, Town of Cooperative Agreement:

- ACRES Test JT CAR
- ACRES Test CAR

Enter a message to send to collaborators

Share Work Package

7. Once you have selected the collaborator(s), select the **Share Work Package** button.



Work Package Sharing (Not Shared) [- Collapse](#)

You can share this property work package with the following ACRES users (collaborators) associated with the Pembroke, Town of Cooperative Agreement:

- ACRES Test JT CAR
- ACRES Test CAR

Enter a message to send to collaborators...

Share Work Package



Note: Each collaborator that is selected to share a work package will receive an email notifying them that the specific work package is shared with them.

8. The screen displays and indicates the work package is now shared, and also displays the name(s) of the collaborator(s). You can select the **-Hide** link to hide this information.

[Home](#)
[Quick Start](#)
[Work Packages](#)
[Reports](#)
[My Account](#)

[Property](#)

[Advanced Search](#)

STEP 1 in Editing a Property to Pembroke, Town of

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) Information

* CA Name & ID: Boise DEP TST BF00TST120

* CA Recipient Information
For Assessment, Cleanup, Revolving Loan Fund, and Multi-Purpose cooperative agreements, what type(s) of funding is being used at the property?

Hazardous
 Petroleum

Property Background Information

Property ID: 239849

* Property Name: TWIN FALLS IDENTICAL TST

Alias:

* Address: 515 WASHINGTON ST, N

* Zip Code: 83401

* City: IDAHO FALLS

* State: Idaho

County: BONNEVILLE

* Size (in acres): 6

Notes

* Indicates a required field
EPA Form #2000-03 (9-2006), Form Approved, OMB No. 2050-0192, Expires 07-31-2019

Mark Property for Deletion or Disassociation

Mark this property for Deletion or mark to Disassociate from the CA

This Work Package is Shared - [Hide](#)

You have shared this property work package with the following ACRES users associated with the Boise DEP TST Cooperative Agreement.

- ACRES Test JT CAR, (shared on 4/20/2023)
- ACRES Test CAR, (shared on 4/20/2023)

[Update Sharing](#) [Cancel](#)

Submission Notes

Submission notes are a temporary note to your regional representative to ask a question or share comments about this work package. When the work package is approved, the submission notes are deleted. For permanent notes, please enter [Data Documentation](#)

Latitude: 43.46709406640254




Deleting a Collaborator

1. To delete a collaborator from sharing a work package, select the **+View** link to display the collaborator(s) who share the work package.

Notes

* Indicates a required field

EPA Form #6200-03 (9-2006), Form Approved, OMB No. 2050-0192, Expires 07-31-2019


Mark Property for Deletion or Disassociation 

Mark this property for Deletion or mark to Disassociate from the CA

This Work Package is Shared [+View](#) 

Submission Notes

Submission notes are a temporary note to your regional representative to ask a question or share comments about this work package. When the work package is approved, the submission notes are deleted. For permanent notes, please enter [Data Documentation](#)

2. Select the  in front of the collaborator's name in which you want to delete from the work package.

Quick Start - Work Packages Reports - My Account -
Property - [Advanced Search](#)

STEP 1 in Editing a Property to Pembroke, Town of

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) Information

* CA Name & ID: Boise DEP TST BF00TST120

* CA Recipient Information
For Assessment, Cleanup, Revolving Loan Fund, and Multi-Purpose cooperative agreements, what type(s) of funding is being used at the property?

Hazardous
 Petroleum

Property Background Information

Property ID: 239849

* Property Name: TWIN FALLS IDENTICAL TST

Alias:

* Address: 515 WASHINGTON ST, N

* Zip Code: 83401

* City: IDAHO FALLS

* State: Idaho


County: BONNEVILLE

* Size (in acres): 6

Notes

* Indicates a required field



EPA Form #6200-03 (9-2006), Form Approved, OMB No. 2050-0192, Expires 07-31-2019

Mark Property for Deletion or Disassociation 

Mark this property for Deletion or mark to Disassociate from the CA

This Work Package is Shared [Hide](#)


You have shared this property work package with the following ACRES users associated with the Boise DEP TST Cooperative Agreement.

-  ACRES Test JT CAR, (shared on 4/20/2023)
-  ACRES Test CAR, (shared on 4/20/2023)

[Update Sharing](#) [Cancel](#)

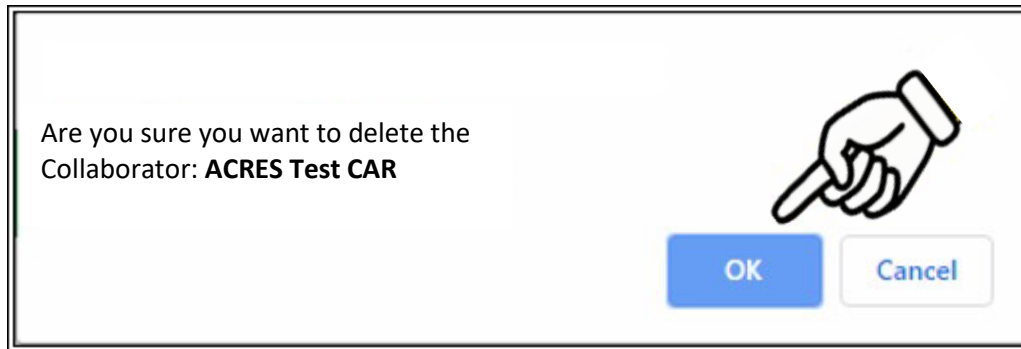
Submission Notes

Submission notes are a temporary note to your regional representative to ask a question or share comments about this work package. When the work package is approved, the submission notes are deleted. For permanent notes, please enter [Data Documentation](#)



Latitude: 43.48720426640724

3. An ACRES dialog box displays for you to confirm or cancel the deletion of the selected user. Select **OK** to confirm the deletion or **Cancel** to continue to allow the collaborator access to the work package.



Update Sharing

1. Select the **Update Sharing** button to select additional collaborators and give access to share the work package.

Remember, a user must be associated with the selected CA in order to be selected as a collaborator, and to share the work package.



NOTE: Only one user can edit or update a work package. If a collaborator tries to access a work package that is being edited by another user; a Lock icon appears next to the work package on your **My Work Packages** screen, in the **Shared** column.

When the work package is available for edit, the lock icon is removed.

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