

How to Enter and Edit Property and Cooperative Agreement Data

Property information and Cooperative Agreement data, also referred to as **CA** data, can be entered several different ways in ACRES.

The instructions and steps below show how to enter Property and/or Cooperative Agreement (CA) data in ACRES.

Logging into ACRES

To log into ACRES, open your Internet Browser and enter the following URL:

<https://acres6.epa.gov>

1. Enter your ACRES **User ID**.
2. Enter your ACRES **Password**.
3. Select **Login**.



NOTE: Your ACRES **User ID** and **Password** are what you set during the EPA registration process.

Admin Mode

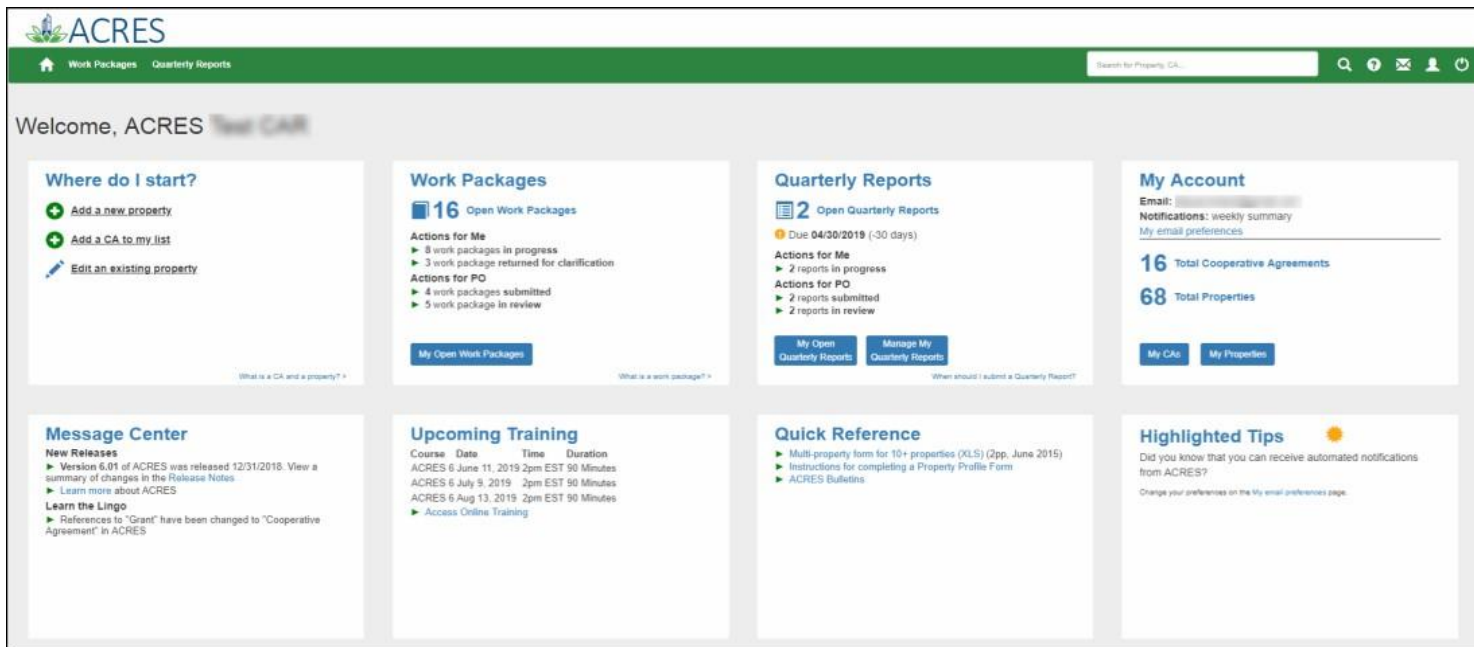
User ID:

Password:

login

Register | Forgot Username/Password?
Reset your EPA VAM Password

The ACRES Homepage displays.



My Accounts card

The **My Account** card displays the total number of your CA and Properties. You can access your CAs and Properties by selecting the corresponding button.

- Select the **My CAs** button to access your Cooperative Agreements.
- Select the **My Properties** button to access your Properties.

[Accessing My CAs \(Cooperative Agreements\)](#)

1. To access a list of the CAs you are associated with, click the **My CAs** button at the bottom of the **My Account** card. You will navigate to the **My Cooperative Agreements** screen.
2. On the **My Cooperative Agreements** screen (below), click the CA link in the **CA Name** column to access the agreement's basic information, associated properties, and related activities.
3. Select the **+View** link in the **Associated Properties** column to display the list of properties linked to the selected CA.



NOTE: Once you select the **+View** link, you can access the Property details by clicking the link of the property name. You can also **Enter data** for the property, and/or **Add a Property** to the CA.



ACRES

Work Packages Quarterly Reports

Search for Property, CA...

My Cooperative Agreements

You are associated with the following Cooperative Agreements (CAs)

Legend: ● Open, ● Cancelled, ● Closed

[Add a Cooperative Agreement to My List](#)

Narrow Results

CA Name	Associated Properties	CA #	CA Type	Announcement Year	State	Funding Type(s)	Award Amount	Quarterly Reports
Washington State Department of Commerce	2 Properties Hide BRLF07 Former Palouse Producers Site Enter data Rainier Court IV Enter data Add a Property	BF00J96301	BCRLF	FY14	WA	Hazardous, Petroleum	\$1,640,000.00	
Chattanooga, City of	1 Property View	BF95408208	Cleanup	FY08	TN	Hazardous	\$200,000.00	Generate Quarterly Report
Oregon Business Development Department	5 Properties View	BF00J96001	BCRLF	FY14	OR	Hazardous	\$1,770,399.00	
Oregon Tradeswomen Inc.	N/A	JT01J08101	Job Training	FY15	OR	Job Training	\$192,300.00	
Oregon Tradeswomen Inc.	N/A	JT01J39901	Job Training	FY17	OR	Job Training	\$200,000.00	
South Central Oregon Economic Development District	6 Properties View	BF01J53301	Assessment	FY18	OR	Hazardous, Petroleum	\$600,000.00	Generate Quarterly Report View Previous CAs
Boise DEP TST	9 Properties View	BF00TST120	Assessment	FY09	ID	Hazardous		Generate Quarterly Report
Boise Workforce TST	N/A	BF00TST121	Job Training	FY09	ID	Job Training		
Boise, City of TST	3 Properties View	BF00TST125	Cleanup	FY08	ID	Hazardous		View Quarterly Report
Brownfields Coalition of Idaho TST	4 Properties View	BF00TST124	BCRLF	FY03	ID	Hazardous		
Idaho Office of Economic Development TST	4 Properties View	BF00TST122	Cleanup	FY09	ID	Hazardous		Generate Quarterly Report
North Boise Community Development Agency TST	8 Properties View	BF00TST124	Assessment	FY04	ID	Hazardous		Generate Quarterly Report
Shoshone-Bannock Tribes of the Fort Hall Reservation	14 Properties View	RP96022412	Section 128(a) State/Tribal	FY16	ID		\$378,957.00	
Shoshone-Bannock Tribes of the Fort Hall Reservation	12 Properties View	RP96022413	Section 128(a) State/Tribal	FY17	ID		\$365,693.00	
Snake River Tribal Council TST	4 Properties View	BF00TST123	Section 128(a) State/Tribal	FY08	ID	Hazardous		
Klawock Cooperative Association	2 Properties View	RP01J06204	Section 128(a) State/Tribal	FY18	AK		\$74,000.00	

Showing 1 to 16 of 16 entries

Adding a CA to your List

1. Select the **+Add a Cooperative Agreement to My List** button, at the top or bottom of the screen, to add a CA to your list.
2. On the **Add Cooperative Agreement** screen (below), enter the eight-digit CA number, **excluding** prefixes and/or amendments.
3. Select the **State** of the CA, from the dropdown menu.
4. Select the **Next>>** button.

ACRES

Work Packages Quarterly Reports

Search for Property, CA...

Add Cooperative Agreement

Cooperative Agreement Number:

CA #

State:

--Select One--

[Next >>](#)

- On the **Confirm Add Cooperative Agreement** screen (below), select the **Confirm Cooperative Agreement** button to save and associate the CA to your account. The CA will be added to your Cooperative Agreement list. You will have access to the CA and to all of the properties associated to the CA.

Adding a Property to one of My CA

You can add a property (or multiple properties) to one of your existing CA.

- On the **My Accounts** card on your homepage, select the **My CAs** button.

- On the **My Cooperative Agreement** screen, locate the CA to which you will add the property.
- Select the **+View** link.
- Select the **+Add a Property** button.

ACRES

Work Packages Quarterly Reports

My Cooperative Agreements

You are associated with the following Cooperative Agreements (CAs) ⓘ

Legend: ● Open, ○ Cancelled, ● Closed

[+ Add a Cooperative Agreement to My List](#)

CA Name	Associated Properties	CA #	CA Type	Ann
Washington State Department of Commerce ●	2 Properties - Hide BRLF07 Former Palouse Producers Site Enter data Rainier Court IV Enter data + Add a Property	BF00J96301	BCRLF	FY1
Chattanooga, City of ●	1 Property + View	BF95408208	Cleanup	FY00
Oregon Business Development Department ●	5 Properties + View	BF00J96001	BCRLF	FY14
Oregon Tradeswomen Inc. ●	N/A	JT01J08101	Job Training	FY15
Oregon Tradeswomen Inc. ●	N/A	JT01J39901	Job Training	FY17
South Central Oregon Economic Development District ●	6 Properties + View	BF01J53301	Assessment	FY17

- For adding a property, on the **Step 2 - Search for Existing Property (Avoid Duplication)** screen (below), you can add filters to search the system and ensure that you are not adding a duplicate property to the CA.



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.

- Once the filters are entered, select the **Apply Filter/Display Properties** button.

STEP 2 in Adding a Property to Washington State Department of Commerce

1 Select CA 2 Search for Existing Property (Avoid Duplication) 3 Property Profile Form Part 1: Property Information 4 Property Profile Form Part 2: Environmental Activities 5 Property Profile Form Part 3: Additional Property Information 6 Review & Submit

Use one or more of the FILTERS below to check for an existing property (to avoid property duplication).

Property State: None selected | City or Keyword: Name, Address, City, ACRES ID | Zip Code: Zip Code

Apply Filter/Display Properties | Clear Filter

7. If there is no record of the property in ACRES, select the **+Create new property** button.
8. If the property already exists in ACRES, select the checkbox in front of the property record.
9. Select the **Add selected property** button to add the property to the CA.

STEP 2 in Adding a Property to Washington State Department of Commerce

1 Select CA 2 Search for Existing Property (Avoid Duplication) 3 Property Profile Form Part 1: Property Information 4 Property Profile Form Part 2: Environmental Activities 5 Property Profile Form Part 3: Additional Property Information 6 Review & Submit

Use one or more of the FILTERS below to check for an existing property (to avoid property duplication).

Property State: None selected | City or Keyword: Name, Address, City, ACRES ID | Zip Code: 092153

Apply Filter/Display Properties | Clear Filter

The highlighted criteria narrowed your results to 0 properties

Add selected property | Create new property

Show 50 entries
Showing 0 to 0 of 0 entries

Property	ACRES Property ID	Property City	Property State	Property Address	Associated CA Name(s)	CA Number	CA Type	CA Announcement Year
No Results Found								

Show 50 entries
Showing 0 to 0 of 0 entries

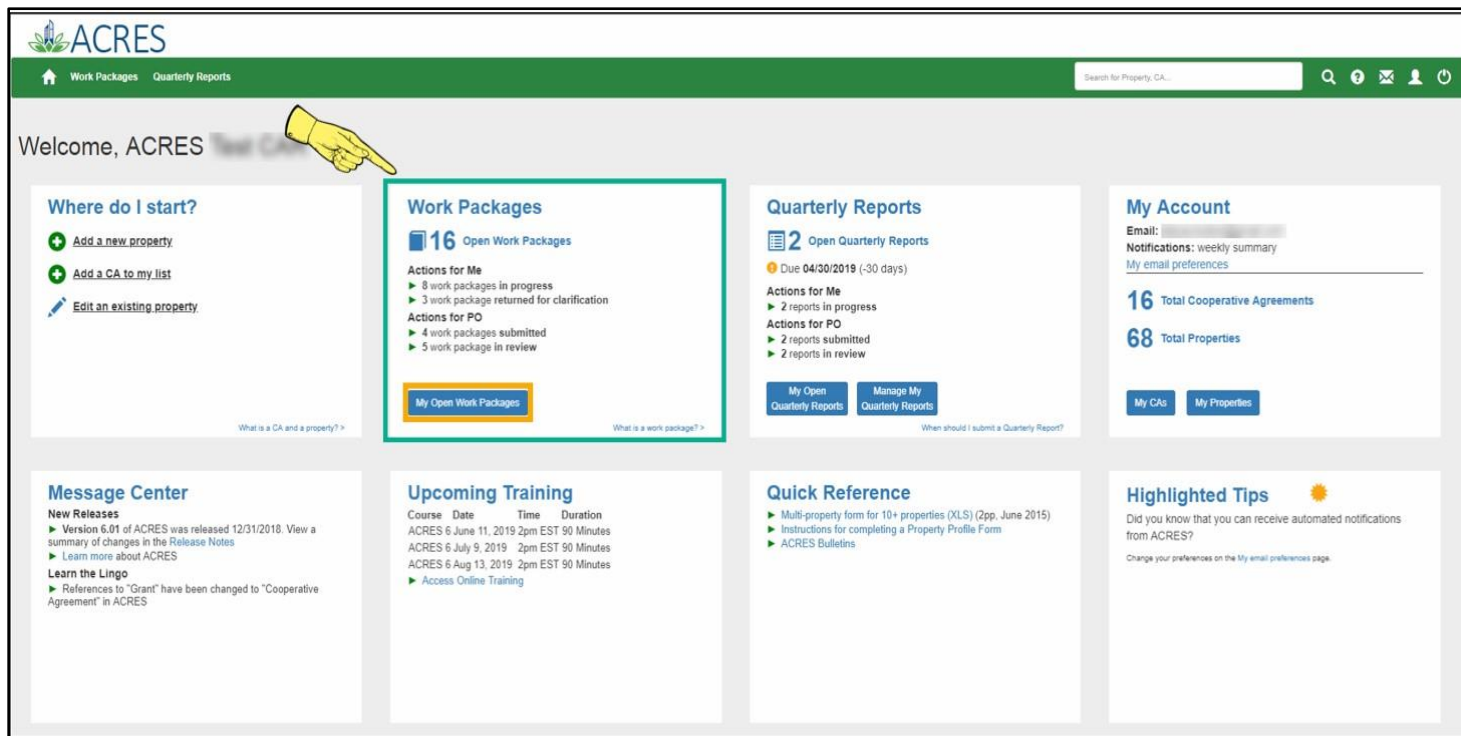
Add selected property | Create new property

Previous | Next

Work Packages card

The **Work Packages** card displays statistics for work package(s) that are under your ownership, and are open for editing. The following information displays on this card:

- Total number of Open work packages
- Total number of work packages in progress
- Total number of work packages returned for further clarification
- Total number of work packages submitted
- Total number of work packages in review



Entering Data for an Open Work Package

1. On the **Work Packages** card, select the **My Open Work Packages** button at the bottom of the card, to access your list of open packages.



Work Packages

16 Open Work Packages

Actions for Me

- ▶ 8 work packages in progress
- ▶ 3 work package returned for clarification

Actions for PO

- ▶ 4 work packages submitted
- ▶ 5 work package in review

[My Open Work Packages](#)

What is a work package? >

2. On the **My Work Packages** screen, locate the work package in the list.

3. Select the **Enter Data** link in the **Action** column of a work package (below) to access the Property Profile Form (PPF) of the selected property. The PPF is where you will enter property assessment, cleanup and redevelopment data.

Open Work Packages	ACRES Property ID	Shared	Cooperative Agreement	Action
Alger Theater (Property Home) (Submission Archive)	238650	Owner: Carolyn Weaver Collaborator(s): Carolyn Weaver ACRES Test CAR	South Central Oregon Economic Development District BF01J53301 Assessment FY2018	Locked for Editing Enter Data
Anthony TEST (Property Home) (Submission Archive)	239809	No	Idaho Office of Economic Development TST BF00TST122 Cleanup FY2009	Edits in Progress Enter Data
Boise Former Cement Plant (Property Home) (Submission Archive)	239832	No	Boise DEP TST BF00TST120 Assessment FY2009	Edits in Progress Enter Data
Boise Reclaim Storage Facility (Property Home) (Submission Archive)	239791	No	Boise DEP TST BF00TST120 Assessment FY2009	Needs Clarification Enter Data
Boise Welcome Center TST (Property Home) (Submission Archive)	239675	No	Brownfields Coalition of Idaho TST BF00TST124 BCRLF FY2003	Edits in Progress Enter Data
Boise Welcome Center TST (Property Home) (Submission Archive)	239675	No	North Boise Community Development Agency TST BF00TST124 Assessment FY2004	Needs Clarification Enter Data
Former Boise Creosote Plant (Property Home) (Submission Archive)	239831	No	Boise DEP TST BF00TST120 Assessment FY2009	Edits in Progress Enter Data



STEP 3 in Editing a Property to Idaho Office of Economic Development TST

1 Select CA 2 Search for Existing Property (Avoid Duplicates) 3 **Property Profile Form Part I: Property Information** 4 Property Profile Form Part II: Environmental Activities 5 Property Profile Form Part III: Additional Property Information 6 Review & Submit

Cooperative Agreement (CA) Information

* CA Name & ID: Idaho Office of Economic Development TST BF00TST122

* 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: 239800

* Property Name: Anthony TEST

Alias:

* Address: 1301 Van Buren St

* Zip Code: 98388

* City: STEILACOOM

* State: Washington

County: PIERCE

* Size (in acres): 6

Notes

* Indicates a required field
EPA Form #200-03 (2-2005), 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 Not 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

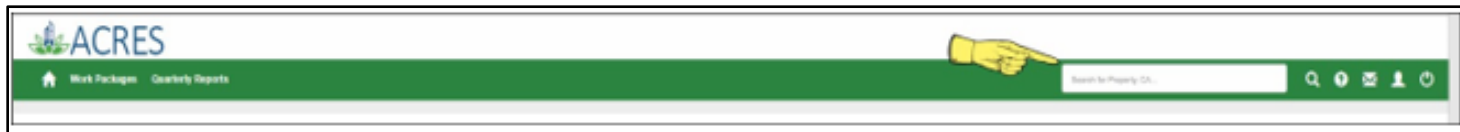
Map: 1301 Van Buren St, STEILACOOM, Washington 98388

Latitude: 47.17685000000005
Longitude: -122.58112999999997

Edit Location Fields

Search or Find a Property or CA

The **Search for Property, CA** search box displays on the ACRES banner at the top of every screen.



NOTE: The **Search** field will display all the results that match your search criteria.

1. Enter the initial characters of a Property or a CA to search and/or find a specific property or agreement.

2. Select the appropriate property or CA from the list.
3. The selected **Property Detail** or **Cooperative Agreement Detail** page will display.

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