Viewing Property Detail Information

The detailed Property Information is displayed as read-only, and can be printed in a format that can be shared with others, or used for your own reporting and tracking purposes. The ACRES Homepage design displays "Cards" that include specific links that navigate you directly to a list of your associated properties and CAs. From your list, you are able to directly access the details and information for a property.

There are two ways to easily access your detailed Property information: using the "Edit an existing property" link on the "Where do I start?" card or using the "My Properties" link on the "My Account" card.

This reference guide will show you how to access and view your Property information in ACRES.

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Logging into ACRES

To log into ACRES, open your Internet Browser and enter the following URL:
https://acres6.epa.gov

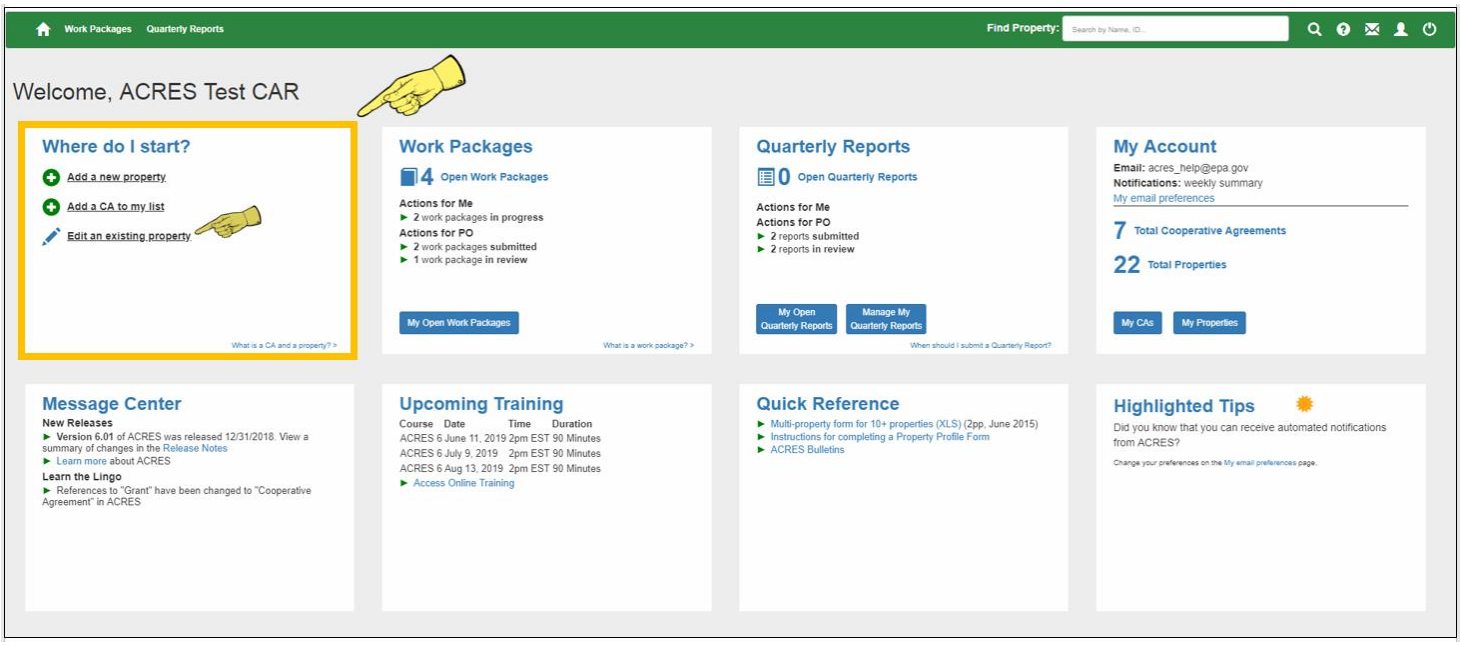
1. Enter your ACRES **User ID**.
2. Enter your ACRES **Password**.
3. Select **Login**.

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

Viewing Property Information via the Edit an existing Property Link (on the Where Do I start? Card)

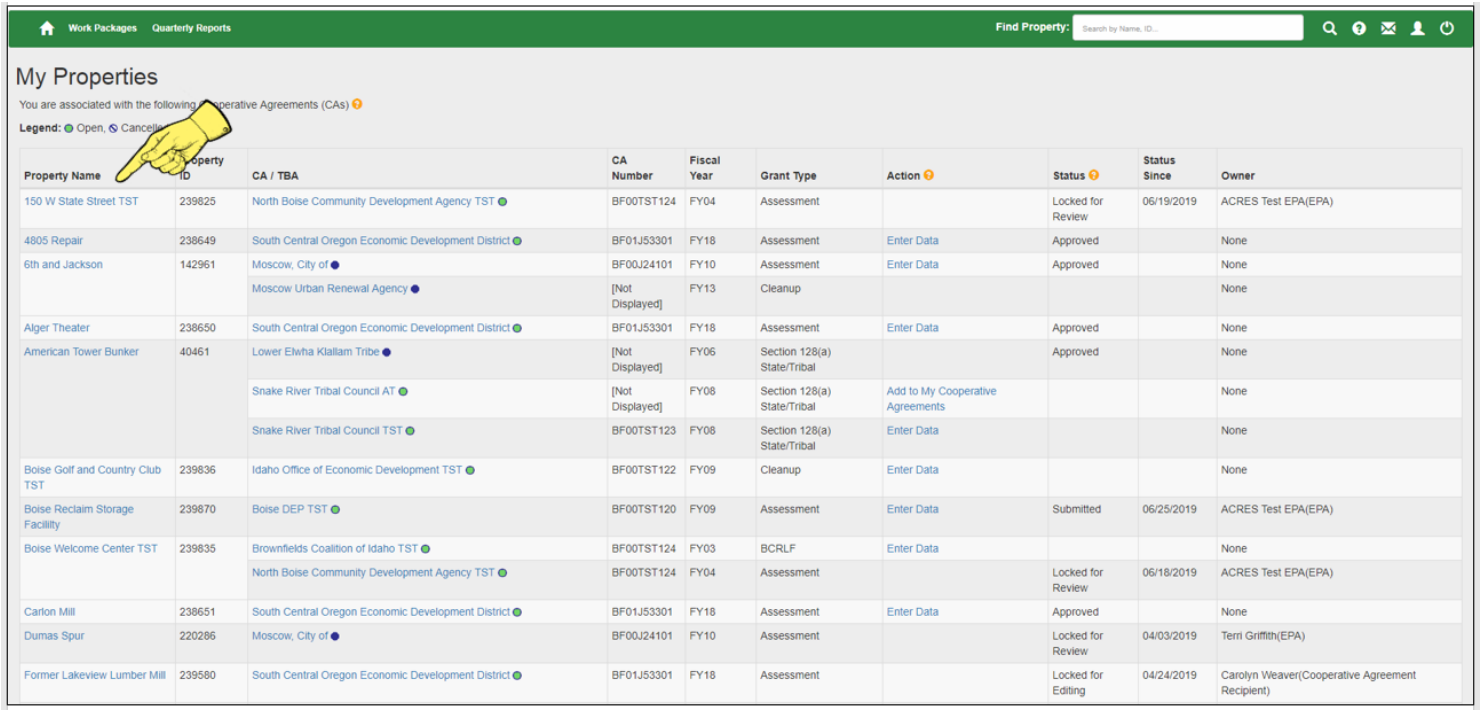
The **Where Do I start?** card provides easy access to add a new property, enter or update data or information for an existing property, and also to associate a CA to your list.

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



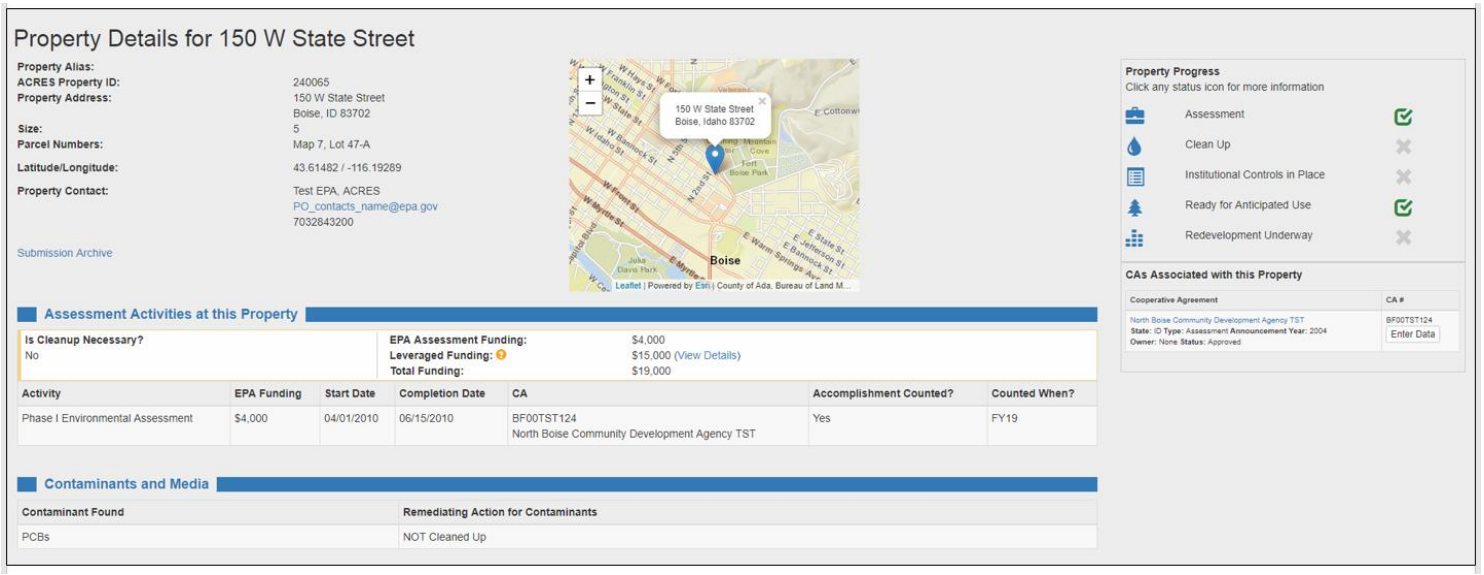
2. Select the **Edit an existing Property** link to access your **My Properties** screen.

3. On your **My Properties** screen (below), click the hyperlink of a specific Property in the **Property Name** column.



Property Name	Property ID	CA / TBA	CA Number	Fiscal Year	Grant Type	Action	Status	Status Since	Owner
150 W State Street TST	239825	North Boise Community Development Agency TST	BF00TST124	FY04	Assessment		Locked for Review	06/19/2019	ACRES Test EPA(EPA)
4805 Repair	238649	South Central Oregon Economic Development District	BF01J53301	FY18	Assessment	Enter Data	Approved		None
6th and Jackson	142961	Moscow, City of	BF00J24101	FY10	Assessment	Enter Data	Approved		None
		Moscow Urban Renewal Agency	[Not Displayed]	FY13	Cleanup				None
Alger Theater	238650	South Central Oregon Economic Development District	BF01J53301	FY18	Assessment	Enter Data	Approved		None
American Tower Bunker	40461	Lower Elwha Klallam Tribe	[Not Displayed]	FY06	Section 128(a) State/Tribal		Approved		None
		Snake River Tribal Council AT	[Not Displayed]	FY08	Section 128(a) State/Tribal	Add to My Cooperative Agreements			None
		Snake River Tribal Council TST	BF00TST123	FY08	Section 128(a) State/Tribal	Enter Data			None
Boise Golf and Country Club TST	239836	Idaho Office of Economic Development TST	BF00TST122	FY09	Cleanup	Enter Data			None
Boise Reclaim Storage Facility	239870	Boise DEP TST	BF00TST120	FY09	Assessment	Enter Data	Submitted	06/25/2019	ACRES Test EPA(EPA)
Boise Welcome Center TST	239835	Brownfields Coalition of Idaho TST	BF00TST124	FY03	BCRLF	Enter Data			None
		North Boise Community Development Agency TST	BF00TST124	FY04	Assessment		Locked for Review	06/18/2019	ACRES Test EPA(EPA)
Carlon Mill	238651	South Central Oregon Economic Development District	BF01J53301	FY18	Assessment	Enter Data	Approved		None
Dumas Spur	220286	Moscow, City of	BF00J24101	FY10	Assessment		Locked for Review	04/03/2019	Terri Griffith(EPA)
Former Lakeview Lumber Mill	239580	South Central Oregon Economic Development District	BF01J53301	FY18	Assessment		Locked for Editing	04/24/2019	Carolyn Weaver(Cooperative Agreement Recipient)

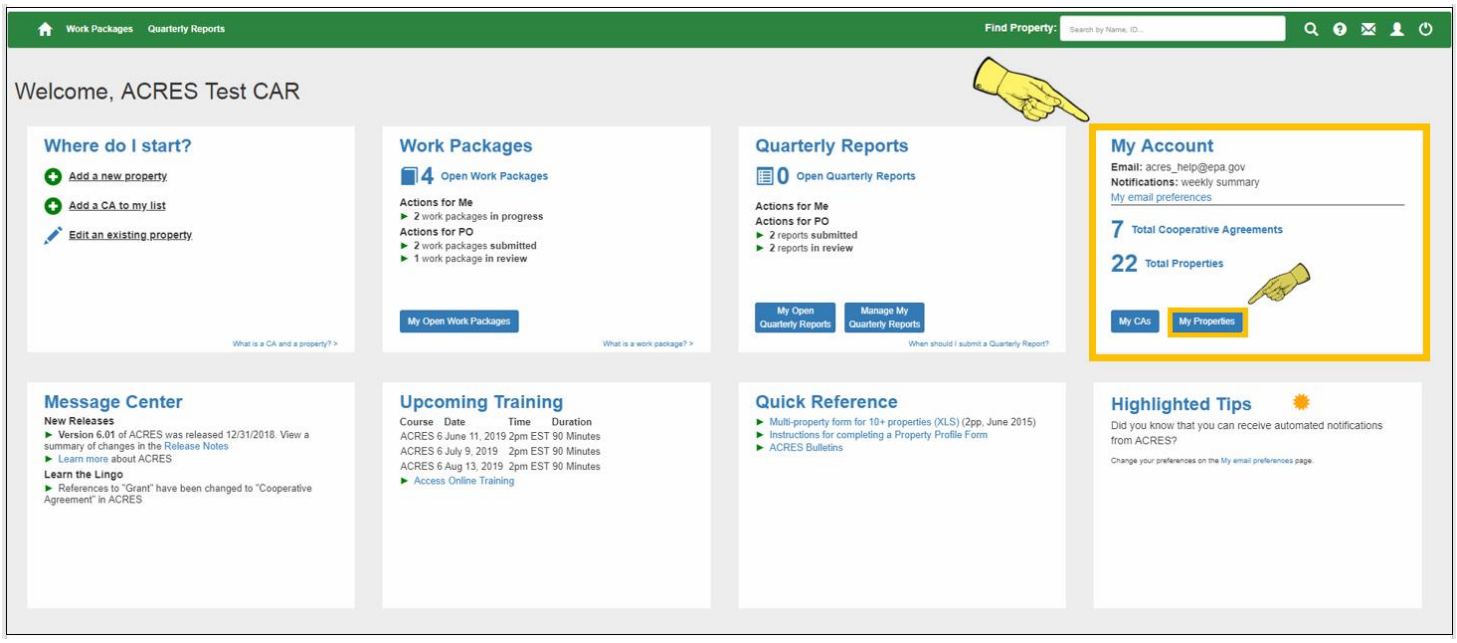
4. You will navigate to the **Property Details** screen (below), which provides all of the general information and specific details of the property and the location of the site.



Viewing Property Information via My Properties (on My Account card)

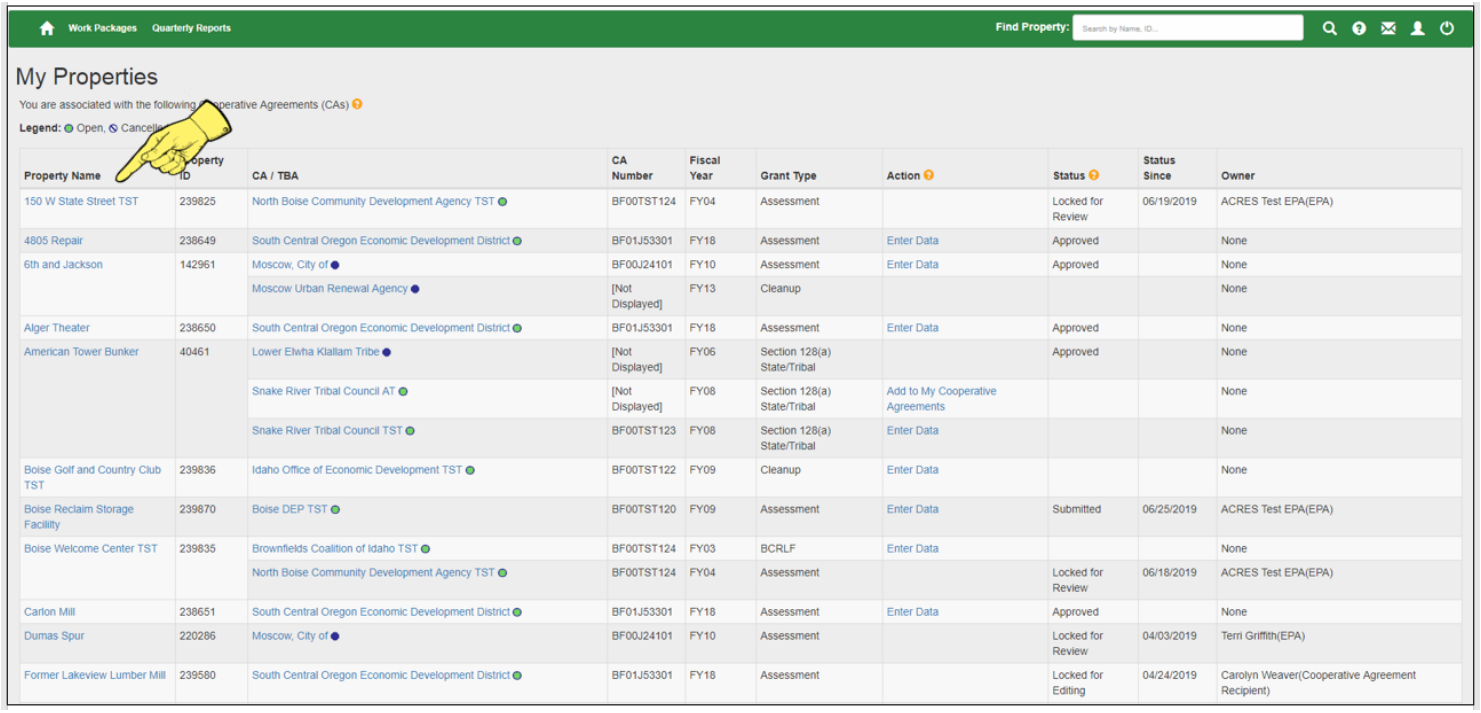
You can select the **My Properties** button on your **My Account** card to access and view a list of your associated properties. From the list, you are able to select a property and access the **Property Details** screen and all related property information.

1. On your ACRES Homepage, go to your **My Account** card.



2. On your **My Account** card, select the **My Properties** button, which will navigate you to your **My Properties** screen.

3. On your **My Properties** screen (below), click the hyperlink of a specific property in the **Property Name** column.



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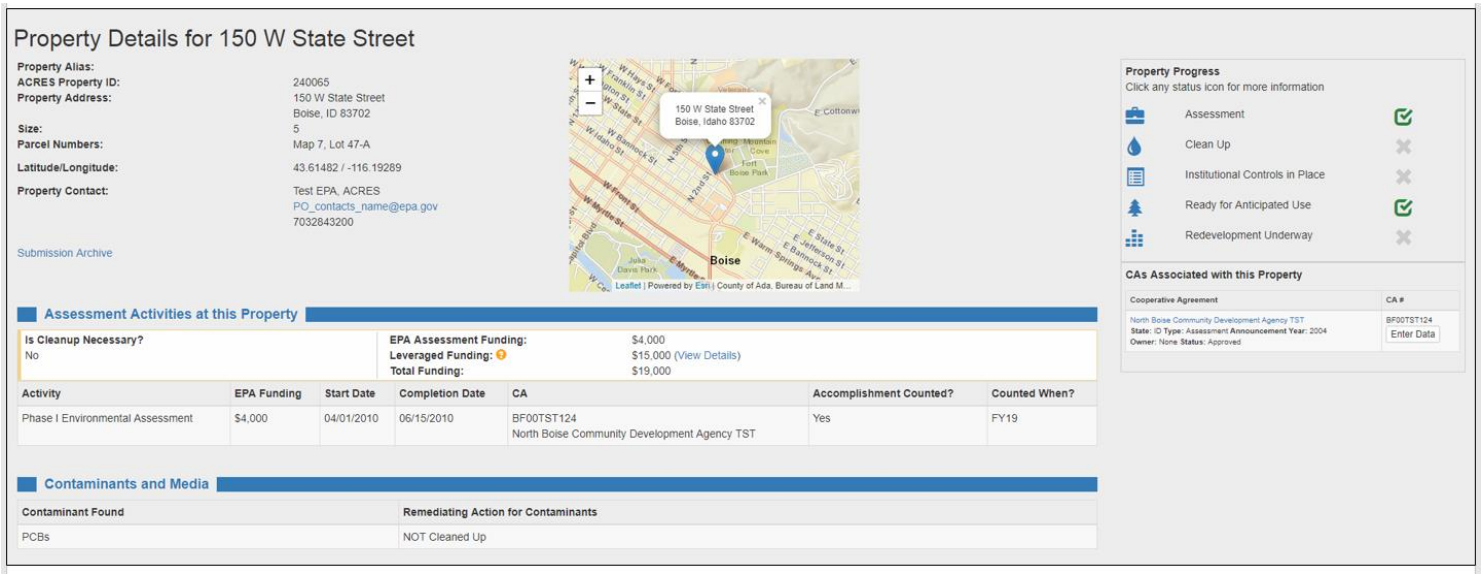


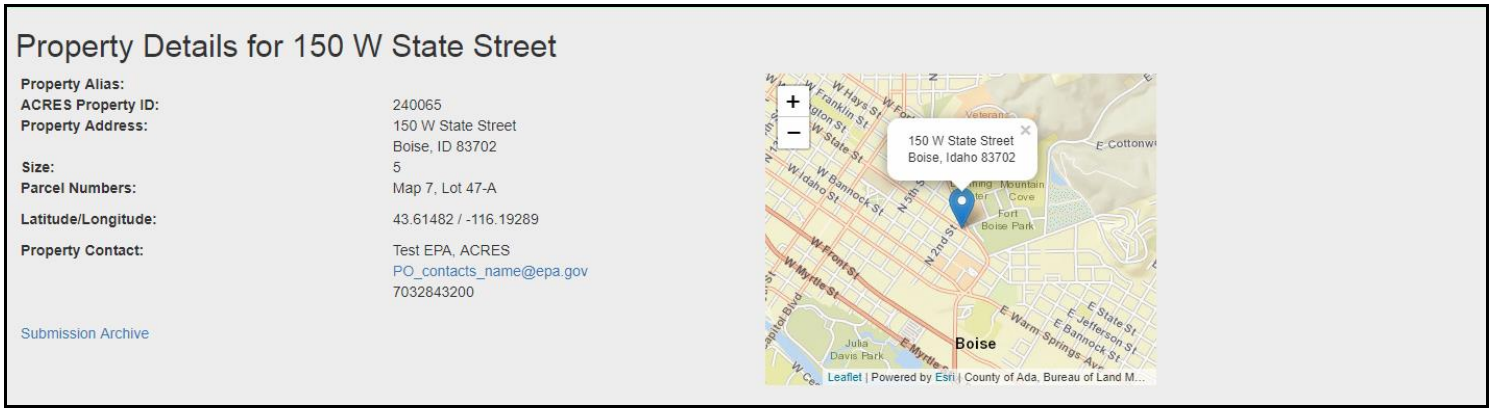
Eight sections of Property Details screen

The **Property Details** screen is divided into eight sections, generally based on the Property Profile Form (PPF). Each section provides specific details of the property, and any related activities.

- ***Property Details***
- ***Assessment Activities at this Property***
- ***Contaminants and Media***
- ***Cleanup Activities***
- ***Institutional and Engineering Controls***
- ***Ready for Anticipated Use***
- ***Redevelopment and other Leveraged Accomplishments***
- ***Additional Property Attributes***

Property Details

The **Property Details** section displays general information about the property, such as; the property's address, property size, and the property contact information.



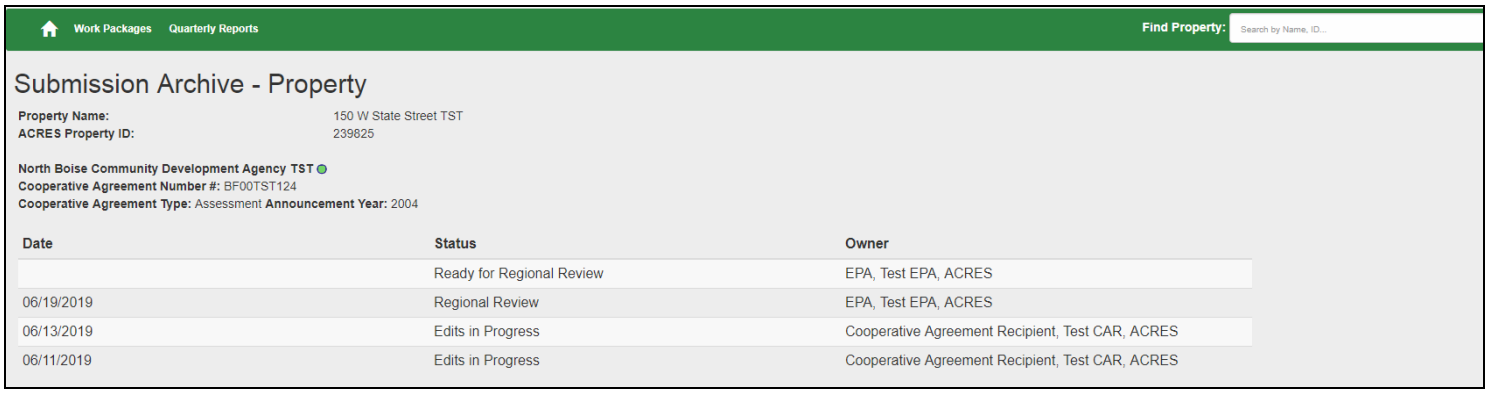
Additional information is available when you click the following links:

- **Submission Archive**: To navigate to the **Submission Archive – Property** screen.
- **Property Contact Email**: To reach or contact the Property Officer (PO) associated with the grant, and also with the property.

Submission Archive – Property screen

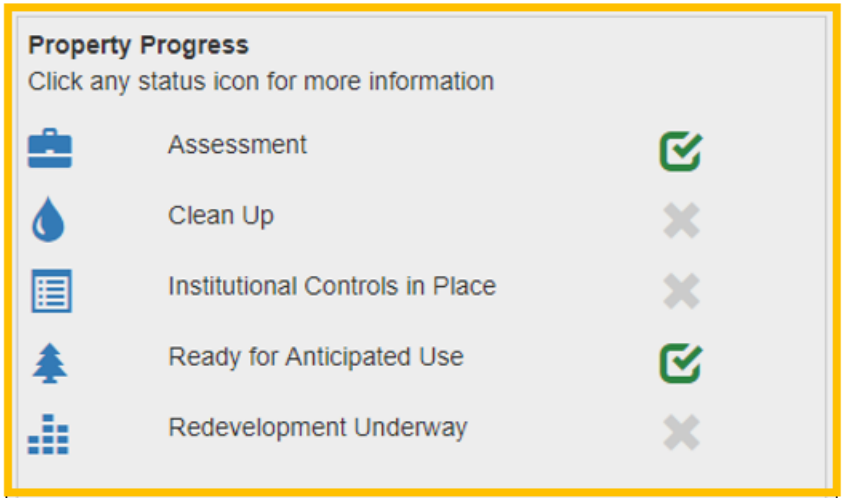
The **Submission Archive – Property** screen indicates each time a work package is opened, along with the following information:

- **Date** - the date the package was moved to the next stage
- **Status** - the current status of the package
- **Owner** - the name of every user who opened or updated the package.



Property Progress section

On the right-hand side of the Property Details screen, you will see the **Property Progress** section displays. This section, and the icons, indicate the status of each activity related to the property.



Icon	Indication
Green checkmark	Indicates the activity is complete.
Gray 'X'	Indicates the activity has not been started.
Yellow square	Indicates the activity is in progress.

The **CAs Associated with this Property** section, displays the following:

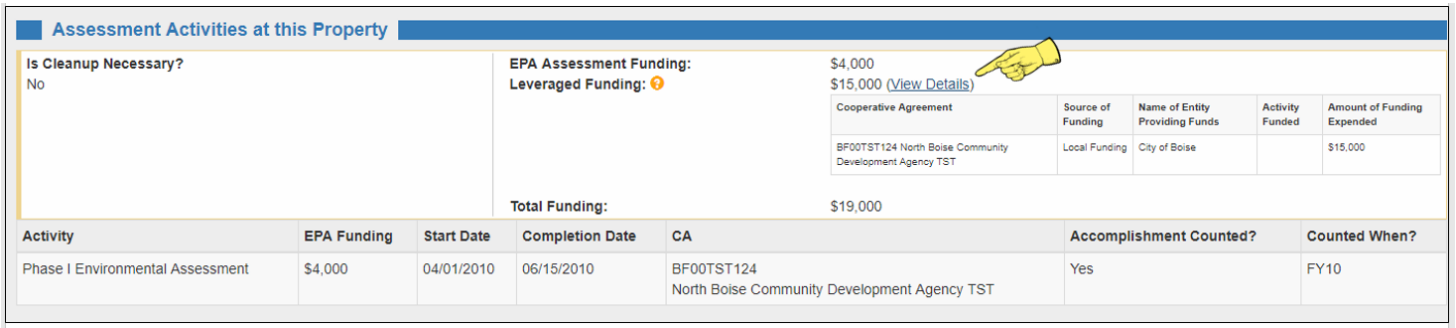
- CA(s) name
- CA(s) number
- State
- Announcement Year
- Owner
- Status

For more information on the associated CA(s), click the CA name link to navigate to the **Cooperative Agreement Details** screen.

Assessment Activities

The **Assessment Activities at this Property** section includes the EPA funding expended, leveraged funding information, activity Start and Completion date(s), and whether an assessment accomplishment has been counted for the property. It also highlights whether cleanup is necessary, and assessment activities at a property may be conducted under different CA's.

NOTE: Click the (Leveraged Funding) **View Details** link to open detailed information regarding the leveraged funding, the funding source, and the amount already expended.



Assessment Activities at this Property

Is Cleanup Necessary? No

EPA Assessment Funding: $4,000
Leveraged Funding: $15,000 (View Details)

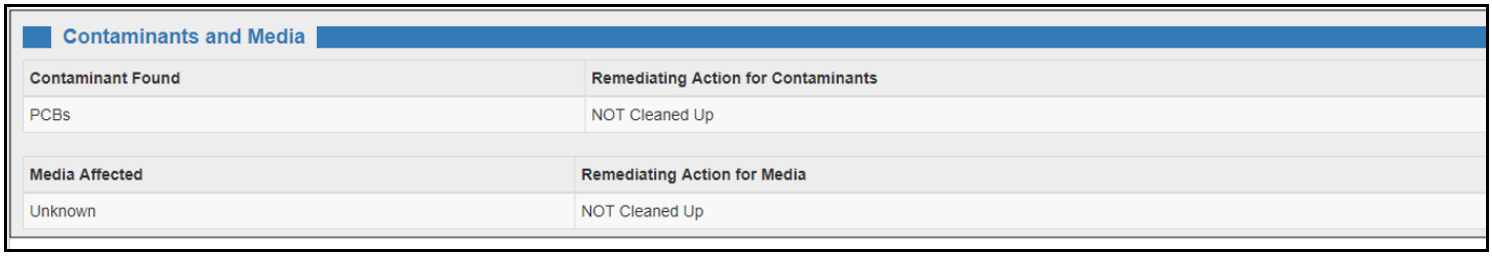
Cooperative Agreement	Source of Funding	Name of Entity Providing Funds	Activity Funded	Amount of Funding Expended
BF00TST124 North Boise Community Development Agency TST	Local Funding	City of Boise		$15,000

Total Funding: $19,000

Activity	EPA Funding	Start Date	Completion Date	CA	Accomplishment Counted?	Counted When?
Phase I Environmental Assessment	$4,000	04/01/2010	06/15/2010	BF00TST124 North Boise Community Development Agency TST	Yes	FY10

Contaminants and Media

This section displays any contaminants, if found, and also the action(s) taken to remediate. **Contaminants and Media** provides a list of the contaminants tracked, the media impacted, and the cleanup status of each.



Contaminants and Media

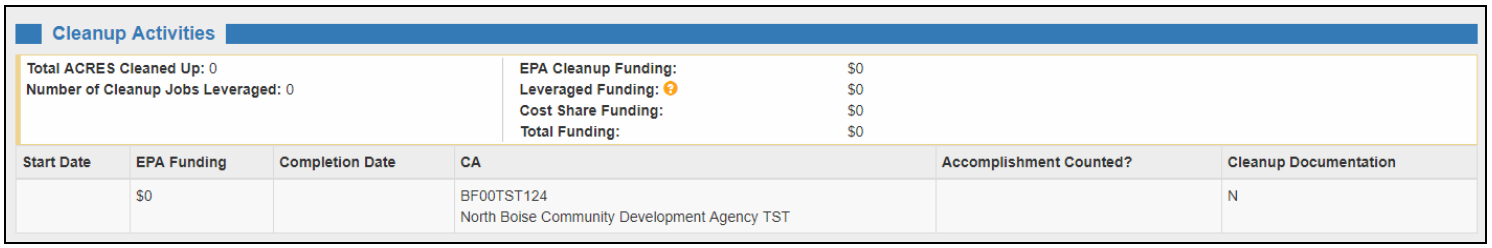
Contaminant Found	Remediating Action for Contaminants
PCBs	NOT Cleaned Up

Media Affected	Remediating Action for Media
Unknown	NOT Cleaned Up

Cleanup Activities

The **Cleanup Activities** section displays information regarding the Cleanup effort and the progress for a property.

This information includes EPA funding for the cleanup effort (with RLF grant funds loaned/sub-granted and RLF program income loaned/sub-granted, if applicable), leveraged funding, cost share funding, total acres cleaned up, number of cleanup jobs leveraged, and the Start and Completion date. It also displays whether a cleanup accomplishment has been counted for the property.



Cleanup Activities

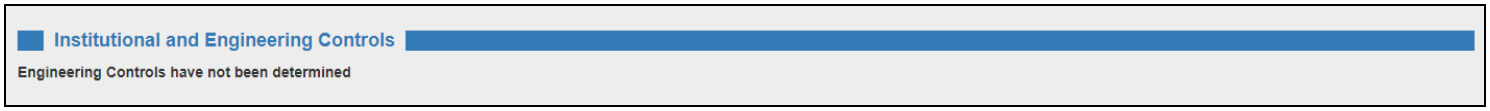
Total ACRES Cleaned Up: 0
Number of Cleanup Jobs Leveraged: 0

EPA Cleanup Funding: $0
Leveraged Funding: $0
Cost Share Funding: $0
Total Funding: $0

Start Date	EPA Funding	Completion Date	CA	Accomplishment Counted?	Cleanup Documentation
	$0		BF00TST124 North Boise Community Development Agency TST		N

Institutional and Engineering Controls

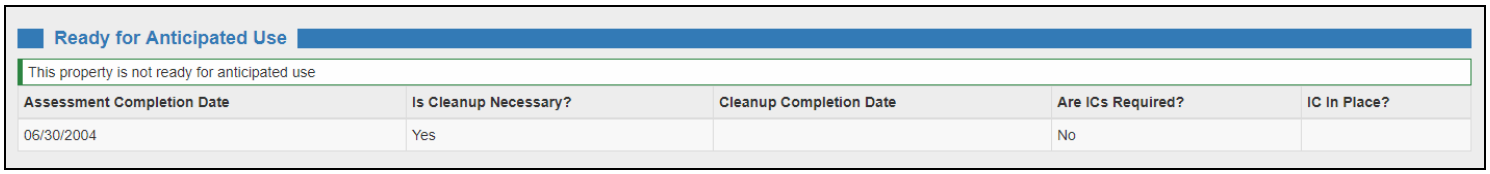
The **Institutional and Engineering Controls** section displays information indicating ***if*** any controls are required and/or in place for the property.



Ready for Anticipated Use

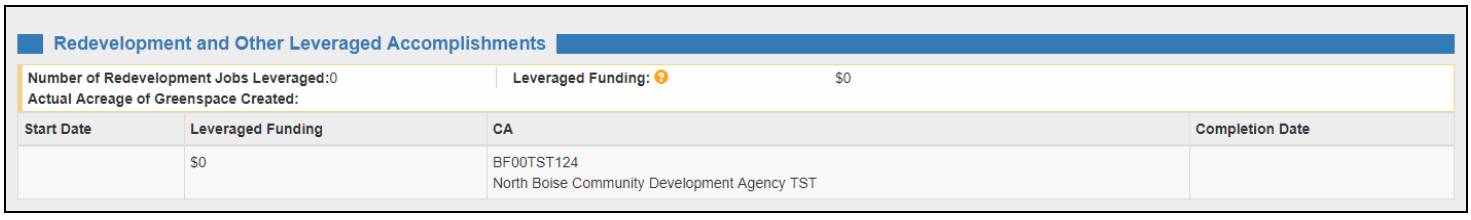
This section indicates if the property's assessment, cleanup, and control(s) activities are complete enough to designate the property "**ready for anticipated use**". This is a very important measurement for EPA.

NOTE: The **Ready for Anticipated Use** designation is automatically calculated by ACRES based on a combination of data in the Property record, including the status of assessment activities, whether cleanup is required and complete, and whether institutional controls are required and in place at the property.



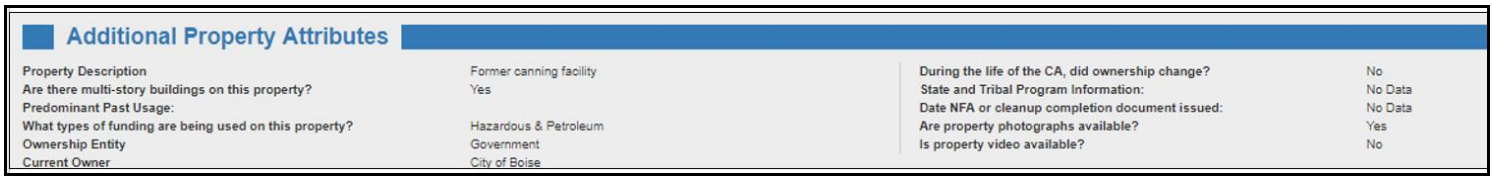
Redevelopment and Other Leveraged Accomplishments

This section displays information regarding any redevelopment leveraged funding, post-cleanup jobs, and the redevelopment Start and Completion date(s) for the property.



Additional Property Attributes

The last section (**Additional Property Attributes**) displays information that was not captured in any other fields on Property Details screen, but is important information for reporting to the EPA.

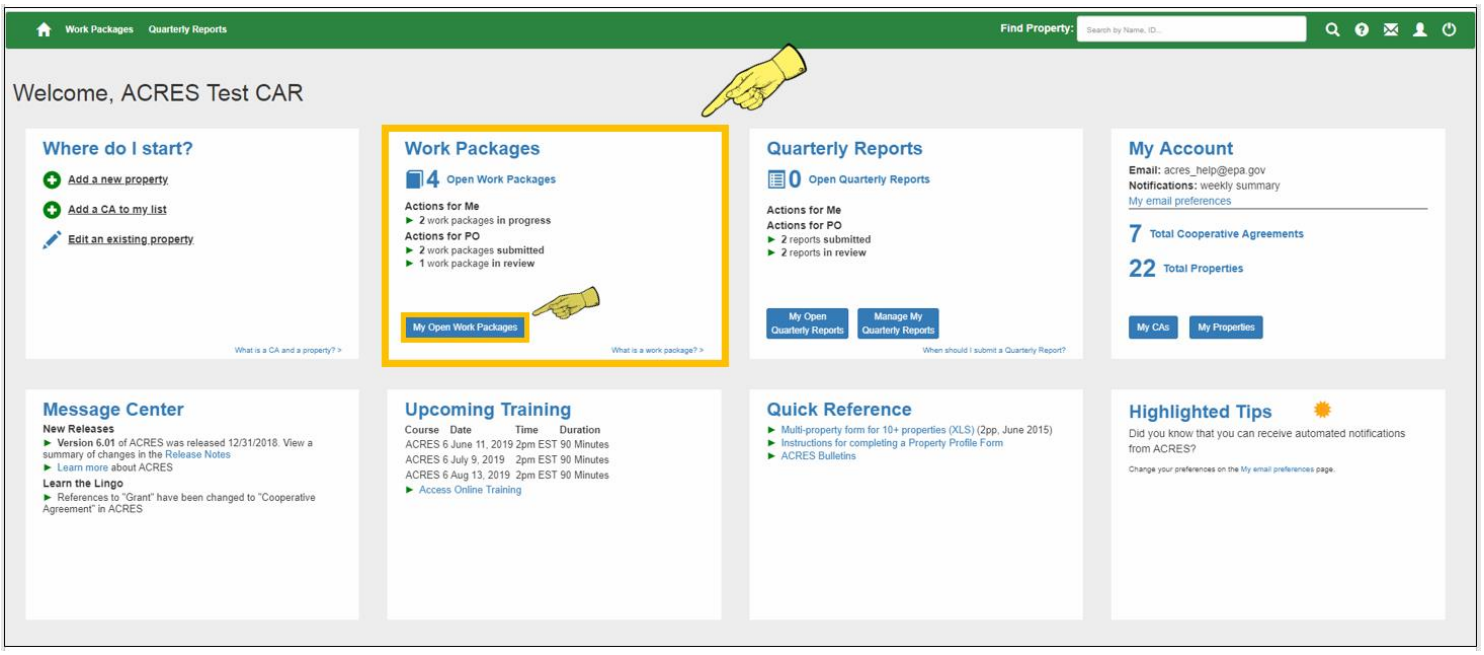


Viewing Open or Active Property Information via My Open Work Packages (on Work Packages card)

Your **Work Packages** card ***only*** gives you access to a list of your "open and/or active" work packages. An "open" work package is any package that has not yet been approved by Headquarters.

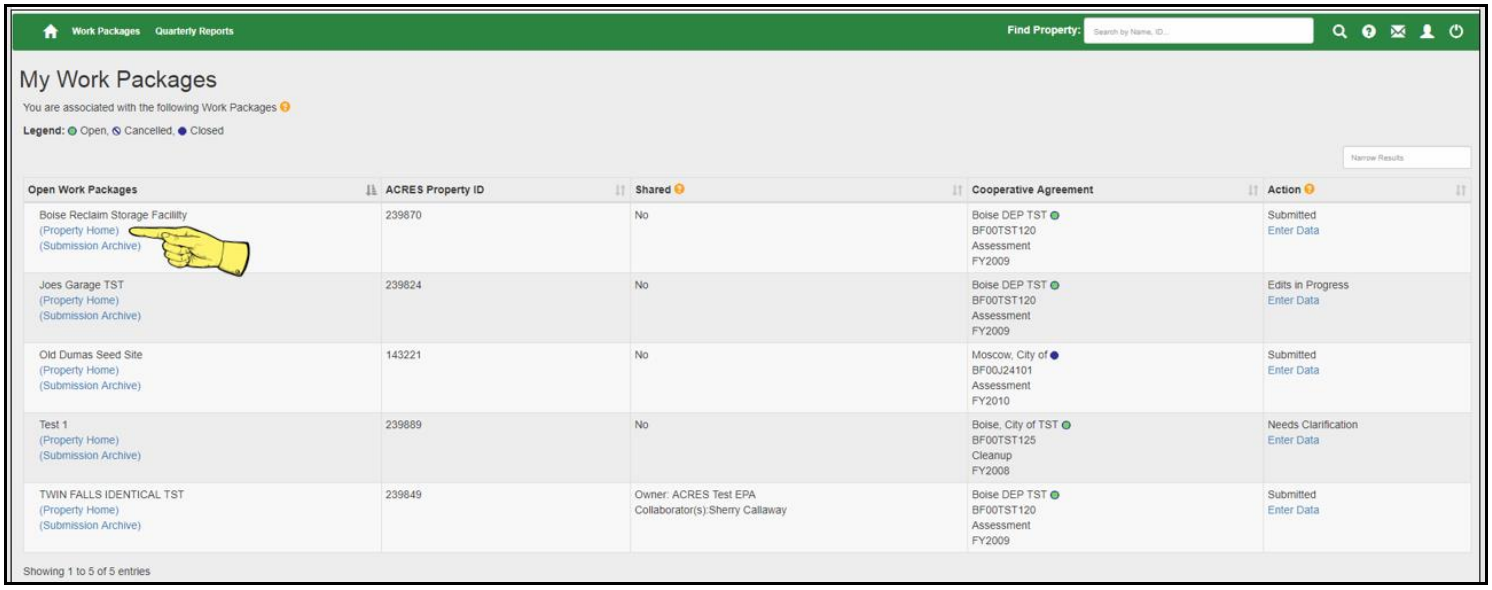
From the list, you are able to select a property and access the **Property Details** screen.

1. On your ACRES Homepage, go to your **Work Packages** card.

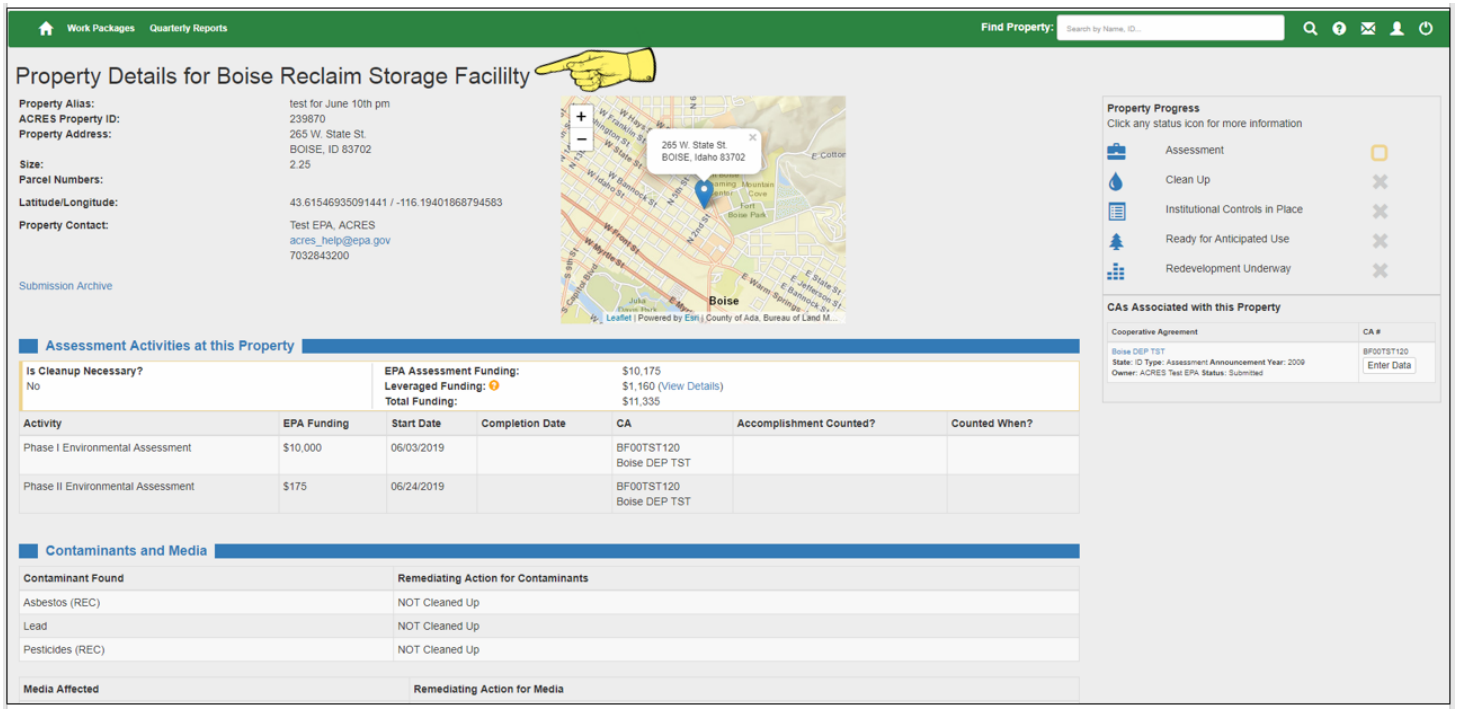


2. Select the **My Open Work Packages** button.

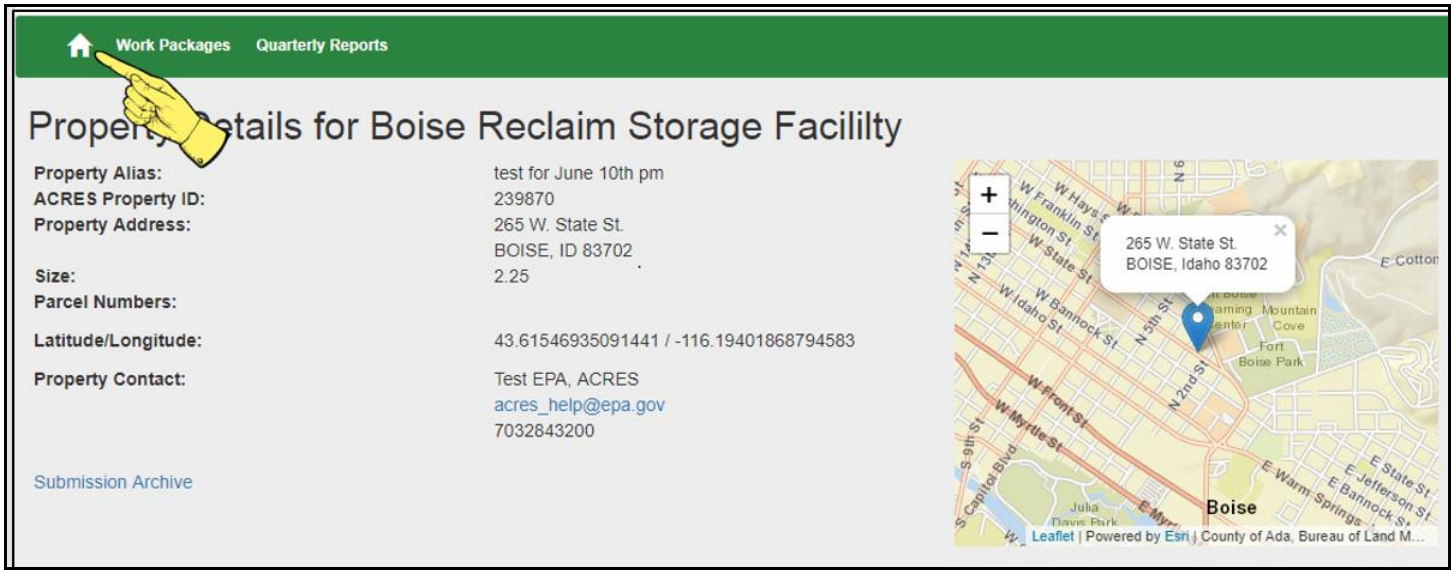
3. On the **My Work Packages** screen (below), select the **Property Home** link in the **Open Work Packages** column.



4. You will navigate to the **Property Details** screen (below) of the selected property.



At any time, you can select the **Home** icon in the top left-hand corner to navigate back to your ACRES Homepage.



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