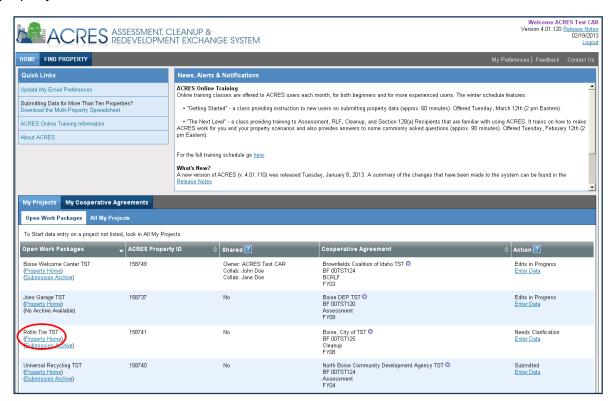
Viewing and Printing Property Data

All Cooperative Agreement (CA) information can be viewed in a read-only format and printed in a format that can be shared with others or used for your own reporting and tracking purposes.

- Open your Internet browser to the following URL: https://cfext.epa.gov/acres/index.cfm. Enter the User Name and Password you set during the EPA registration process, and click the "Log In" button. Your ACRES Home page will display.
- 2. Locate the property you wish to view and click the "Property Home" link. If the property isn't currently listed under the Open Work Packages tab, click the "All My Properties" tab. Hint: Use the Find Property tab to locate a property if you are not currently associated to the property.



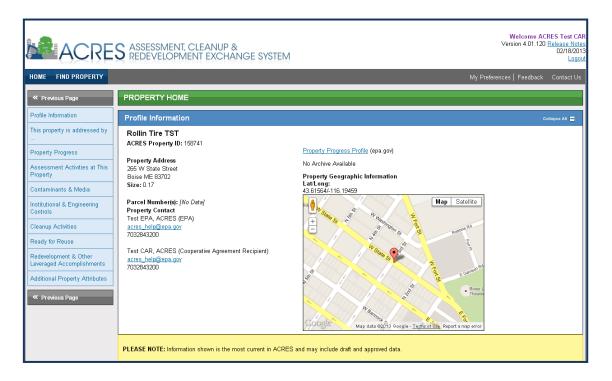
3. The Property Home screen is a read-only view of all in the ACRES property record. The screen is divided into ten sections, generally based on the Property Profile Form (PPF): Profile Information, This Property is Addressed by These Cooperative Agreements, Property Progress, Assessment Activities at This Property, Contaminants & Media, Institutional & Engineering Controls, Cleanup Activities, Ready for Reuse, Redevelopment & Other Leveraged Accomplishments, and Additional Property Attributes.

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Profile Information

This section contains general identifying information about the property, such as property address, property size, parcel number, and property contacts.

The ACRES Property ID is assigned automatically by ACRES when the Property record is created. The "Property Progress Profile" link opens EPA's Cleanups in My Community Web site where you can search for information about the property. All other profile information is entered by ACRES users. The map is based on the latitude and longitude data supplied in the property record



This Property is Addressed By These Cooperative Agreements

A Property record can be associated with multiple Cooperative Agreement records in ACRES, indicating that there are multiple Cooperative Agreements that have funding or have funded activities at a particular property. This section will list the information for every Cooperative Agreement that is associated with the Property record, including work package information. To start a Property work package from this screen, click the "Enter Data" link to the right of the appropriate Cooperative Agreement.



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Property Progress

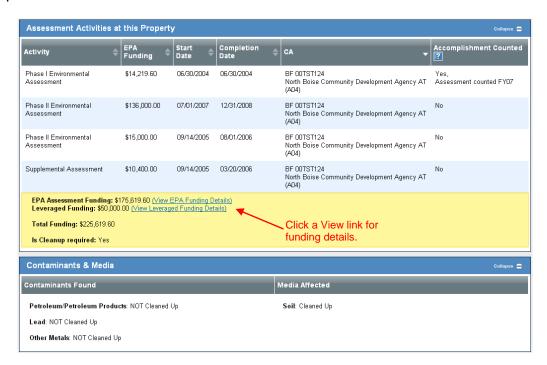
Property Progress provides a quick and easy to read visual display of the assessment, cleanup, and redevelopment progress the property. The graphic is updated based on the environmental activity data entered in the Property record.



Assessment Activities at this Property and Contaminants & Media

Assessment activities at a property may be conducted under different Cooperative Agreements. All assessment activities for a property are listed in this section, with the CA column displaying the Cooperative Agreement providing funding. The fields within the yellow box provide total assessment funding data for the property.

Contaminants & Media provides a list of the contaminants tracked, the media impacted, and the cleanup status of each.

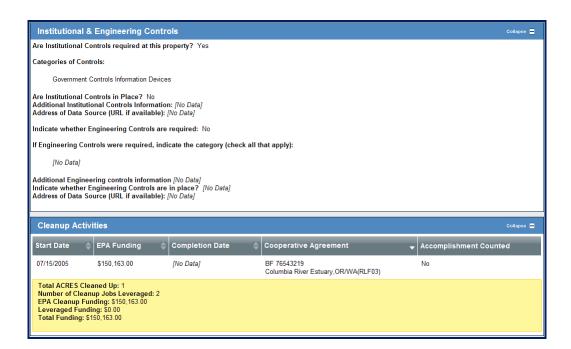


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Institutional & Engineering Controls and Cleanup Activities

These sections provide the information about and status of control and cleanup progress at the property, and specify the Cooperative Agreement funding the cleanup activity.

The fields within the yellow box provide total acres cleaned up, cleanup jobs leveraged and cleanup funding data for the property.

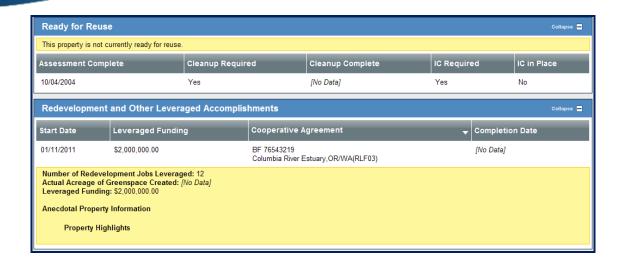


Ready for Reuse and Redevelopment and Other Leveraged Activities

Ready for Reuse is a designation that 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.

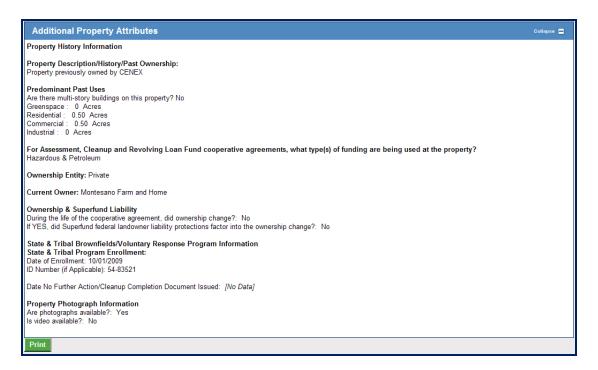
Redevelopment activity is listed with the associated Cooperative Agreement displayed. The fields in yellow highlight provide total redevelopment jobs, acreage of greenspace created, and total leveraged funding for the property.

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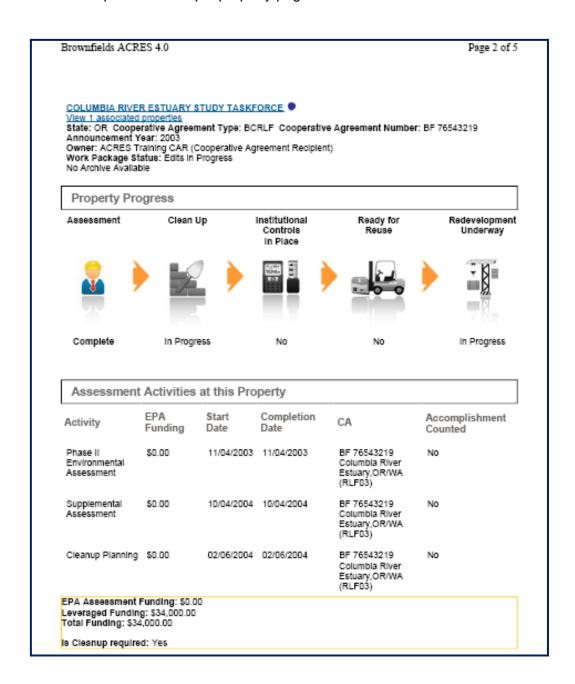
Additional Property Attributes

This section includes data that were not captured in the above fields, but need to be reported to EPA if known.



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4. To print the property data from ACRES, click the "Print" button at the bottom of the Property Home screen and select the printer. A sample property page is shown below:



ACRES HELP DESK acres_help@epa.gov or 703-284-8212 M-F, 9am-5pm EST

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