How to Unlock and Modify Actions in ATTAINS

Purpose: This document explains how to unlock and modify previously finalized Actions in ATTAINS.

Audience: EPA Actions Reviewer permissions are needed to unlock an Action for modification. After it has been unlocked, either EPA Actions Administrators or EPA Actions Reviewers may edit the Action.

Why Unlock Actions?

The purpose of this feature is to allow for correcting errors or adding additional information to a previously finalized Action record in ATTAINS, such as which waters it covers and load allocation information. This feature also supports attaching additional documents to an Action such as an approval letter. However, two attributes cannot be modified. The Action ID cannot be changed because it is essential for tracking the Action through ATTAINS. Also, any documents currently associated with the Action cannot be removed. This is to prevent the removal of one TMDL document and replacing it with a different one that could contain conflicting information such as different load allocations. It is important to note that modifying an Action in the system does not legally revise or withdraw the TMDL. Actions that can be unlocked include TMDLs, 4B restoration approaches, alternative restoration approaches, and protection approaches. Both state-created and EPA-created Actions can be unlocked.
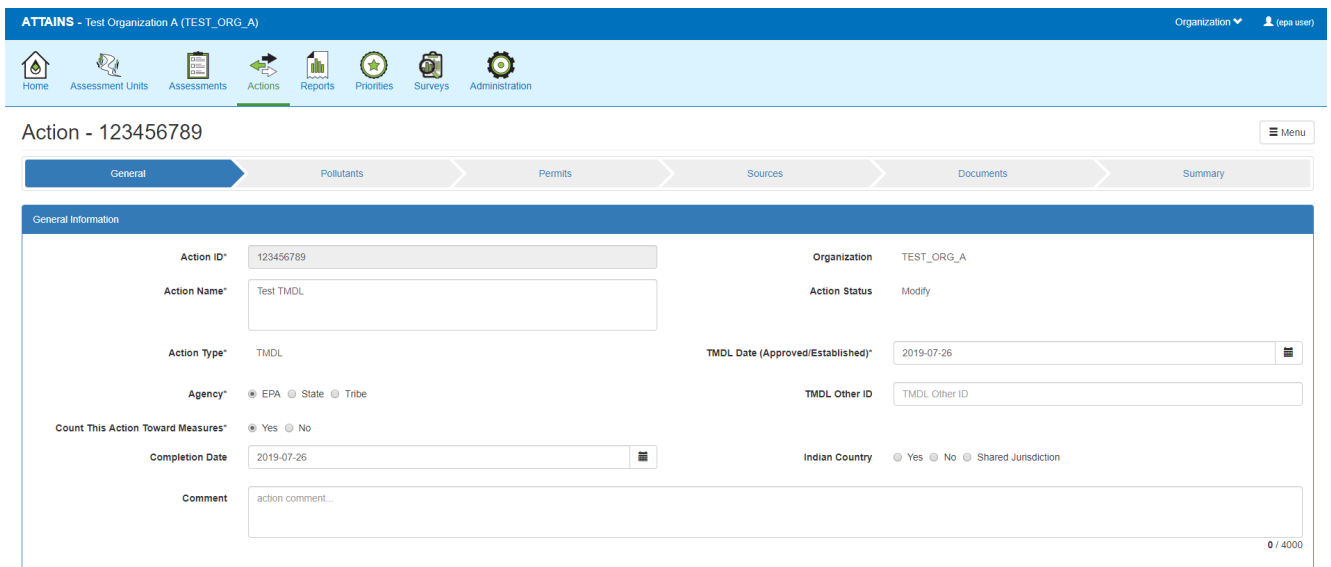
Who Can Unlock Actions?

Only EPA users who are Action Reviewers can unlock final Actions. However, once the Action is unlocked, EPA Action Administrators or EPA Action Reviewers can modify the Action. Any changes made by an Action Administrator are saved without having to re-submit the Action. To see your permissions, refer to the "How to See Your User Permissions in ATTAINS" document.

How to Unlock Actions

To unlock an Action, click on a finalized Action under the Actions tab. Go to the **Menu** button in the upper right corner and select **Modify**. Click **OK** in the dialog box to make the Action available for modifications.
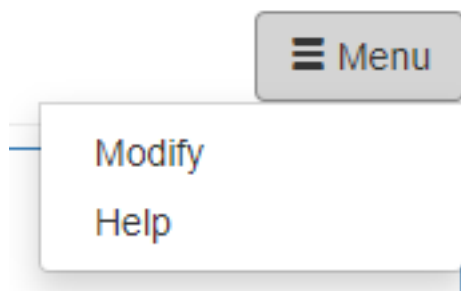
You will now see screens (tabs) for entering Action info such as General, Pollutants, Permits, Sources, and Documents. The Action Status will also say **Modify**.

After you have made your changes, an EPA Actions Reviewer will need to click the **Menu** button again and select **Approve**. Click **OK** in the dialog box to make the Action final. This will re-lock the Action to prevent any further modifications.

If further modifications are needed, the Action can be unlocked again following the same steps as before.