

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:

- **My CAs** button on your **My Account** card
- **My Properties** button on your **My Account** card

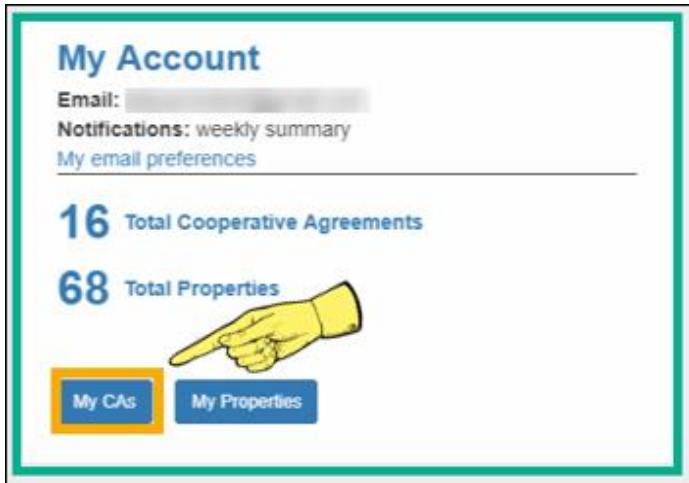
Sharing a Work Package via My CAs

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 'Work Packages' and 'Quarterly Reports' tabs, and a search bar. The main content area is divided into several cards. The 'My Account' card is highlighted with a green border and a yellow hand icon pointing to it. This card displays the user's email, notification preferences, and statistics: 16 Total Cooperative Agreements and 68 Total Properties. Below these statistics are two buttons: 'My CAs' and 'My Properties'. Other cards include 'Where do I start?' with links to add new properties or CAs, 'Work Packages' showing 16 open packages and actions for Me and PO, 'Quarterly Reports' showing 2 open reports and actions for Me and PO, 'Message Center' with new releases and training, 'Upcoming Training' with a table of courses, 'Quick Reference' with links to forms and bulletins, and 'Highlighted Tips' with a notification preference link.



2. On your **My Account** card, select the **My CAs** button to access your Cooperative Agreements, and the property or properties associated with each Agreement.



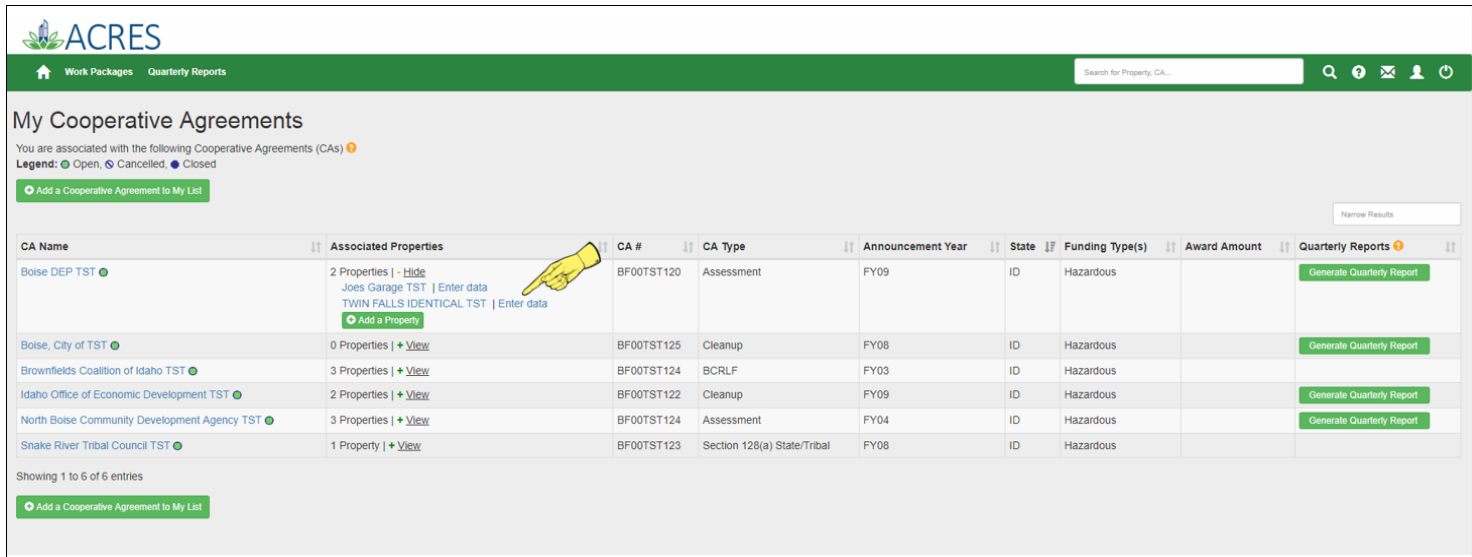
3. On your **My Accounts** card, click the **My CAs** button. You will navigate to the **My Cooperative Agreements** screen, which displays your list of Cooperative Agreements.
4. On the **My Cooperative Agreements** screen (below), click the **+View** link, in the **Associated Properties** column, to display the list of properties linked to the CA.

CA Name	Associated Properties	CA #	CA Type	Announcement Year	State	Funding Type(s)	Award Amount	Quarterly Reports
Boise DEP TST	2 Properties +View	BF00TST120	Assessment	FY09	ID	Hazardous		Generate Quarterly Report
Boise, City of TST	0 Properties +View	BF00TST125	Cleanup	FY08	ID	Hazardous		Generate Quarterly Report
Brownfields Coalition of Idaho TST	3 Properties +View	BF00TST124	BCRLF	FY03	ID	Hazardous		
Idaho Office of Economic Development TST	2 Properties +View	BF00TST122	Cleanup	FY09	ID	Hazardous		Generate Quarterly Report
North Boise Community Development Agency TST	3 Properties +View	BF00TST124	Assessment	FY04	ID	Hazardous		Generate Quarterly Report
Snake River Tribal Council TST	1 Property +View	BF00TST123	Section 128(a) State/Tribal	FY08	ID	Hazardous		



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

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



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	Announcement Year	State	Funding Type(s)	Award Amount	Quarterly Reports
Boise DEP TST	2 Properties Hide Joes Garage TST Enter data TWIN FALLS IDENTICAL TST Enter data Add a Property	BF00TST120	Assessment	FY09	ID	Hazardous		Generate Quarterly Report
Boise, City of TST	0 Properties +View	BF00TST125	Cleanup	FY08	ID	Hazardous		Generate Quarterly Report
Brownfields Coalition of Idaho TST	3 Properties +View	BF00TST124	BCRLF	FY03	ID	Hazardous		Generate Quarterly Report
Idaho Office of Economic Development TST	2 Properties +View	BF00TST122	Cleanup	FY09	ID	Hazardous		Generate Quarterly Report
North Boise Community Development Agency TST	3 Properties +View	BF00TST124	Assessment	FY04	ID	Hazardous		Generate Quarterly Report
Snake River Tribal Council TST	1 Property +View	BF00TST123	Section 128(a) State/Tribal	FY08	ID	Hazardous		Generate Quarterly Report

Showing 1 to 6 of 6 entries

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

6. On Step 3 of the **Property Profile Form Part 1: Property Information** screen (below), select the **+View** link next to the **This Work Package is Not Shared** row.



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

STEP 3 in Editing a Property to Boise DEP TST

1 Select CA | 2 Search for Existing Property (Avoid Duplication) | **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: 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 #8200-03 (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 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

Latitude: 43.46709406640254
Longitude: -111.99328268641487
Edit Location Fields



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 3 in Editing a Property to Boise DEP TST

1 Select CA 2 Search for Existing Property (Avoid Duplication) 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: 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 #8200-03 (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 Not Shared - Hide

You can share this property work package with the following ACRES users (collaborators) associated with the Boise DEP TST Cooperative Agreement.

Sherry Callaway

Enter a message to send to collaborators...

Share Work Package 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



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.



Work Packages Quarterly Reports

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STEP 3 in Editing a Property to Boise DEP TST

1
Select CA

2
Search for Existing Property (Avoid Duplication)

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:

* 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:

* Property Name:

Alias:

* Address:

* Zip Code:

* City:

* State:

County:

* Size (in acres):

Notes

* Indicates a required field

EPA Form #8200-02 (9-2008), 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 - [Hide](#)

You can share this property work package with the following ACRES users (collaborators) associated with the Boise DEP TST Cooperative Agreement.

Sherry Callaway

Share Work Package
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:

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

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 Not Shared - [Hide](#)

You can share this property work package with the following ACRES users (collaborators) associated with the Boise DEP TST Cooperative Agreement.

Sherry Callaway

Enter a message to send to collaborators...

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](#)

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

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 Not Shared - [Hide](#)

You can share this property work package with the following ACRES users (collaborators) associated with the Boise DEP TST Cooperative Agreement.

Sherry Callaway

Enter a message to send to collaborator(s):

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](#)

10. 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.

11. 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.

The screenshot shows the ACRES web application interface. At the top, there is a navigation bar with 'Work Packages' and 'Quarterly Reports' links, and a search bar for 'Property, CA...'. Below the navigation bar, a progress indicator shows six steps: 1. Select CA, 2. Search for Existing Property (Avoid Duplication), 3. Property Profile Form Part I: Property Information (current step), 4. Property Profile Form Part II: Environmental Activities, 5. Property Profile Form Part III: Additional Property Information, and 6. Review & Submit.

The main content area is divided into several sections:

- 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: [Empty field]
 - 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 #8200-03 (8-2008), 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:
 - Sherry Callaway, () (shared on 06/06/2019)
 - Update Sharing:
- 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:**
 - Map showing location at 515 WASHINGTON ST, N
 - Latitude: 43.46709405640254


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 #8200-03 (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.

STEP 3 in Editing a Property to Boise DEP TST

1 Select CA | 2 Search for Existing Property (Avoid Duplication) | **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: Boise DEP TST BF00TST120

* CA Recipient Information
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* State: Idaho

County: BONNEVILLE

* Size (in acres): 6

Notes

* Indicates a required field
EPA Form #8200-03 (9-2008), Form Approved, OMB No. 2000-0192, 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.

- Sherry Callaway, () (shared on 06/06/2019)

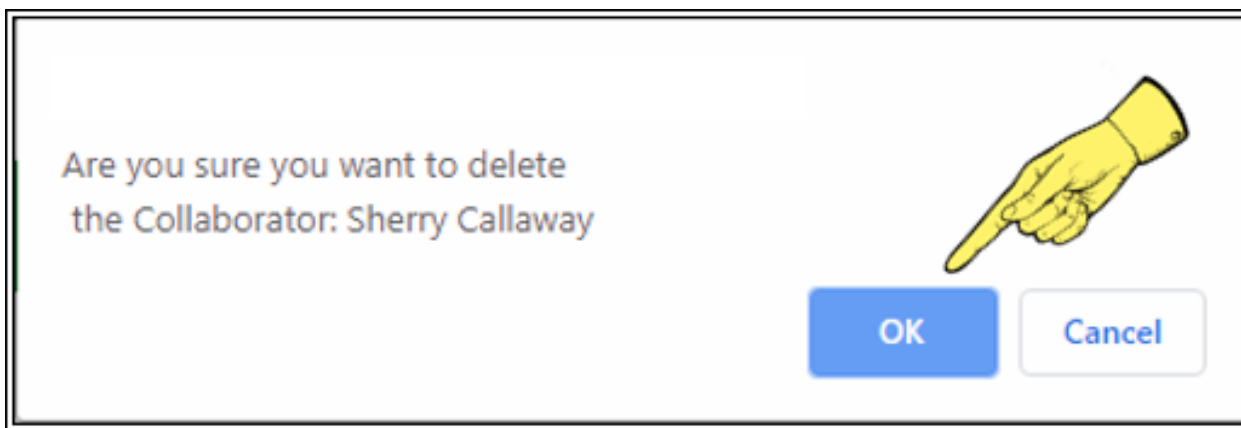
Update Sharing Cancel

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

Map: 515 WASHINGTON ST. N. Latitude: 43.46709406640254

- 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