



Welcome to the CLU-IN Internet Seminar

BIT Desktop Edition - a Free, Brownfields Site Inventory Tool for your PC

Sponsored by: U.S. EPA Region 5

Delivered: December 6, 2010, 11:00 AM - 12:30 PM, EST (16:00-17:30 GMT)

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Moderator:

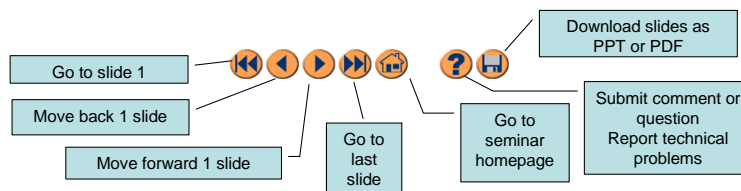
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Visit the Clean Up Information Network online at www.cluin.org

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Housekeeping

- Please mute your phone lines, Do NOT put this call on hold
 - press *6 to mute #6 to unmute your lines at anytime
- Q&A
- Turn off any pop-up blockers
- Move through slides using # links on left or buttons



- This event is being recorded
- Archives accessed for free <http://clu.in.org/live/archive/>

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Although I'm sure that some of you have these rules memorized from previous CLU-IN events, let's run through them quickly for our new participants.

Please mute your phone lines during the seminar to minimize disruption and background noise. If you do not have a mute button, press *6 to mute #6 to unmute your lines at anytime. Also, please do NOT put this call on hold as this may bring delightful, but unwanted background music over the lines and interrupt the seminar.

You should note that throughout the seminar, we will ask for your feedback. You do not need to wait for Q&A breaks to ask questions or provide comments. To submit comments/questions and report technical problems, please use the ? Icon at the top of your screen. You can move forward/backward in the slides by using the single arrow buttons (left moves back 1 slide, right moves advances 1 slide). The double arrowed buttons will take you to 1st and last slides respectively. You may also advance to any slide using the numbered links that appear on the left side of your screen. The button with a house icon will take you back to main seminar page which displays our agenda, speaker information, links to the slides and additional resources. Lastly, the button with a computer disc can be used to download and save today's presentation materials.

With that, please move to slide 3.



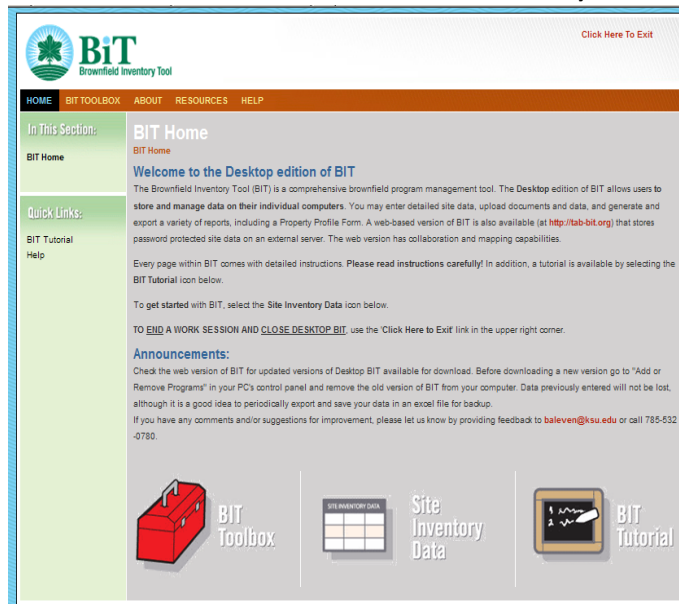
Introduction:

Released
October 6, 2010

A web-based
version was
released earlier
in the year

Desk-top version
runs and stores
data on your PC -
not the internet

Desktop Edition – Brownfields Inventory Tool





BIT Background

Introduction (cont.):

- Intended to help Response Grant, and other brownfields grant recipients with survey & inventory, public record, oversight & enforcement, assessment and cleanup, and administrative reporting requirements
- Prototype developed by EPA Region 8 in 2004
 - Input from tribes and multiple EPA programs
 - became obsolete due to Microsoft upgrades
- Re-created based on original content + enhancements
 - Technical Assistance to Brownfields (TAB) program
 - Beta tested by tribe, regional planning agency, and several environmental professionals



Introduction (cont.)

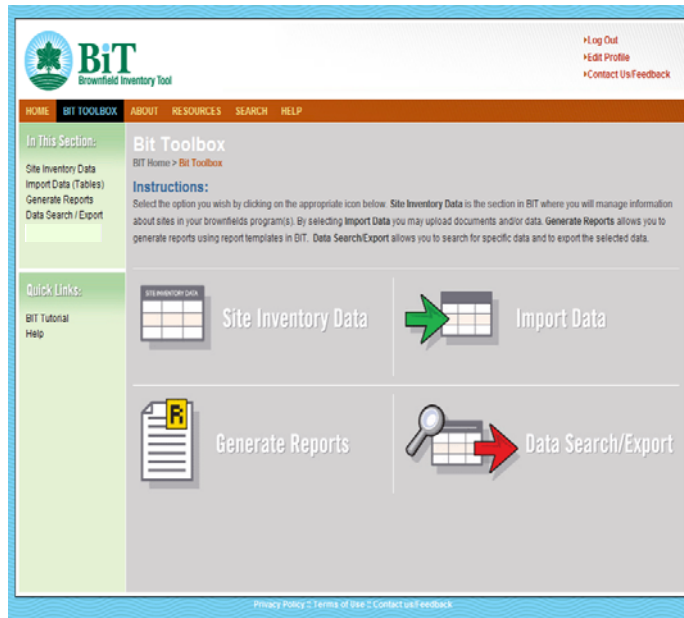
Desktop Edition:

- Database
- Import, Search, and export functions
- Reporting

Web-based version:

- All of above
- Password protected
- Multiple users possible
- Mapping

BIT Features





Outline

Getting Started

Survey &
Inventory sites

Oversight &
Enforcement

Emergency
Response

Reports

Outline of Webinar

The screenshot displays the BiT Brownfield Inventory Tool web application. The interface includes a top navigation bar with links: HOME, BIT TOOLBOX, ABOUT, RESOURCES, SEARCH, and HELP. A sidebar on the left contains sections for 'In This Section' and 'Quick Links'. The 'In This Section' list includes: Site Inventory Data, Import Data (Tables), Generate Reports, Data Search / Export, Site Data, Site Information, Site Assessment, Sampling, Cleanup, Institutional Controls, Redevelopment/Reuse, Site Admin Info, Complaints, Inspection/Oversight, Enforcement, Funding Summary, View/Upload Documents, Activity Log, and Back to Site Inventory. The 'Quick Links' section includes: BIT Tutorial, Data Search / Export, Generate Reports, Import Data (Tables), and Site Inventory Data. The main content area shows a document titled 'Multiple Property Profile Form Instructions' dated August 2009. Below the title is a table with the following structure:

PART I - Property Information					
Property Background Information					
Street Address	City	County	State	Zip Code	Parcel Number(s)
	KS	Marion	KS	66506	90
	KS	Marion	KS	66506	90



Download Desktop
BIT to your PC

Go to the web-
based BIT site at
www.tab-bit.org

Click the link: tab-bit.org/BitDesktop

Follow instructions

Shortcut will
appear on your PC
desktop:



Bit Desktop

Getting Started



Start BIT on your PC

Click shortcut on Desktop

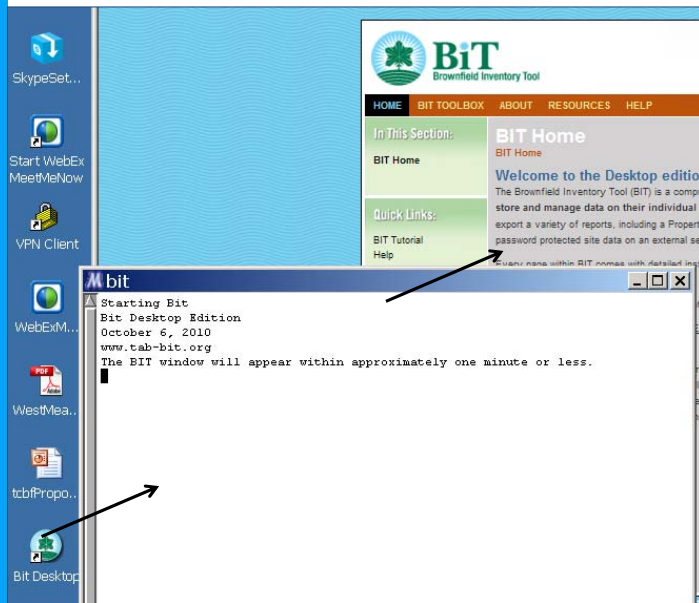


Bit Desktop

"Starting Bit" window will open

Browser window will open with Desktop BIT

Getting Started





View **Homepage**,
Tutorial,
Resources, or
Help

Use **Search** to find
information in the
documents above.
(Does not search
site data in BIT)

Getting Started

BiT
Brownfield Inventory Tool

[HOME](#) [BIT TOOLBOX](#) [REGISTER](#) [RE-SOURCES](#) [SEARCH](#) [HELP](#) [Click Here To Exit](#)

In This Section:
BIT Home

Quick Links:
[BIT Tutorial Help](#)

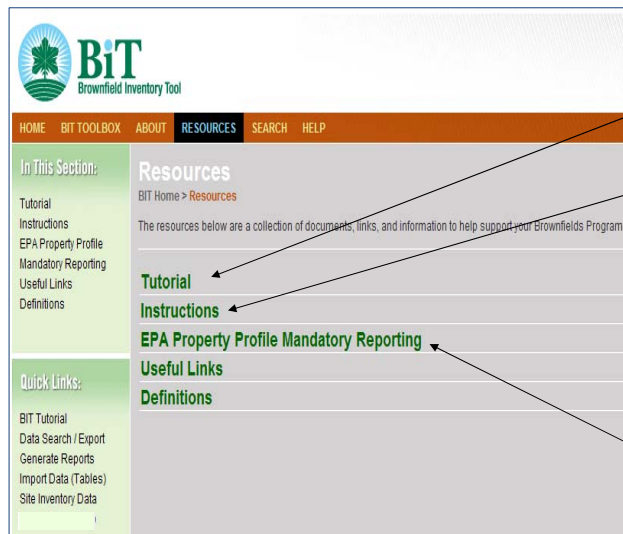
BIT Home
Welcome to BIT
The Brownfield Inventory Tool (BIT) is a comprehensive brownfield program management tool. You may enter detailed site data, upload documents and data, and generate and export a variety of reports, including a Property Profile Form. BIT users are asked to create a user name and password for privacy protection. BIT can also be used as a collaborative tool, i.e. specific inventory data can be accessed by multiple users, if permission by the primary user is granted.
Every page within BIT comes with detailed instructions. PLEASE READ THE INSTRUCTIONS CAREFULLY! In addition, a tutorial is available by selecting the **BIT Tutorial** icon below.
First Time Users: Please register by clicking on **Register** in the upper right hand corner of this page and create your username and password.
To get started with BIT, select the **Site Inventory Data** icon below.
A prototype of BIT was developed by EPA Region 8 and BIT is the updated version of this prototype.

Announcements:
1. BIT was released January 29, 2010. If you have any comments and/or suggestions for improvement, please let us know by providing feedback.
2. A desk-top version of BIT, that allows users to store data on their individual computers, will be available for download in the future.

BIT Toolbox **Site Inventory Data** **BIT Tutorial**

[Privacy Policy](#) [Terms of Use](#) [Contact us/Feedback](#)

Getting Started (cont)



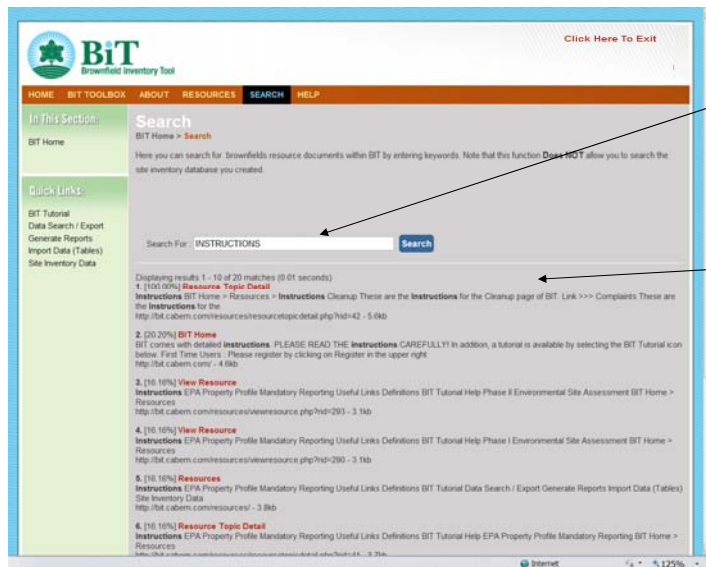
RESOURCES

See the **Tutorial** for "how to" screenshots

The **Instructions** section contains copies of the page specific instructions for the BIT Toolbox

Much of instructions are based on **EPA property profile form requirements**

Getting Started (cont)



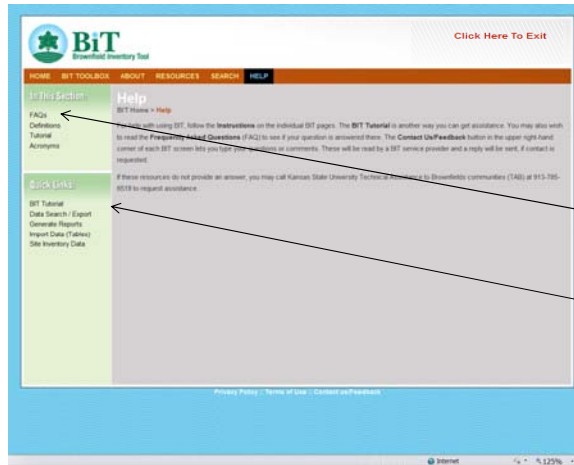
SEARCH

Type a key word or phrase to search BIT for information.

Results appear below the search section. Search finds only **exact matches** to the word(s) that you type.

Search will not find any information from your Program or Site databases.

Getting Started (cont)



Frequently asked questions (FAQs) may contain information you need.

This tutorial is always available here.

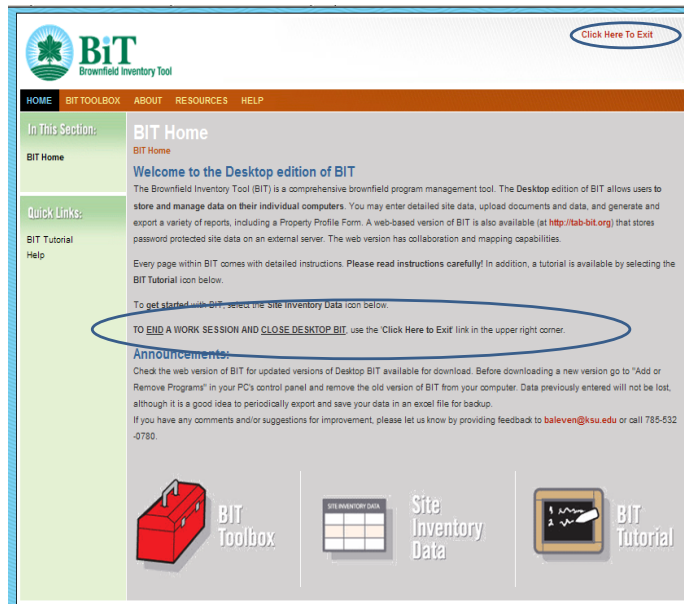


To End a Work Session:

Use “Click Here to Exit” link in upper right corner to close BIT

(Don't close browser or startup window)

Important – How to Close Desktop BIT





Set up programs

Add sites

Add funding
information

Add/edit site data

View/upload
documents & maps

Activity log

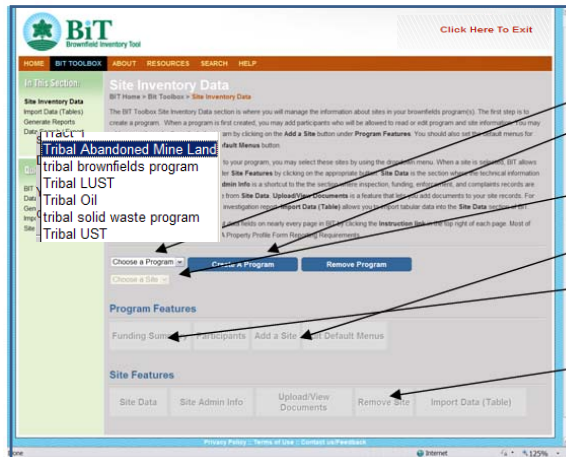
Site Survey and Inventory

The screenshot shows the BiT Brownfield Inventory Tool interface. The top navigation bar includes links for HOME, BIT TOOLBOX, ABOUT, and RESOURCES. The main content area is divided into several sections:

- In This Section:** Site Inventory Data, Import Data (Tables), Generate Reports, Data Search / Export.
- Bit Toolbox:** Instructions: Select the option you wish by about sites in your brownfield generate reports using report.
- Quick Links:** BIT Tutorial, Help.
- Site Inventory Data:** A section with a grid icon and a green arrow pointing to the right.
- Generate Reports:** A section with a document icon and a red arrow pointing to the right.
- Site Data:** A dropdown menu with the following options: Site Information, Site Assessment, Sampling, Cleanup, Institutional Controls, Redevelopment/Reuse.
- Site Admin Info:** A dropdown menu with the following options: Complaints, Inspection/Oversight, Enforcement, Funding Summary, View/Upload Documents, Activity Log, Back to Site Inventory.
- Quick Links:** BIT Tutorial, Data Search / Export, Generate Reports, Import Data (Tables), Site Inventory Data.

Annotations include blue arrows pointing from the 'Site Data' dropdown menu to the 'Site Inventory Data' section and from the 'Generate Reports' section to the 'Site Inventory Data' section. A green arrow points from the 'Site Inventory Data' section to the right.

Site-Survey and Inventory (cont)



Set up program and
add sites

Choose an existing program.
Or, create a name for your
Brownfields Program or

Choose a site for which to
provide input within a Program.
Or, add a new site.

Manage funding information
about a Program

Remove a site from a Program

Site-Survey and Inventory (cont)

Click Here To Exit

BiT
Brownfield Inventory Tool

HOME BIT TOOLBOX ABOUT RESOURCES SEARCH HELP

Easy Money: Funding Summary
BIT Home > BIT Toolbox > Site Inventory Data > Funding Summary

Select a Grant
CPA Access 12-09

New Grant New Grant Name Rename Grant Delete Grant

Funds/Grants Funding Distribution Comments

Fund / Grant Recipient Name Happyville

Fund / Grant Number 2222

Fund Amount 100000

Start Date 12/01/2009

End Date 12/01/2010

Source of Funding US EPA - Brownfields As

EPA Funding Type Both

Grant Closed

Fund / Grant Contact

Name

Entity Providing Funding EPA

Street Address/P.O. Box

City

State Washington D.C.

Zip Code

Phone (202)-

BLT-Specific Details

Loan Borrower

Subgrantee Name

Date Loan Signed or Grant Awarded

Please refer to the View/Upload Documents section to see photos, maps, and related records but don't forget to save any changes before you leave the page.

Save Changes Cancel

Instructions

Add Funding Information

Read Instructions for help

Click on each subsection tab to complete the information

Strong Suggestion:
Name grant records by source and date of award

Always save changes before leaving screen

Site-Survey and Inventory (cont)

BiT
Brownfield Inventory Tool

Click Here To Exit

HOME | BIT TOOLBOX | ABOUT | RESOURCES | SEARCH | HELP

To this Section:

- Site Inventory Data
- Import Data (Table)
- Generate Reports
- Data Search / Export

Quick Links:

- BIT Tutorial
- Data Search / Export
- Generate Reports
- Import Data (Table)
- Site Inventory Data

Site Inventory Data

BIT Home / BIT Tutorial / Site Inventory Data

The BIT Toolbox Site Inventory Data section is where you will manage the information about sites in your brownfields programs. The first step is to create a program. When a program is first created, you may add participants who will be allowed to read or edit program and site information. You may add a new site under the selected program by clicking on the **Add a Site** button under **Program Features**. You should also set the default menu for your program by clicking on the **Edit Default Menu** button.

After you have added one or more sites to your program, you may select these sites by using the dropdown menu. When a site is selected, BIT allows you to open any of the four sections under **Site Features** by clicking on the appropriate button. **Site Data** is the section where the technical information about a site is added and edited. **Site Admin Info** is a shortcut to the section where inspection, funding, enforcement, and compliance reports are kept. These records are also accessible from **Site Data**. **Upload/View Documents** is a feature that lets you add documents to your site record. For example, you may wish to upload a site investigation report. **Report Data (Table)** allows you to import tabular data into the **Site Data** section of BIT. You will find instructions on how to fill out data fields on nearly every page in BIT by clicking the **Instructions** link in the right margin of each page. Most of these instructions are based on the EPA Property Profile Form Reporting Requirements.

Happyville BF Program

Easy Money

Program Features

Site Features

Privacy Policy - Terms of Use - Contact us/Feedback

Add/edit site data

Click Site Data to add/edit site information after program and sites are set up

Site-Survey and Inventory (cont)

Easy Money: Site Information

BT Home > BT Toolbox > Site Inventory Data > Site Data > Site Information

[Instructions](#)

Site Details | **Ownership** | **PPF Status and Approvals** | **Comments**

Site Name: Easy Money

Site Status: In Assessment Phase

Site Type: Mixed Use

ACREIS Property ID (if available): x

Address

Street Address/P.O. Box:

City: Happyville

State: Colorado

Zip Code:

County:

Parcel/Allotment Number(s)

Add To List:

Remove Selected:

224

223

225

226

Site Size (acres): 2

Current Zoning: residential

Legal Description (Optional)

Partial Section:

Section:

Range:

Township:

Name/Number of Principal Meridian:

Current Use/History/Past Ownership

XXX

Prominent Past Uses(s)

	Acres	Square Feet (if multi-story building)
Greenspace	222	2500
Residential	222	2500
Commercial	222	025
Industrial	222	222

Multi-story Building? Yes

Add/edit site data –
[Site Information](#)

Check the Instructions
– much of this data is
required for EPA
property profile form
(ppf) reporting!

Full ppf reporting
requirements is in the
RESOURCES section

ALWAYS save
changes made to
each screen

Site-Survey and Inventory (cont)

Add/edit site data – Site Assessment

Easy Money: Site Assessment

BIT Home > BIT Toolbox > Site Inventory Data > Site Data > **Site Assessment**

Assessment Reports | **Contamination Info** | **Cultural/Historical Information** | **Comments** | **Instructions**

Actions required to address Cultural/Historical features? ☐ Yes ☒ No ☐ Unknown

Is Cleanup required? ☐ Yes ☒ No ☐ Unknown

State & Tribal Brownfields/Voluntary Response Program Information

Property Not Enrolled in a State Tribal Program: Yes ☐ No ☒

ID Number: 123

Date of Enrollment: 01/01/2010

Assessment Progress

Activity	Start	Complete	Source of Funding	Funded Amount	Award Date	Assoc. EPA Grant
Phase I	01/12/2010	01/09/2010	EPA Assess 12-09	2500	12/01/2009	
Phase II	12/17/2009	12/09/2009	EPA Assess 12-09	10000	12/01/2009	
Cleanup Planning	12/17/2009	01/05/2010	EPA Assess 12-09	6000	12/01/2009	

Activity: **Phase I**

Source of Funding: **EPA Assess 12-09**

Associated EPA Grant (for PPF Reporting): **None**

Funds Allocated to Activity:

Start Date:

Balance in Funding Source: 24500

Completion Date:

New **Update** **Delete**

Summary of Results, RSCs, Known Concerns, and Plan for Cleanup, as available, for all Assessments

Asbestos and TSP were identified as RSCs and found across the entire site. A dig and haul cleanup approach is planned.

*Please refer to the View/Upload Documents section to see photos, maps, and related reports but don't forget to save any changes before you leave the page.

Save Changes **Cancel**

Enter details on **contaminants** and **cultural/historical information** by clicking proper tab.

Add rows to this table by completing the fields and clicking "new." Click on (or select) rows to "update" them or to "delete."

(Tables work the same way in the **Sampling**, **Cleanup**, and **Redevelopment/Re-use** pages)

ALWAYS save changes

Site-Survey and Inventory (cont)

Add/edit site data –
[Contamination Info tab](#)
[of Site Assessment](#)

The screenshot displays the 'Easy Money: Site Assessment' application. The left sidebar contains navigation links under 'In This Section' and 'Quick Links'. The main area features a breadcrumb trail: 'BET Home > BET Toolbox > Site Inventory Data > Site Data > Site Assessment'. Below this are tabs for 'Assessment Reports', 'Contamination Info', 'Cultural/Historical Information', and 'Comments'. The 'Contamination Info' tab is selected, showing a table of contaminants. The table has columns for 'Contaminants', 'REC', and 'Found'. Two rows are visible: 'Petroleum / Petroleum Products' and 'Asbestos'. Red arrows point from the text annotations to the 'Contaminants' dropdown, a row in the table, and the 'Media Affected' dropdown.

Add rows by selecting
 items from dropdowns

Click on individual rows
 to add or see
 comments related to
 specific selection.

(Data rows work the
 same way for
Contaminants and
Media tabs of **Cleanup**
 page, for **Institutional**
Controls page, and on
 one tab of the
Redevelopment/Reuse
 page)

Site-Survey and Inventory (cont)

Add/edit site data – Sampling

Suggestion: Name records using event and date

Add rows to this table by completing the fields and clicking “new.” Click on (or select) rows to “update” data in them or to “delete.”

The screenshot shows the BiT web application interface. The top navigation bar includes links for HOME, BIT TOOLBOX, ABOUT, RESOURCES, SEARCH, and HELP. The main content area is titled 'Easy Money: Sampling' and includes a breadcrumb trail: BIT Home > Bit Toolbox > Site Inventory Data > Site Data > Sampling. A 'Click Here To Exit' link is in the top right. On the left, a sidebar lists 'In This Section' with links for Site Data, Site Information, Site Assessment, Sampling, Cleanup, Institutional Controls, Redevelopment/Reuse, Site Admin Info, Complaints, Inspection/Oversight, Enforcement, Funding Summary, View/Upload Documents, Activity Log, and Back to Site Inventory. Below this is a 'Quick Links' section with links for BIT Tutorial, Data Search / Export, Generate Reports, Import Data (1 tabs), and Site Inventory Data. The main content area features a 'Select a Record' dropdown menu set to 'Phase II Assessment 12-09'. Below this are buttons for 'New Record', 'New Record Name', 'Resume Record', and 'Delete Record'. A 'Sampling Details' section contains a table with columns: Sample ID, Category/Media, Latitude, Longitude, Analyte, Date, Result Value, and Result Unit. The table lists three samples: S1 (SOIL), S1 (SOIL), and S1 (water). Below the table are input fields for Sample ID, Category/Media, Latitude, Longitude, Analyte, Date, Result Value, and Result Unit, along with 'New Sample', 'Update', and 'Delete' buttons. At the bottom, there is a 'Summary of Sampling Efforts and Results' section and a 'Save Changes' button. A footer note states: 'Please refer to the View/Upload Documents section to see photos, maps, and related reports but don't forget to save any changes before you leave the page.'

Sample ID	Category/Media	Latitude	Longitude	Analyte	Date	Result Value	Result Unit
S1	SOIL	0000	0000	No Data	No Data	25	PPM
S1	SOIL	NO DATA	NO DATA	TPH	NO DATA	2500	ppm
S1	water	No Data	No Data	TPH	No Data	ND (x1)	ppm

ALWAYS save changes

Site-Survey and Inventory (cont)

Add/edit site data –
Site Assessment

Easy Money: Site Assessment
BIT Home > BIT Toolbox > Site Inventory Data > Site Data > **Site Assessment**

Instructions

Assessment Reports | Contamination Info | Cultural/Historical Information | Comments

Actions required to address Cultural/Historical features?
to Cleanup required? Yes ☒ No ☐ Unknown ☐

State & Tribal Brownfields/Voluntary Response Program Information

Property Not Enrolled in a State Tribal Program: Yes ☐ No ☒

ID Number: 123

Date of Enrollment: 01/01/2010

Assessment Progress

Activity	Start	Complete	Source of Funding	Funded Amount	Award Date	Assoc. EPA Grant
Phase I	01/12/2010	01/09/2010	EPA Assess 12-09	2500	12/01/2009	
Phase II	12/17/2009	12/09/2009	EPA Assess 12-09	10000	12/01/2009	
Cleanup Planning	12/17/2009	01/05/2010	EPA Assess 12-09	8000	12/01/2009	

Activity: Phase I

Source of Funding: EPA Assess 12-09

Associated EPA Grant (for PPF Reporting): None

Funds Allocated to Activity:

Start Date:

Balance in Funding Source: 24500

Completion Date:

Buttons: New, Update, Delete

Summary of Results, RSCs, Known Contaminants, and Plan for Cleanup (if available) - for all Assessments

Asbestos and TPO were identified as RSCs and found across the entire site. A dig and haul cleanup approach is planned.

*Please refer to the View/Upload Documents section to see photos, maps, and related reports but don't forget to save any changes before you leave the page.

Save Changes **Cancel**

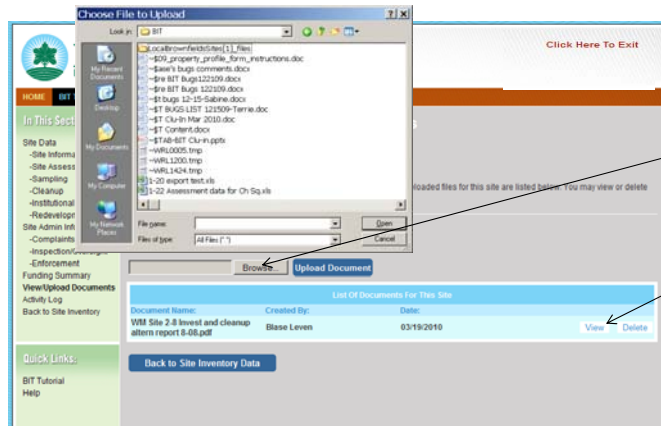
Enter details on **contaminants** and **cultural/historical** information by clicking proper tab.

Add rows to this table by completing the fields and clicking "new." Click on (select) rows to "update" or "delete" them.

Provide overall summary for all assessment activities, including cleanup planning

ALWAYS save changes

[View/Upload Documents](#)



Site-Survey and Inventory (cont)

Activity Log

Enter information
about miscellaneous
events about site here



Oversight &
Enforcement

Emergency
Response

Reports

Administrative Applications

The screenshot displays the BiT Brownfield Inventory Tool interface. The top navigation bar includes links for HOME, BIT TOOLBOX, ABOUT, and RESOURCES. The main content area is divided into several sections:

- In This Section:** Site Inventory Data, Import Data (Tables), Generate Reports, Data Search / Export.
- Quick Links:** BIT Tutorial, Help.
- Bit Toolbox:** Instructions: Select the option you wish by about sites in your brownfield generate reports using report.
- Site Inventory Data:** A button with a calendar icon and a green arrow pointing to the right.
- Generate Reports:** A button with a document icon and a red arrow pointing to the right.
- Site Data:** A list of links: Site Information, Site Assessment, Sampling, Cleanup, Institutional Controls, Redevelopment/Reuse.
- Site Admin Info:** A list of links: Complaints, Inspection/Oversight, Enforcement, Funding Summary, View/Upload Documents, Activity Log, Back to Site Inventory.

Annotations include blue arrows pointing from the 'Site Inventory Data' button to the 'Site Data' list and from the 'Generate Reports' button to the 'Generate Reports' link in the 'Quick Links' section. A green arrow points from the 'Site Inventory Data' button to the right, and a red arrow points from the 'Generate Reports' button to the right.

Administrative Applications (cont)

Complaints,
Inspection/Oversight,
and Enforcement
events

Name records using
date and nature of
event.

Associated Events tab
shows related events

Easy Money: Complaints

BT Home > BT Toolbox > Site Inventory Data > Site Admin Info > Complaints

Select a Record
2-15-10 Noise

New Record New Record Name Rename Record Delete Record

Complaint Details Associated Events

Preparer: Mr. Happy Possible violations identified: Customer ordinance violations

Date complaint logged: 02/15/2010

Date of complaint event: 02/15/2010

Complaint Details: Construction activities are creating noise, site runoff, and muddy roads in neighborhood

Complaintant: Mr. Muel

Phone: 321

Street Address/P.O. Box:

City:

Zip/Route:

State: Please Select

*16358 REFER TO THE VIEW/UPLOAD DOCUMENTS SECTION

Save Changes Cancel

Associated Events

Inspection Record	Inspection Date	Name of Inspector
2-18-10 Noise and Mud Inspection	03/18/2010	Mr. Happy
2-20-10 Noise	02/19/2010	Fine

*Please refer to the View/Upload Documents section to see photos, maps, and related reports but don't forget to save any changes before you leave the page.

Administrative Applications (cont)

BiT
Brownfield Inventory Tool

Click Here To Exit

HOME BIT TOOLBOX ABOUT RE SOURCES SEARCH HELP

In This Section:
Site Inventory Data
Import Data (Tables)
Generate Reports
Data Search / Export

Quick Links:
BIT Tutorial
Help

Generate Reports
BIT Home > BIT Toolbox > Generate Reports

The information data you have added to the BIT toolbox is linked to standard report formats for your convenience. First, select the type of report you wish to generate. Then select a program and a site(s) for which to download data. Click the **Generate Report** button. The report will be generated in MS WORD and will print with headers centered and black colored font. Once the WORD document is generated, you can preview the report and perform formatting changes, if you so desire, by selecting **Page Layout** from your toolbar.

Select a Report

- ☐ Sampling Results Report
- ☐ Progress Report
- ☐ Site Assessment Report
- ☐ Cleanup Report
- ☐ Complaint Report
- ☐ Cultural Report
- ☐ Enforcement Report
- ☐ Inspection Oversight
- ☐ Institutional Controls Report
- ☐ Landowners Report
- ☐ Public Record Report ★
- ☐ Redevelopment/Reuse Report
- ☐ Site Description
- ☒ Multiple Property Profile Form

Select a Program
Select a Site(s)

Happyville BF Prop
Easy Money
EM
EM 2
EM 3
EM 4

Generate Report

*You may select multiple sites for the Multiple Property Profile Form by holding the ctrl key and selecting the desired sites

Site-specific reports for:
•site files in program office
•attachments for quarterly reports
•forms to take to the field
•Making information available to the public

MPPF reporting via e-mail, to EPA Regional Offices and ACRES

Reports

Select the type of report

Select the Program and Site(s) for which you wish to generate a report. You may select multiple sites only for the Multiple Property Profile Form.

Generate the selected report(s)

Administrative Applications (cont)

Local Brownfields Public Record Report

Site Name: Easy Money

Site Type	Landowner at Time of Cleanup	
Mixed Use	Happyville Redevelopment Agency	
Date Action is Planned	Site Size	Comments
01/01/2010	5	
Cleanup Completion Date	Acres Cleaned	
04/01/2010	4	
Latitude	Site Address	
	Happyville, CO	
Longitude		
Institutional Controls Required?		
N		

Institutional Control Categories

Institutional Control Categories	Comments

Contaminants Removed / Addressed

Contaminant Classes Addressed	Comments
Petroleum / Petroleum Products	Found in soil above action limits, but not in water above detection limit
Asbestos	Asbestos is present in deteriorating floor and ceiling tiles throughout building on the site, and in surrounding soils

Media Addressed

Media Addressed	Comments
Soil	Soil contains TPH and asbestos in concentrations above allowed regulatory standards.

Reports

Example:

-Public Record Report

Administrative Applications (cont)

Multiple Property Profile Form

Note instructions for finalizing with EPA Regional Representative before submittal – edit as needed

Note - info for ACRES personnel (point this out when e-mailing)

Cooperative Agreement Recipient Information						
Recipient Name	Cooperative Agreement Number	Type of Cooperative Agreement	Type of Funding	Initial or Updated Fund	ACRES Property ID (for updated forms only)	Property Name
Hopkirk BP Program	0001	Cleanup	State	Initial Fund	1	ExxonMobil
Hopkirk BP Program	0002	Assessment	State	Initial Fund	2	ExxonMobil
Hopkirk BP Program	0003	Assessment	State	Initial Fund	3	ExxonMobil
Hopkirk BP Program	0004	Assessment	State	Initial Fund	4	ExxonMobil
Hopkirk BP Program	0005	Assessment	State	Initial Fund	5	ExxonMobil

Environmental Assessment Information						
Activity	Assessment Start Date	Assessment Completion Date	Source of Funding	Costs Proceeding Funds	Amount of Expended Funding	Cleanup Required? (Yes, No, or Unknown)
Phase 1	01/01/2000	01/01/2000	This is EPA Cooperative Agreement	EPA	\$1,000.00	Y
Phase 2	01/01/2000	01/01/2000	This is EPA Cooperative Agreement	EPA	\$1,000.00	Y
Phase 3	01/01/2000	01/01/2000	This is EPA Cooperative Agreement	EPA	\$1,000.00	Y
Phase 4	01/01/2000	01/01/2000	This is EPA Cooperative Agreement	EPA	\$1,000.00	Y
Phase 5	01/01/2000	01/01/2000	This is EPA Cooperative Agreement	EPA	\$1,000.00	Y

Environmental Cleanup Information						
State No. of Cleanup	Number of Cleanup Jobs	Source of Funding	Cost of Cleanup	Amount of Expended Funding	Amount of Expended Funding	Amount of Expended Funding
000000	10	This is EPA	Local Government	City of Hopkirk	\$1,000.00	\$1,000.00
000000	10	This is EPA	Local Government	City of Hopkirk	\$1,000.00	\$1,000.00
000000	10	This is EPA	Local Government	City of Hopkirk	\$1,000.00	\$1,000.00

PART IV - Approvals						
Name of the Recipient Project Manager	Recipient Project Manager Sign Date	Name of EPA Regional Representative	EPA Regional Representative Sign Date			
John Smith	01/01/2000	John Smith	01/01/2000			



Search/Export

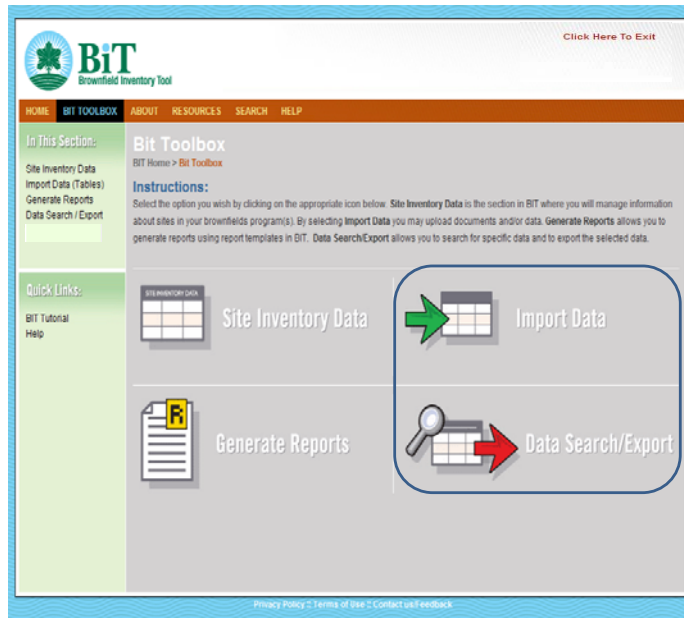
- data analysis
- custom reporting
- gather more data
- for all programs
- to backup data

Importing data

- to move data in from another source
- to add to existing site data
- to do trial imports

Live demonstration of slides 31 - 33

Custom Applications



Custom Applications (cont)

Importing data

Import file must be in proper format and have site names - use edited export file or blank template
Sites must already exist in database

Suggestions:

- back up data for sites before importing
- Test imports using a test import site

1 Select the file to import

2 Select the Microsoft Excel file to import

3 Import

4 Make selections

5 Preview results for selections

6 Do It!

7 Success!!

The spreadsheet was successfully imported

Site Name	Site Status	Section	Township	Part of Section	Name/Number of Principal	Range	Site Type	ACRS ID	Property ID	Street Address
Easy Money	In Development Phase						Blond Site			2178 Wood

Custom Applications (cont)

Click Here To Exit

HOME BIT TOOLBOX ABOUT RESOURCES SEARCH HELP

In This Section:

- Site Inventory Data
- Import Data (Tables)
- Generate Reports
- Data Search / Export

Quick Links:

- BIT Tutorial
- Help

Data Search / Export

BIT Home > BIT Toolbox > Data Search / Export

This search function provides a list of sites that meet your specified search criteria. An excel file can be created and exported for the sites found.

After selecting a program, click on **Add a New Category** to add search parameters. You will see several drop-down menus. Select search parameters from the respective drop-down menus. You may refine your search within the identified parameters by adding keywords in the text box next to the Remove button. You may add as many categories as you like by clicking **Add a New Category** after each selection made. After selecting all your categories and search parameters, click **Search**. All sites matching your parameters will be displayed. Searching without any parameters will find and display every site in the chosen program.

Data for all sites in all programs can be exported by selecting **All** from the drop-down menu and clicking **Search**. It is not possible to do specific searches for sites across different programs.

When clicking **Blank Template**, you will be able to export a blank excel spreadsheet in the format required for data input into BIT. You will be prompted to identify categories you would like to enter data for into your spreadsheet.

1

2

3

Search/export

Follow instructions

1) Select "All" or one specific program.

2) Select "Add a New Category" and "Add a New Search Field" as needed to find sites that meet desired search parameters

Blank Template produces a blank excel file that data can be added to for later import.

Note: Searching "All" programs returns a list of "All" sites in all programs – it is not possible to define search parameters for all sites.

Custom Applications (cont)

Search/export

Search Results

BIT Home > BIT Toolbox > Data Search / Export > Search Results

Please select which sites you would like to export

Export	Site
<input type="checkbox"/>	Latin
<input type="checkbox"/>	Easy Money
<input type="checkbox"/>	EM
<input type="checkbox"/>	EM 2
<input type="checkbox"/>	EM 3

Export Selected Export All Review Search

4) Select sites of interest or "Export All"

5) Select categories of data to export or "Export All"

6) When prompted, open Excel file with exported data

Export

BIT Home > BIT Toolbox > Data Search / Export > Export

Please select which categories to export

- ☐ Site Information
- ☐ Site Assessment
- ☐ Sampling
- ☒ Cleanup
- ☐ Institutional Controls
- ☐ Remediation/Reuse
- ☐ Funding Summary
- ☐ Complaints
- ☐ Inspection/Overnight
- ☐ Enforcement

Export Selected Export All

spreadsheet[1].xls [Compatibility Mode]

	B	C	D
1	Site Information		
2			
3	Site Name		Site Status
4			
5	Easy Money		In Development Phase



Summary & Suggestions

- Always “Save Changes”
- Name multiple records:
 - Funding source and date (for funding)
 - Event and date (for sampling, complaints, inspections, enforcement)
- Back up your data using Export and use a dummy site to get familiar with Imports
- Give us feedback!
baleven@ksu.edu / 785-532-0780



Evaluation, Acknowledgements, and Q & A

- Please complete online evaluation
- Thanks to:
 - EPA Headquarters, Region 8, and Integrated Laboratory Systems, Inc.
 - KSU TAB Program and CABEM Technologies, Inc.
 - EPA ACRES program and SRA, Inc.
 - Beta testers
- Questions?

Resources & Feedback

- To view a complete list of resources for this seminar, please visit the [Additional Resources](#)
- Please complete the [Feedback Form](#) to help ensure events like this are offered in the future

The screenshot shows a web form titled "U.S. EPA Technical Support Project Engineering Forum Green Remediation Opening the Door to Field Use Session C (Green Remediation Tools and Examples) Seminar Feedback Form". The form includes fields for "First Name", "Last Name", "Email Address", and "Date of Seminar". A red box highlights a checkbox labeled "Please send a copy of my feedback confirmation as a record of my participation to this address".

Need confirmation of your participation today?

Fill out the feedback form and check box for confirmation email.