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)

Instructors:
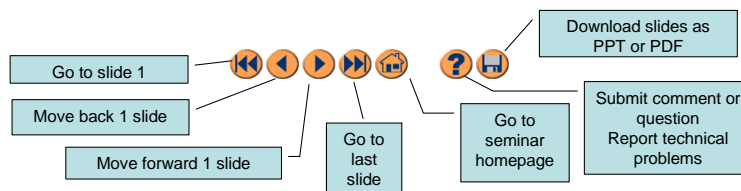*Deborah Orr, U.S. EPA, Region 5 Brownfields (orr.deborah@epa.gov)*
Moderator:
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1

Housekeeping

- Please mute your phone lines, Do NOT put this call on hold
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- Q&A
- Turn off any pop-up blockers
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| Go to slide 1 |
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2

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 interupt 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.

Desktop Edition –
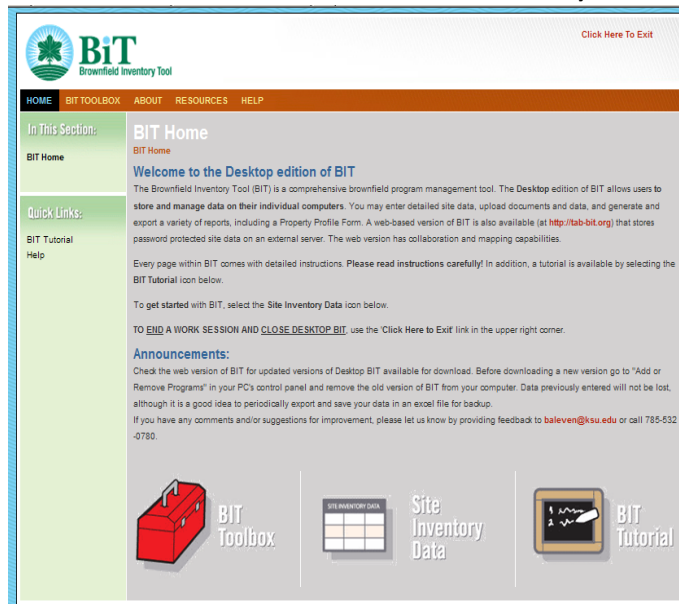## Brownfields Inventory Tool

<u>Introduction:</u>

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

BiT
Brownfield Inventory Tool

Click Here To Exit

HOME   BIT TOOLBOX   ABOUT   RESOURCES   HELP

In This Section:
BIT Home

Quick Links:
BIT Tutorial
Help

BIT Home
BIT Home

Welcome to the Desktop edition of BIT

The Brownfield Inventory Tool (BIT) is a comprehensive brownfield program management tool. The **Desktop** edition of BIT allows users to **store and manage data on their individual computers**. You may enter detailed site data, upload documents and data, and generate and export a variety of reports, including a Property Profile Form. A web-based version of BIT is also available (at **http://tab-bit.org**) that stores password protected site data on an external server. The web version has collaboration and mapping capabilities.

Every page within BIT comes with detailed instructions. **Please read instructions carefully!** In addition, a tutorial is available by selecting the **BIT Tutorial** icon below.

To **get started** with BIT, select the **Site Inventory Data** icon below.

TO <u>END</u> A WORK SESSION AND <u>CLOSE DESKTOP BIT</u>, use the 'Click Here to Exit' link in the upper right corner.

Announcements:
Check the web version of BIT for updated versions of Desktop BIT available for download. Before downloading a new version go to "Add or Remove Programs" in your PC's control panel and remove the old version of BIT from your computer. Data previously entered will not be lost, although it is a good idea to periodically export and save your data in an excel file for backup.
If you have any comments and/or suggestions for improvement, please let us know by providing feedback to **baleven@ksu.edu** or call 785-532 -0780.

BIT Toolbox   Site Inventory Data   BIT Tutorial

3

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

4

BIT Features

Introduction (cont.)

Desktop Edition:
- Database
- Import, Search, and export functions
- Reporting

Web-based version:
- All of above
- Password protected
- Multiple users possible
- Mapping
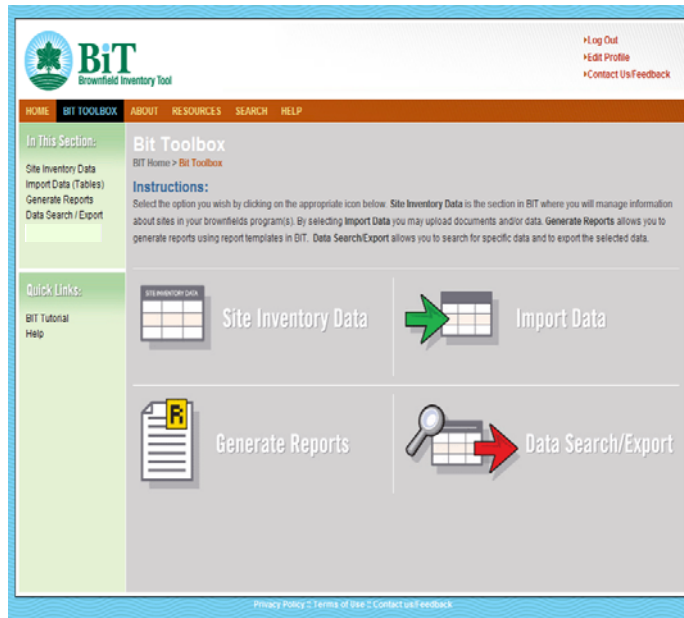
Outline of Webinar

Outline

Getting Started

Survey &
Inventory sites

Oversight &
Enforcement

Emergency
Response

Reports

Getting Started

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
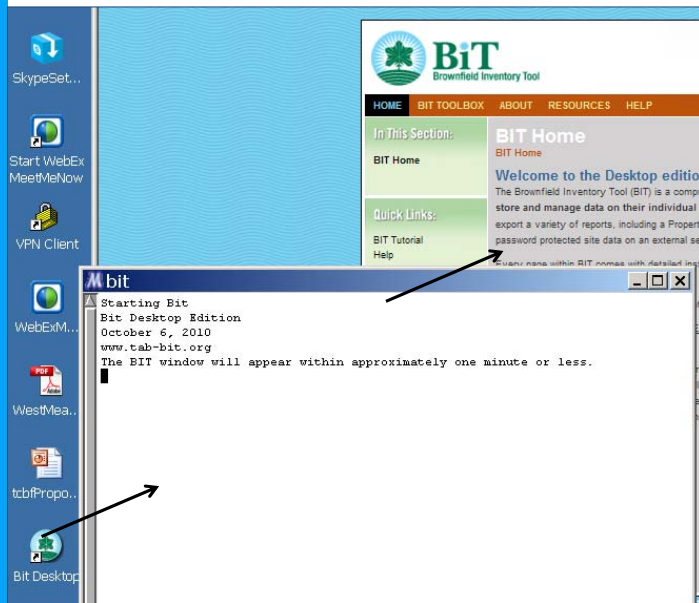
View **Home**page, **Tutorial**, **Resources**, or **Help**

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

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)
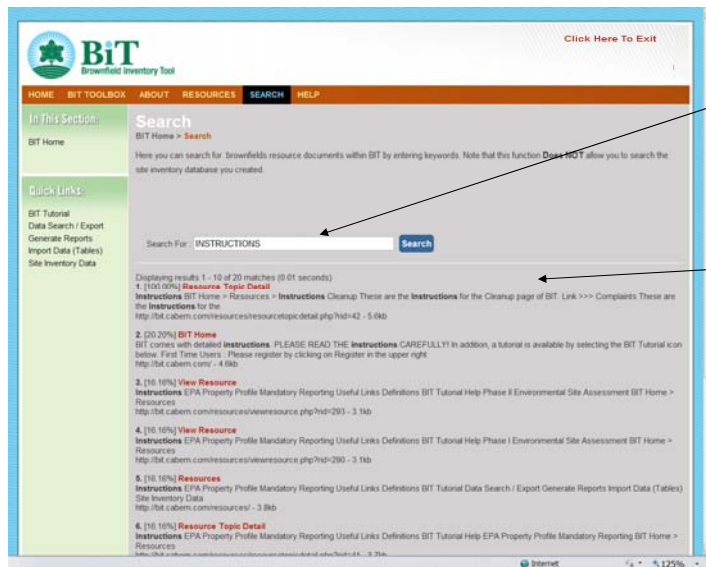
SEARCH

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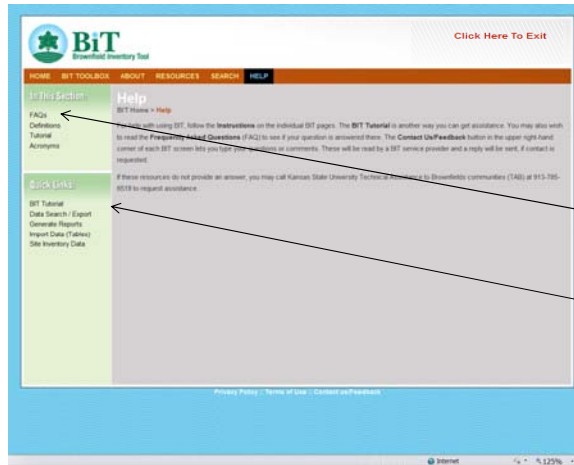
Frequently asked questions (FAQs) may contain information you need.

This tutorial is always available here.

Important – How to Close Desktop BIT

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)

Site Survey and Inventory
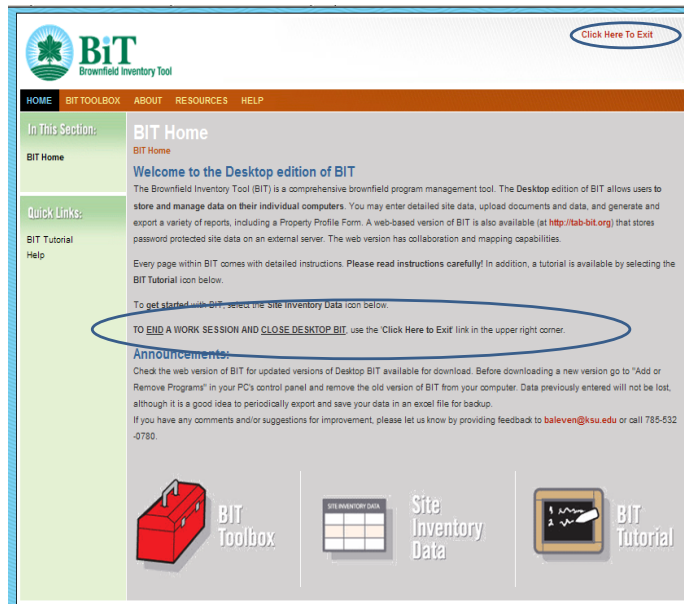
Set up programs

Add sites

Add funding information

Add/edit site data

View/upload documents & maps

Activity log

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)

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)

Add/edit site data

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

Site-Survey and Inventory (cont)

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

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 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."

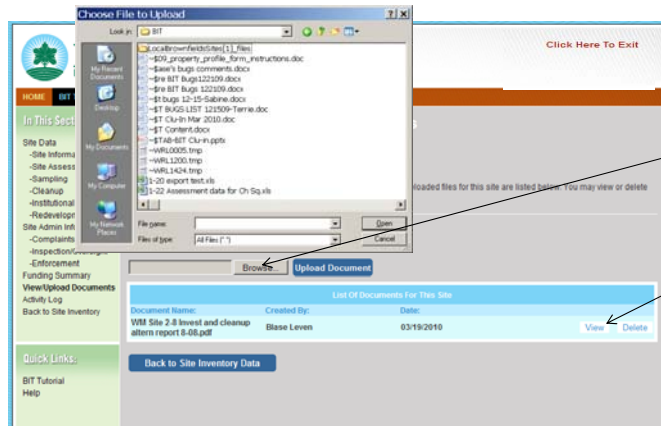ALWAYS save changes

Site-Survey and Inventory (cont)

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

22

Site-Survey and Inventory (cont)

View/Upload
Documents

Click "Browse" to
identify files on your
computer that you
would like to upload

Click "View" to open
documents

Site-Survey and Inventory (cont)

Activity Log

Enter information about miscellaneous events about site here

Administrative Applications

Oversight & Enforcement

Emergency Response

Reports

Administrative Applications (cont)

Name records using date and nature of event.

Associated Events tab shows related events

Administrative Applications (cont)

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)

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

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

28

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)
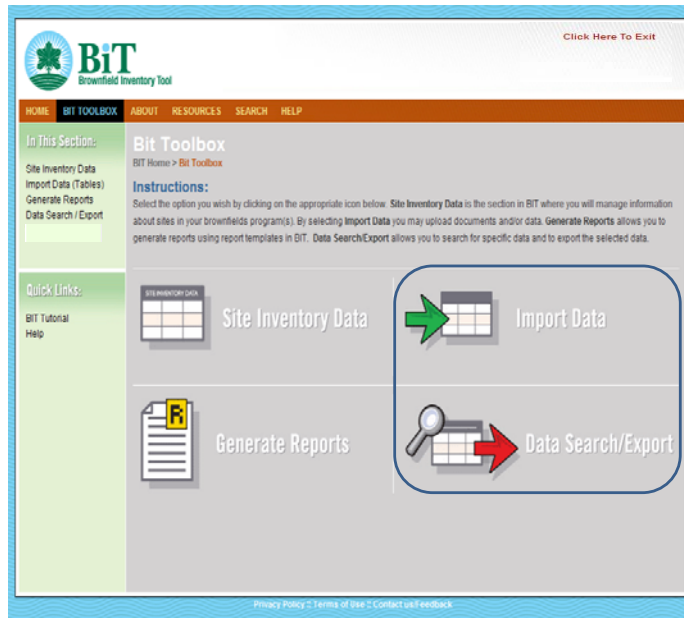
Custom Applications

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 (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

2

3 Import   Blank Template

4 Make selections

5 Preview results for selections

6 Do It!

7 Success!!

Custom Applications (cont)

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.

3) Click "Search"

Custom Applications (cont)

Search/export

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

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

Need confirmation of your participation today?

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