



Welcome to the CLU-IN Internet Seminar

Brownfield Inventory Tool (BIT) - A Free, Web-based Site Inventory Tool

Sponsored by: US EPA Office of Brownfields and Land Revitalization

Delivered: March 23, 2010, 11:00 AM - 12:30 PM, EDT (15:00-16:30 GMT)

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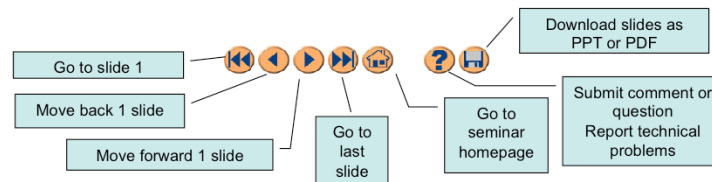
Moderator:

Jean Balent, U.S. EPA, Technology Innovation and Field Services Division (balent.jean@epa.gov)

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

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/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
January 29, 2010

Free, web-based
and desk-top
version

Desk-top version
to be released
later this year

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.)

Password
protected

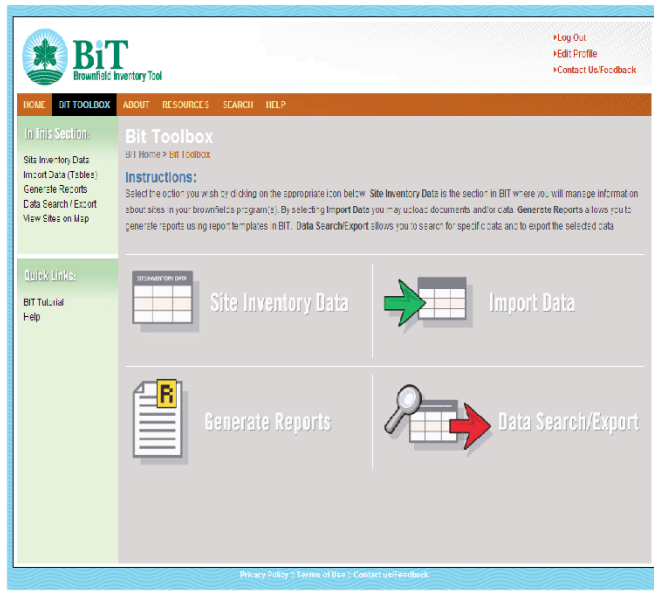
Multiple users
possible, if
permission is
granted, or "read
only" feature

Database

Import, Search,
and export
functions

Reporting

BIT Features





Introduction (cont.)

Brownfields site data

Other environmental data

Track funding

Upload documents

Map sites or sampling locations

What can TAB-BIT do?

The screenshot displays the BiT Brownfield Inventory Tool interface. On the left, a navigation menu includes sections like 'In This Section' and 'Quick Links'. The 'In This Section' menu lists options such as 'Site Inventory Data', 'Import Data (Tables)', 'Generate Reports', 'Data Search / Export', and 'View Sites on Map'. The 'Quick Links' section includes 'BIT Tutorial', 'Help', 'Site Data', 'Site Admin Info', 'Funding Summary', 'View/Upload Documents', 'Activity Log', and 'Back to Site Inventory'. The 'Site Data' section is expanded, showing sub-options like 'Site Information', 'Site Assessment', 'Sampling', 'Cleanup', 'Institutional Controls', 'Redevelopment/Reuse', 'Complaints', 'Inspection/Oversight', 'Enforcement', and 'Funding Summary'. The 'View/Upload Documents' option is highlighted with a blue arrow. On the right, a document titled 'Multiple Property Profile Form Instructions' is open, showing 'PART I - Property Information' and 'PART II - Environmental Activities'. Below the document, a map of a city street grid is visible, with a red pin indicating a location. The map is labeled 'Map of Kansas City, MO' and includes a legend for 'Site location' and 'Sampling location'.



Outline of Clu-In Session

- Getting started
- Site-specific applications
- Administrative applications
- Custom search/exports and imports

In context of city, redevelopment agency, tribal agency, and EPA Regional users



Features Available Without Login

Find BIT at
www.tab-bit.org

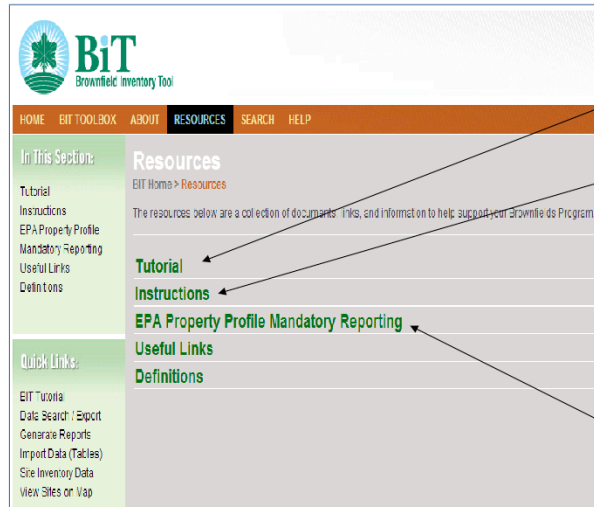
View **Homepage**,
Tutorial, **Resources**,
or **Help**

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

Getting Started



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)

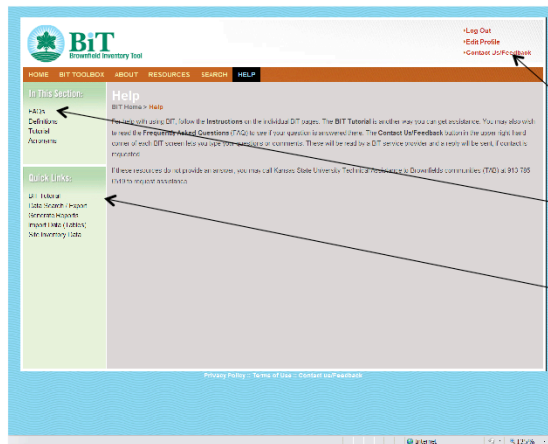
SEARCH

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)



HELP

Use the [Contact Us/Feedback](#) feature to ask questions of the BIT administrators.

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

This tutorial is always available here.



Features Available With Login

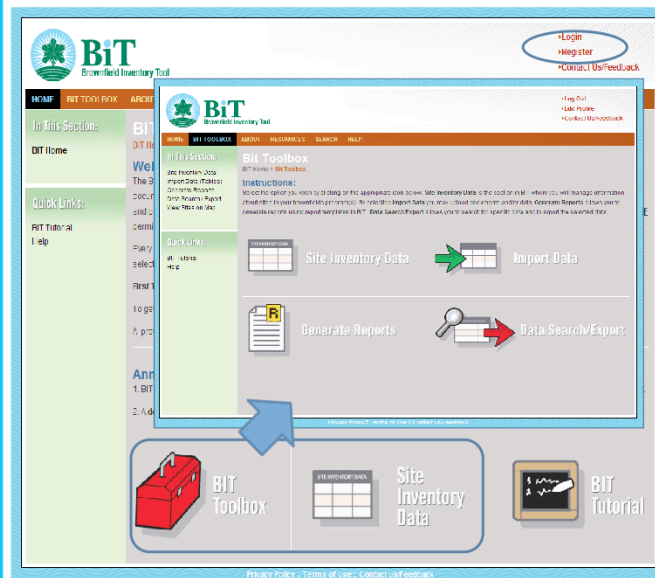
All database tools

Find BIT at
www.tab-bit.org

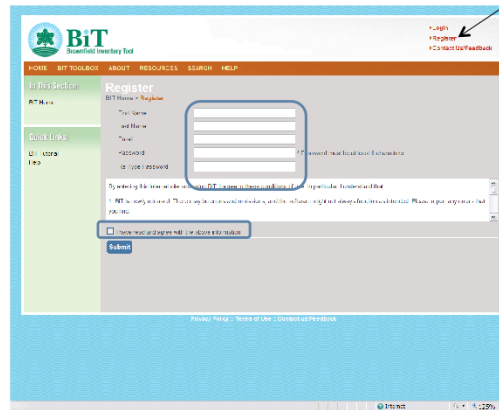
Register the first time

Login during
subsequent visits

Getting Started



Getting Started (cont)



Register

You must register to use the BIT Toolbox, including the Site Inventory Data input screens and report generator.

After you register, you are logged in and may access the BIT Toolbox.

When you logout and return to BIT later, use your email address and password to access your program and project files in the BIT Toolbox.

If you want to run BIT in a separate window while listening or watching this presentation, please register now (if you haven't already).

Getting Started (cont)

BiT Home

Quick Links

BT Tutorial

Help

Login

BT Home > Login

Click **I Forgot My Password** if you cannot remember your password. You will be assigned a temporary password which you may change by going to **Edit Profile** in the upper right hand corner of the **Home Page** after you logged in with your temporary password.

Email:

Password:

Login **I Forgot My Password**

Privacy Policy | Terms of Use | Contact us/feedback

Login

After you register for the first time, you may login using your password to access your proposals.

If you forget your password, click on this button for help.

Please login now, if you want to follow along in a separate window during this clu-in session.



Set up programs

Add sites

Add funding
information

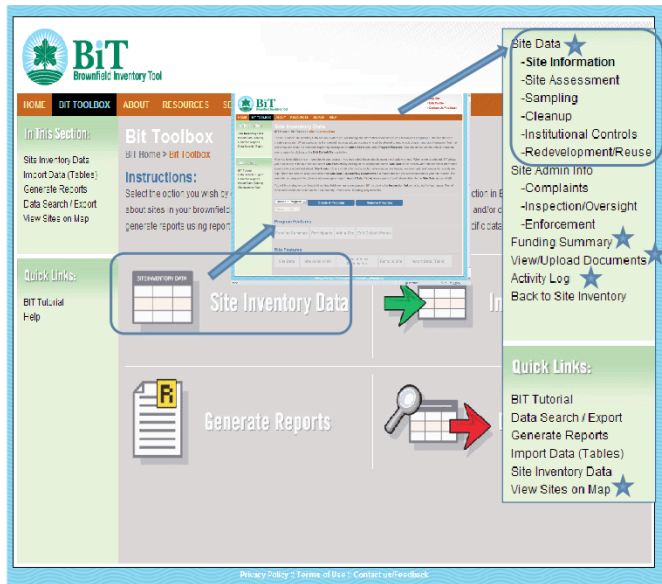
Add/edit site data

View/upload
documents & maps

Activity log

Live demonstration
of slides 14 - 24

Site-Specific Applications



Site-Specific Applications (cont)

The screenshot shows the BIT Toolbox Site Inventory Data interface. The top navigation bar includes links for HOME, BIT TOOLBOX, ABOUT, RESOURCES, SEARCH, and HELP. The main content area is titled 'Site Inventory Data' and contains instructions on how to manage site information. Below the instructions, there are several sections with buttons and links:

- Choose a Program:** A dropdown menu with a plus sign.
- Create a Program:** A blue button.
- Remove Program:** A blue button.
- Program Features:** A section with buttons for 'Funding Data', 'Participants', 'Add a Site', and 'Default Menus'.
- Site Features:** A section with buttons for 'Site Data', 'Site Admin Info', 'Upload/View Documents', 'Remove Site', and 'Import Data (Table)'.

Annotations with arrows point to the following elements:

- 'Set up program and add sites' points to the 'Choose a Program' dropdown.
- 'Choose an existing program. Or, create a name for your Brownfields Program or' points to the 'Create a Program' button.
- 'Choose a site for which to provide input within a Program. Or, add a new site.' points to the 'Add a Site' button.
- 'Manage funding information about a Program' points to the 'Funding Data' button.
- 'Remove a site from a Program' points to the 'Remove Site' button.

Site-Specific Applications (cont)

The screenshot shows the 'Easy Money: Funding Summary' interface. On the left is a sidebar with navigation links. The main area has a header with 'Easy Money: Funding Summary' and a breadcrumb trail. Below this is a 'Select a Grant' dropdown and buttons for 'New Grant', 'Rename Grant', and 'Delete Grant'. A table with three tabs ('Funds/Grants', 'Funding Distribution', 'Comments') is present. The 'Funds/Grants' tab is selected, displaying various input fields for grant information. At the bottom, there are 'Save Changes' and 'Cancel' buttons.

[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-Specific Applications (cont)

The screenshot displays the BiT Environmental Inventory Tool web application. The top navigation bar includes links for HOME, MY TOOLBOX, ABOUT, HELPFUL LINKS, SUPPORT, and HELP. The main content area is titled 'Site Inventory Data' and contains a 'New Inventory Table' button. Below this, there is a 'Quick Links' section with links for 'New Inventory Table', 'Import Data (Table)', 'Remove Site', 'Data Search', 'Export', and 'View Sites on Map'. The 'Site Inventory Data' section explains that this is where users manage information about sites in their browser-based programs. It provides instructions on how to create a program, add sites, and manage site information. A 'Program Features' section includes buttons for 'Funding Summary', 'Participants', 'Add a Site', and 'Edit Default Menus'. The 'Site Features' section includes buttons for 'Site Data', 'Site Admin Info', 'Upload/View Documents', 'Remove Site', and 'Import Data (Table)'. An arrow points from the 'Site Data' button to the text 'Add/edit site data'.

Add/edit site data

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

ALWAYS save
changes made to
each screen

[illegible]

Site-Specific Applications (cont)

Add/edit site data – Site Assessment

Easy Money: Site Assessment

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

Instructions

Assessment Reports | Comments Info | **Site-Specific Information** | Comments

Adopta required to address
Cultural/Archaeological Resources?
Is Cleanup required? Yes ☐ No ☐ Unknown ☐

State & Tribal Brownfields/Ordinary Response Program
Information
Project Not Enrolled in a State
Tribal Program Yes ☐
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	01/25/2010	31/30/2010	EPA Assess 12-09	2000	12/01/2009	
Phase II	12/17/2009	12/30/2009	EPA Assess 12-09	1000	12/01/2009	
Cleanup Planning	12/01/2009	31/05/2010	EPA Assess 12-09	5000	12/01/2009	

Activity:

Source of Funding:

Associated EPA Grant (for 1st reporting):

Funds Allocated to Activity:

Start Date:

Balance in Funding Source:

Completion Date:

Summary of Status (RSCs, Known Contaminants, and Plan for Cleanup are available for all Assessments)

Superfund and TSCA were identified as RSCs and should address the entire site, a site and haul
sampling 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.

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-Specific Applications (cont)

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

Easy Money Site Assessment

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

Contaminant:

Selected Contaminants:

Contaminant	REC	FIND	Remove
Petroleum / Petroleum Products	REC ☒	FIND ☒	Remove
Asbestos	REC ☐	FIND ☐	Remove

Petroleum / Petroleum Products Comments

Found as well above action limits, but not as high above detection limit.

Media Affected:

Selected Media Affected:

Media Affected	Affected	Remove
Drinking Water	Affected ☐	Remove
Ground Water	Affected ☐	Remove
Sediments	Affected ☐	Remove
Soil	Affected ☐	Remove
Surface Water	Affected ☐	Remove
Unknown	Affected ☐	Remove
Other (describe below)	Affected ☐	Remove
No Media Affected	Affected ☐	Remove

Receptors / Targets:

Selected Receptors / Targets:

None Selected

Comments:

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-Specific Applications (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.”

Easy Money: Sampling

BiT Home > BiT Toolbox > Site Inventory Data > Site Data > Sampling

Instructions

Phased Assessment: 12-09

New Record Rename Record Delete Record

Site Data Details

Sample ID	Category/Media	Latitude	Longitude	Area	Date	Result Value	Result Unit
31	SOIL	0000	0000	No Data	No Data	20	PPM
31	SOIL	No Data	No Data	TPH	No Data	25.00	ppm
31	water	No Data	No Data	TPH	No Data	1.0 (L+T)	ppm

Sample ID: Category/Media: Latitude: Longitude: Area: Date: Result Value: Result Unit:

New Sample Update Delete

Summary of sampling efforts and results

Save Changes Cancel

ALWAYS save changes

Site-Specific Applications (cont)

Add/edit site data – Site Assessment

Easy Money: Site Assessment

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

Assessment Reports | **Comments Info** | **Local data and information** | **Comments**

Adopta required to address
Cultural/Archaeological Resources?
Is Cleanup required? Yes ☒ No ☐ Unknown ☐

State & Tribal Brownfields/Cleanup Response Program Information

Project 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	01/01/2010	31/03/2010	EPA Assess 12-09	2000	12/01/2009	
Phase II	12/01/2009	14/03/2009	EPA Assess 12-09	1000	12/01/2009	
Cleanup Planning	12/01/2009	31/05/2010	EPA Assess 12-09	5000	12/01/2009	

Activity:

Source of Funding:

Associated EPA Grant (for 1st report):

Funds Allocated to Activity:

Start Date:

Balance in Funding Source:

Completion Date:

Summary of Status (RSCs, Known Contaminants, and Plan for Cleanup) available for all Assessments.

Superfund and TSCA were identified as RSCs and Superfund sites are also RSCs. A site and haul manifest 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.

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

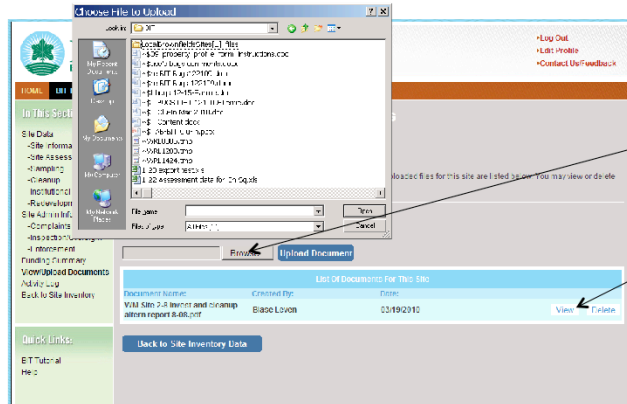
Add rows to this table by completing the fields and clicking "new." Click on (select) rows to "update" or "delete" them.

Provide overall summary for all assessment activities, including cleanup planning

ALWAYS save changes

Site-Specific Applications (cont)

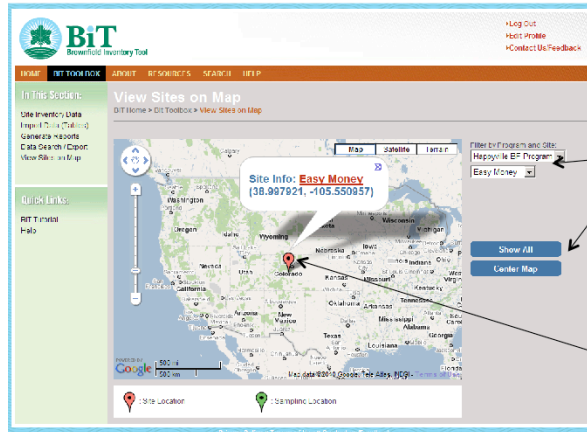
View/Upload Documents



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

Click "View" to open documents

Site-Specific Applications (cont)



View Sites on Map

Click "Show All" or choose a specific site within a program.

Then, Center Map and zoom closer

Or, click on icon and then name of site to go to Site Details in database

Site-Specific Applications (cont)

Activity Log

- Enter information about miscellaneous events about site here

Administrative Applications

Tracking Complaints, Inspection/Oversight, and Enforcement events

Reports

Live demonstration of
slides 26 - 29

The screenshot displays the BiT web application interface. At the top, the BiT logo and navigation menu are visible. The main content area is divided into sections for 'In This Section', 'Bit Toolbox', and 'Quick Links'. Annotations with arrows point to various features:

- Site Data:** Points to the 'Site Information' link in the 'Site Data' section.
- Site Admin Info:** Points to the 'Site Admin Info' link in the 'Site Data' section.
- Site Inventory Data:** Points to the 'Site Inventory Data' link in the 'Quick Links' section.
- Generate Reports:** Points to the 'Generate Reports' link in the 'Quick Links' section.

The 'Site Data' section includes links for Site Information, Site Assessment, Sampling, Cleanup, Institutional Controls, and Remediation/Reuse. The 'Site Admin Info' section includes links for Complaints, Inspection/ Oversight, and Enforcement. The 'Quick Links' section includes links for Site Inventory Data, Generate Reports, and Site Inventory Data.

Administrative Applications (cont)

Easy Money: Complaints

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

In This Section:

- Site Data
- Site Information
- Site Assessment
- Complaints
- Site Admin Info
- Complaints
- Inspection/Oversight
- Enforcement
- View/Upload Documents
- Adult Log
- Back to Site Inventory

Quick Links:

- HT Toolbox
- Data Search/Export
- Generate Reports
- Import Data (Tables)
- Site Inventory Data
- View Sites on Map

Complaints

2-15-10 House

New Record | Rename Record | Delete Record

Complaint Details

Preparer: Mr. Happy

Date complaint logged: 12/15/2010

Date of complaint closed: 12/15/2010

Complaint Details

Construction activities are ongoing noise, site cleared, and bulky waste is removed.

Associated Events

Inspection Factors

Inspection Factors	Inspection Date	Name of Inspector
2-15-10 House and Mud Inspector	12/15/2010	Mr. Happy

Enforcement Factors

Enforcement Factors	Enforcement Date	Enforcement Type
2-15-10 House	12/15/2010	None

*Please refer to the View/Upload Documents section for more information on the specific details of the complaint.

Administrative Applications (cont)

BiT
Brownfield Inventory Tool

HOME BIT TOOLBOX ABOUT RESOURCES SEARCH HELP

In This Section:
 Site Inventory Data
 Import Data (1/2015)
 Generate Reports
 Data Search/Export
 View Sites on Map

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) to 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 Account Report
- ☐ Progress Report
- ☐ Site Assessment Report
- ☐ Cleanup Report
- ☐ Complaint Report
- ☐ Cultural Report
- ☐ Enforcement Report
- ☐ Inspection Oversight
- ☐ Institutional Control Report
- ☐ Landowners Report
- ☒ Multi-Owner Report
- ☐ Redevelopment/Reuse Report
- ☐ Site Description

Select a Program
 Hazardous Waste

Select a File(s)
 EM 1
 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.

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 Mixed Use	Landowner / Type of Cleanup Happyville Redevelopment Agency	
Date Action is Planned 01/01/2010	Site Size 5	
Cleanup Completion Date 04/01/2010	Acres Cleaned 4	
Latitude	Site Address	
Longitude	Happyville, CO	
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)

[RI] Int.mpp07_2010_05_SAF1a1r [Compatibility Mode]										[RI] Int.mpp07_2010_05_SAF1a1r [Compatibility Mode]									
Part I: Cooperative Agreement Request Information										Part II: Environmental Assessment Information									
Name: Thompson Environmental Services, Inc. (TSES)										Mandatory for Assessment Cooperative Agreements, State & Tribal Property-Specific Assessments, and TBA's, as available for Cleanup and RLF recipients									
Project Name	Assessment Number	Type of Assessment Agreement	Type of Funding	Assessment Number (as updated from RI)	Assessment Number (as updated from RI)	Priority Name	Assessment Number	Assessment Date	Assessment Date	Assessment Date	Assessment Date	Assessment Date	Assessment Date	Assessment Date	Assessment Date				
THOMPSON ENVIRONMENTAL SERVICES, INC.	0001	State	State	0001	0001	State	0001	0001	0001	0001	0001	0001	0001	0001	0001	0001			
THOMPSON ENVIRONMENTAL SERVICES, INC.	0002	State	State	0002	0002	State	0002	0002	0002	0002	0002	0002	0002	0002	0002	0002			
THOMPSON ENVIRONMENTAL SERVICES, INC.	0003	State	State	0003	0003	State	0003	0003	0003	0003	0003	0003	0003	0003	0003	0003			
THOMPSON ENVIRONMENTAL SERVICES, INC.	0004	State	State	0004	0004	State	0004	0004	0004	0004	0004	0004	0004	0004	0004	0004			
THOMPSON ENVIRONMENTAL SERVICES, INC.	0005	State	State	0005	0005	State	0005	0005	0005	0005	0005	0005	0005	0005	0005	0005			
THOMPSON ENVIRONMENTAL SERVICES, INC.	0006	State	State	0006	0006	State	0006	0006	0006	0006	0006	0006	0006	0006	0006	0006			
THOMPSON ENVIRONMENTAL SERVICES, INC.	0007	State	State	0007	0007	State	0007	0007	0007	0007	0007	0007	0007	0007	0007	0007			
THOMPSON ENVIRONMENTAL SERVICES, INC.	0008	State	State	0008	0008	State	0008	0008	0008	0008	0008	0008	0008	0008	0008	0008			
THOMPSON ENVIRONMENTAL SERVICES, INC.	0009	State	State	0009	0009	State	0009	0009	0009	0009	0009	0009	0009	0009	0009	0009			
THOMPSON ENVIRONMENTAL SERVICES, INC.	0010	State	State	0010	0010	State	0010	0010	0010	0010	0010	0010	0010	0010	0010	0010			

[RI] Int.mpp07_2010_05_SAF1a1r [Compatibility Mode]										[RI] Int.mpp07_2010_05_SAF1a1r [Compatibility Mode]									
Part III: Environmental Assessment Information										Part IV: Approvals									
Name: Thompson Environmental Services, Inc. (TSES)										Name: Thompson Environmental Services, Inc. (TSES)									
Assessment Number	Assessment Date	Assessment Date	Assessment Date	Assessment Date	Assessment Date	Assessment Date	Assessment Date	Assessment Date	Assessment Date	Assessment Number	Assessment Date	Assessment Date	Assessment Date	Assessment Date	Assessment Date	Assessment Date			
0001	0001	0001	0001	0001	0001	0001	0001	0001	0001	0001	0001	0001	0001	0001	0001	0001			
0002	0002	0002	0002	0002	0002	0002	0002	0002	0002	0002	0002	0002	0002	0002	0002	0002			
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Search/Export

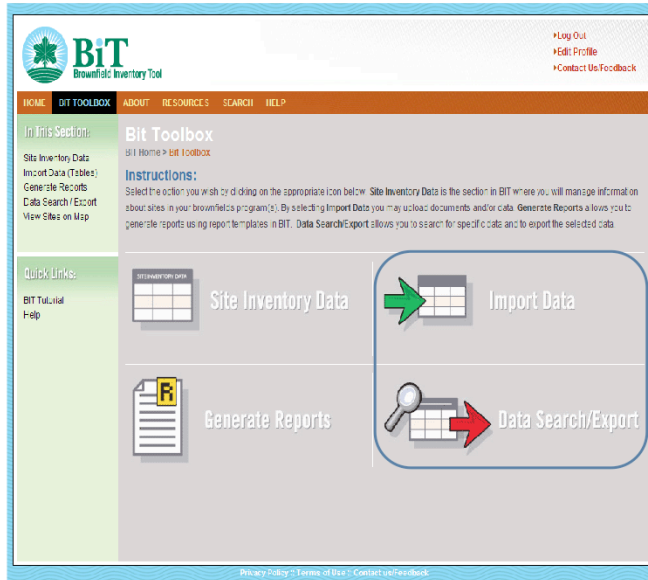
- data analysis
- custom reporting
- gather more data
- for all programs
- to backup data

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)

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.

The screenshot shows the BiT (Bioinformatics Inventory Tool) interface. The top navigation bar includes 'HOME', 'BIT TOOLBOX', 'ABOUT', 'RESOURCES', 'SEARCH', and 'HELP'. The main content area is titled 'Data Search / Export'. On the left, there's a sidebar with 'In This Section' and 'Quick Links'. The main area has a 'Search' button and a 'Blank Template' button. A dropdown menu is open showing 'All' and 'Classes Test: Program'. Below the search area, there are fields for 'Site Assessment', 'Is Clear up required?', 'Match Exact', and 'Remove'. A 'Search' button is at the bottom right.

3) Click "Search"

Custom Applications (cont)

Search/export

Search Results
BIT Home > BI ToolBox > Data Search / Export > Search Results

Please select which sites you wish to export

Export	Search Results	Site
☐		Left
☐		Right
☐		Easy Money
☐		FM 2
☐		FM 3

Export Selected Export All Revise 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 > BI ToolBox > Data Search / Export > Export

Please select which categories to export

- ☐ Site Information
- ☐ Site Assessment
- ☐ Sampling
- ☒ Status
- ☐ Institutional Context
- ☐ Environmental Use
- ☐ Funding Summary
- ☐ Candidates
- ☐ Inspection/ Oversight
- ☐ Enforcement

Export Selected Export All

spreadsheet[1].xls [Compatibility Mode]

	B	C	D
1	Not after the black bars. They are used for internal functionality. Also, all data		
2	Site Information		
3	Site Name		Site Status
4			
5	Easy Money		In Development Phase

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 Click on the 'Blank Template' link to download the template file.

2 Click on the 'Import' button to upload the data file.

3 Select the 'Import' button.

4 Make selections for the sites to import. In the 'Sites for the Easy Money' table, select 'Easy Money' from the dropdown menu.

5 Preview results for selections. The preview table shows the following data:

Site Name	Site Status	Section	Port of Section	Material/Number of Principles	Project	Site ID	ACRES	Property ID	Street Address
Easy Money	On Track/Completed	Private				1000000000	1000000000	1000000000	1000000000
Easy Money	On Track/Completed	Private				1000000000	1000000000	1000000000	1000000000
Easy Money	On Track/Completed	Private				1000000000	1000000000	1000000000	1000000000

6 Do It! Click the 'Import' button.

7 Success!! The spreadsheet was successfully imported.

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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 using the link (please!!)



Q & A and Acknowledgements

- EPA Headquarters, Region 8, and Integrated Laboratory Systems, Inc.
- KSU TAB Program and CABEM Technologies, Inc.
- EPA ACRES program and SRA, Inc.
- Beta testers

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

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