

The TAB Program

Technical Assistance to Brownfields

Sabine E. Martin, Ph.D., P.G.

Center for Hazardous Substance Research
Kansas State University

July 2009



Technical Assistance to Brownfield (TAB) Communities

- A national program
- Funded by EPA headquarters via grants to 4 different entities
- **Free** to communities
- K-State assists communities in EPA Regions 5 and 7



EPA Regions



- Guam
- Trust Territories
- American Samoa
- Northern Mariana Islands



TAB Assistance to Communities

- Tailored to specific community needs
- Typically coordinated through the city, tribal or non-profit brownfields project manager
- May include:
 - Help identifying funding sources for revitalization projects
 - Review of EPA and other grant applications
 - Help finding a consulting firm
 - Review of project plans, technical reports
 - Assistance with community outreach/involvement
 - visioning
 - Other assistance, as needed and agreed upon
- Communities accepted on a 'first come' basis
- Depends on staff/funding availability

The Application Process

- Contact us
 - We'll set up a meeting to discuss assistance needs
 - Review needs and TAB capability
 - Agree on a course of action
 - Get started
- 

Workshops/Training Sessions

- Tailored to the information needs of the community
- Relaxed atmosphere
- Time for networking
- Variety of presenters
- Hands-on segments
- Very effective !



Community Outreach

- Redevelopment Planning



Visioning



Visioning



Visioning







Technical Presentations

- Community Meetings



Community Involvement

- Who is the Community?
- Why do it?
- Successful Involvement Techniques



Community Involvement Tools

Fact Sheets, Citizen Briefs

- clear
- concise
- in layman's terms
- basic information
- provide contact info and additional resources

Note: NOT a stand-alone tool



Community Involvement Tools

Community Outreach

- Community Day/Fair
 - Bus Tours
 - Walking Tours
 - Workshops/Seminars
 - Public Meetings
- 

Community Involvement Tools

Workshops/Training Sessions

- Tailored to the information needs of the community
- Relaxed atmosphere
- Time for networking
- Variety of presenters
- Hands-on segments
- Very effective !



Technical Presentations

- Community Meetings

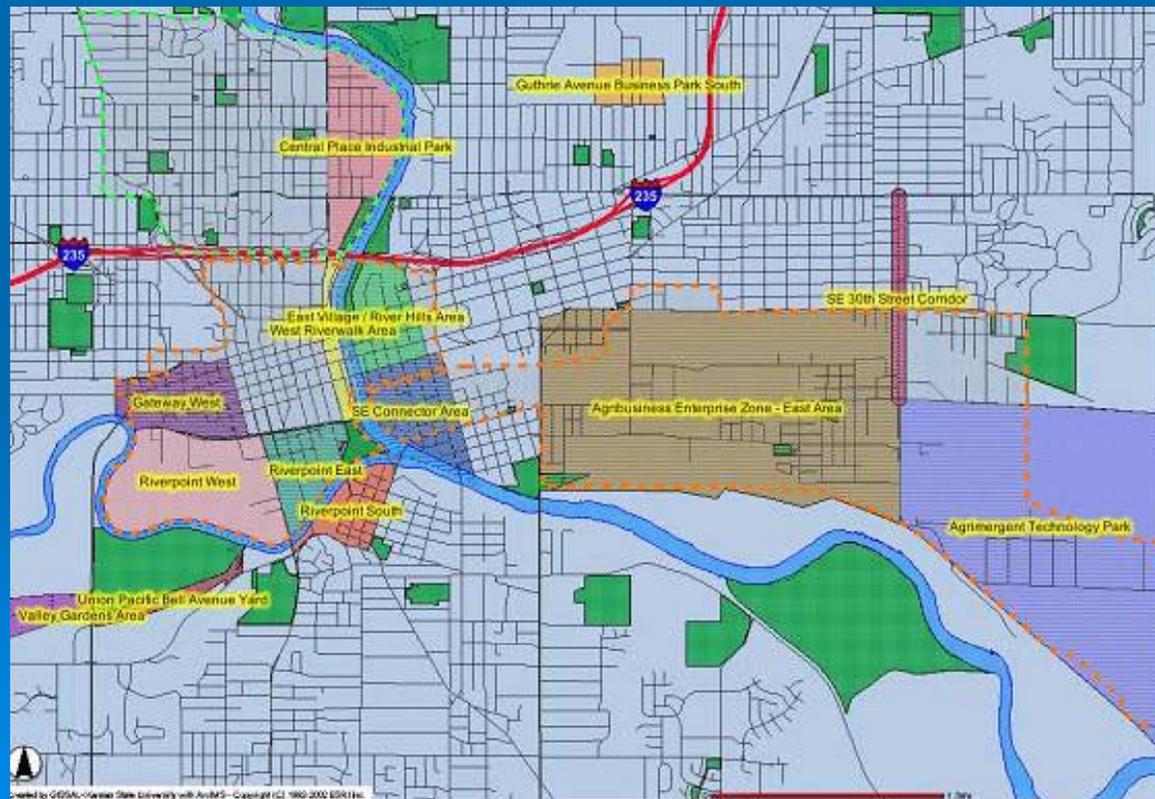


If you feed them, they will come



Special Projects

Des Moines, IA GIS-based redevelopment properties web site



Special Projects

Web - based software: TAB-BIT

www.tab-bit.org

The screenshot shows the BIT (Brownfield Inventory Tool) website. At the top left is the BIT logo, which features a green maple leaf inside a circle, with the text "BiT Brownfield Inventory Tool" next to it. To the right of the logo are three links: "Log Out", "Edit Profile", and "Contact Us/Feedback". Below the logo is a navigation bar with the following items: "HOME", "BIT TOOLBOX", "ABOUT", "RESOURCES", "SEARCH", and "HELP".

On the left side of the main content area, there are two sections: "In This Section:" with a link to "BIT Home", and "Quick Links:" with links to "BIT Tutorial" and "Help".

The main content area is titled "Home" and includes a "BIT Home" link. Below this is a "Welcome to BIT:" section with a paragraph of text: "The Brownfield inventory tool (BIT) is a comprehensive brownfields program management tool The user may enter detailed data about sites in their program(s), upload documents associated with the program, allow others to also enter site data, or to only read site data, handle enforcement documentation, log complaints, generate reports, and more. The original BIT software was developed by EPA Region 8 and this is the updated version. For questions about how to use BIT, read the BIT tutorial by selecting the "BIT Tutorial" icon below. Also, see the Frequently Asked Questions section under Help."

Below the welcome message is an "Announcements:" section with a date "5/5/09" and the text: "The online version of BIT is planned to be launched in June. The URL is www.tab-bit.org."

At the bottom of the main content area, there are three icons with labels: a red toolbox icon labeled "BIT Toolbox", a document icon with a green arrow labeled "Site Inventory Data", and a chalkboard icon labeled "BIT Tutorial".

TAB-BIT

Brownfields Inventory Tool

- Under development by KSU TAB
 - Free, online and desk-top version
 - Projected release for web-version August 2009
- 

Background

- Prototype developed by EPA Region 8
- Intended to help Response Grant, and other brownfields grant recipients with survey & inventory, public record, oversight & enforcement, assessment and cleanup, and administrative reporting requirements
- Tool became obsolete due to MSWindows upgrades

BIT Features

- Password protected
 - Multiple users possible, if permission is granted, or “read only” feature
 - Database
 - Import/export function
 - Search function
- 

What can TAB-BIT do?

Data Management:

- Brownfields related data
 - Other environmental data
 - Track funding
 - Upload documents or enter data directly
 - Site information
 - Redevelopment data
- 

What can TAB-BIT do? Cont.

Data Management:

- Program admin. data
 - Enforcement documentation
 - Complaints
- 

What can TAB-BIT do? Cont.

Report Generation:

- Property Profile Form (e-submit to ACRES)
- Quarterly report form (outline)
- Forms for enforcement, complaints, ICs, inspection/oversight, public record reports, etc.
- Customized reports
- Maps

PROPERTY PROFILE FORM—Brownfields

Public reporting burden for this collection of information is estimated to average 1.25 hours per response, including the time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspect of this collection of information, including suggestions for reducing this burden, to the Environmental Protection Agency, Office of Environmental Information, Code 2822T, Washington, DC 20460 and to the Paperwork Reduction Project, Office of Management and Budget, Washington, DC 20503. DO NOT RETURN your form to either of these addresses. Send your completed form to the address provided by the issuing office.

PART I GRANT RECIPIENT INFORMATION

- Grant Recipient Name (State/Tribe for Section 128(a) Grants; requestor/contractor for TBAs): _____
- Grant Number (contract number for TBAs): _____
- Type of Brownfields Grant (check only one box):
 - Assessment Section 128(a) – State and Tribal Response Program
 - Revolving Loan Fund TBA (EPA Regions Only)
 - Cleanup
- For Assessment, Cleanup, and Revolving Loan Fund grants, what type of funding is being used at the property?
 - Hazardous Substance Petroleum Both
- Indicate if this form is the Initial or Updated Form:
 - Initial Form Updated Form
- Date: _____

PART II PROPERTY INFORMATION

Property Background Information

- Property Name: _____
- Street Address: _____
- City: _____
- State: _____
- Zip Code: _____
- Size (in acres): _____
- Parcel Number(s): _____
- Current Owner: _____
- Ownership Entity:
 - Government (Tribal, State, Local) Private

Ownership & Superfund Liability (Mandatory for Cleanup and RLF Grants)

- During the life of the grant, did ownership change?
 - Yes No
- If "yes," did Superfund federal landowner liability protections factor into the ownership change?
 - Yes No Unknown

Property Geographic Information (EPA Brownfields Program, or its contractors, will provide complete latitude/longitude information if grant recipients are unable)

- Latitude (use 00.000000 format): _____
- Longitude (use -000.000000 format): _____
- Horizontal Collection Method: _____
- Source Map Scale Number (only if a map/photo was used): _____
- Reference Point (e.g., Center of Facility or Station): _____
- Horizontal Reference Datum (Choose one):
 - NAD27-North American Datum of 1927 WGS84-World Geodetic System of 1984
 - NAD83-North American Datum of 1983

Property History Information (as available)

- Property Description / History / Past Ownership: _____
- Predominant Past Use(s) (check all that apply):

Type	Acreage	Type	Acreage
<input type="checkbox"/> Greenspace _____		<input type="checkbox"/> Commercial _____	
<input type="checkbox"/> Residential _____		<input type="checkbox"/> Industrial _____	

EPA Form 6200-03 (9-2006)

6	Example Property 1	Example Address 1
7	Example Property 1	Example Address 1

- Property Profile Form
 - Single site
 - Multiple sites

Multiple_PPF_Template_030808.xls [Compatibility Mod

review View Add-Ins Acrobat

Wrap Text Merge & Center Number Conditional Formatting as Table Styles

Property Background Information					
City	State	Zip Code	Size	Parcel Number(s)	Ownership Entity
Example	VA	22201	0.5	123456789-01	Government (Tribal, State, Local)
Example	VA	22201	0.5	123456789-01	Government (Tribal, State, Local)
Example	VA	22201	0.5	123456789-01	Government (Tribal, State, Local)

Local Public Record Report

Local Brownfields Public Record Report

Site Name:

Site Type	Landowner at Time of Cleanup	
Date Action is Planned	Site Size	Comments
Cleanup Completion Date	Acres Cleaned	
Latitude	Site Address	
Longitude		
Institutional Controls Required?		

Institutional Control Categories

Institutional Control Categories	Comments

Contaminants Removed / Addressed

Contaminant Classes Addressed	Comments

Media Addressed

Media Addressed	Comments

Institutional Controls

Local Brownfields Institutional Controls

Site Name:

Are Institutional Controls required for this site?
Comments

Institutional Control Categories

Institutional Control Categories	Comments

Site Name:

Are Institutional Controls required for this site?
Comments

Institutional Control Categories

Institutional Control Categories	Comments



- › [Log Out](#)
- › [Edit Profile](#)
- › [Contact Us/Feedback](#)

[HOME](#) [BIT TOOLBOX](#) [ABOUT](#) [RESOURCES](#) [SEARCH](#) [HELP](#)

In This Section:

[BIT Home](#)

Quick Links:

[BIT Tutorial](#)
[Help](#)

Home

BIT Home

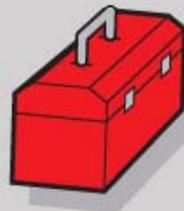
Welcome to BIT:

The Brownfield inventory tool (BIT) is a comprehensive brownfields program management tool! The user may enter detailed data about sites in their program(s), upload documents associated with the program, allow others to also enter site data, or to only read site data, handle enforcement documentation, log complaints, generate reports, and more. The original BIT software was developed by EPA Region 8 and this is the updated version. For questions about how to use BIT, read the BIT tutorial by selecting the "BIT Tutorial" icon below. Also, see the Frequently Asked Questions section under Help.

Announcements:

5/5/09

The online version of BIT is planned to be launched in June. The URL is www.tab-bit.org.



**BIT
Toolbox**



**Site
Inventory
Data**



**BIT
Tutorial**

In This Section:

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

Quick Links:

[BIT Tutorial](#)
[My Programs](#)

BIT Toolbox

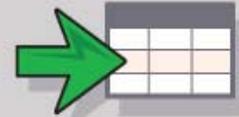
BIT Home > **BIT Toolbox**

Instructions:

Select to edit site data, import data into tables, generate reports using report templates in BIT, or search for specific data to export. Select the option you wish by clicking on the appropriate icon below.



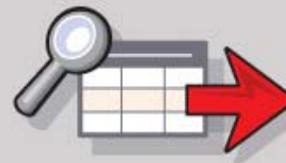
Site Inventory Data



Import Data (Tables)



Generate Reports



Data Search/Export



- › [Log Out](#)
- › [Edit Profile](#)
- › [Contact Us/Feedback](#)

[HOME](#) [BIT TOOLBOX](#) [ABOUT](#) [RESOURCES](#) [SEARCH](#) [HELP](#)

In This Section:

[BIT Home](#)

Quick Links:

[BIT Tutorial](#)
[Help](#)

Home

BIT Home

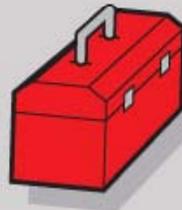
Welcome to BIT:

The Brownfield inventory tool (BIT) is a comprehensive brownfields program management tool. The user may enter detailed data about sites in their program(s), upload documents associated with the program, allow others to also enter site data, or to only read site data, handle enforcement documentation, log complaints, generate reports, and more. The original BIT software was developed by EPA Region 8 and this is the updated version. For questions about how to use BIT, read the BIT tutorial by selecting the "BIT Tutorial" icon below. Also, see the Frequently Asked Questions section under Help.

Announcements:

5/5/09

The online version of BIT is planned to be launched in June. The URL is www.tab-bit.org.



**BIT
Toolbox**



**Site
Inventory
Data**



**BIT
Tutorial**



- ▶ [Log Out](#)
- ▶ [Edit Profile](#)
- ▶ [Contact Us/Feedback](#)

In This Section:

- Site Data
- Site Admin Info
- Upload/View Documents
- My Programs

Quick Links:

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

Site Inventory Data

BIT Home > BIT Toolbox > [Site Inventory Data](#)

Instructions:

First choose which of your programs you wish to work on. Then, choose which site. Please give BIT time to reset the screen after you make each choice. Next, select the area in which you wish to work. The Program Features, "participants" and "info and settings" allow you to choose participants for each specific program and to set certain parameters for the program, such as contaminant labels. To use the Site Features, an existing site must be selected or a new site added. After a site is selected, you may choose to add data to the "site data" area or the "site admin info". Site data is mostly physical information about the site – location, contaminants, assessments, cleanup plans. Site admin info is more administrative or enforcement information – complaints log, enforcement log, etc. After selecting a site, you may also upload documents for the site, such as assessment or cleanup reports. Or, you may import data into the site database using a special data import feature.

Choose a Program

Choose a Site

Program Features:

[Participants](#) [Add a Site](#) [Info and Settings](#)

Site Features:

[Site Data](#) [Site Admin Info](#) [Upload/View Docs](#) [Import Data \(Table\)](#)

In This Section:

- Site Data
- Site Admin Info
- Upload/View Documents
- My Programs**
 - Create new Program
 - > Edit Participants/Permissions
 - Info and Settings
 - Add a Site

Quick Links:

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

Program Name: Manage Existing participants:

BIT Home > BIT Toolbox > Site Inventory Data > Programs > **Edit Participants/Permissions**

Instructions:

Add participants to your program by selecting "add a person" below. Select the "edit" button to revise a participants permission to edit site data, or to remove a person from your programs.

Search participant by:

LIST PARTICIPANTS TO THIS PROGRAM:

Participant Name:	Email	Date added:	EDIT
Joe Johnson	contributor@ksu.edu	7/8/08	EDIT
Valentina Exposito	contributor@ksu.edu	7/8/08	EDIT
Mark Matthews	contributor@ksu.edu	7/8/08	EDIT
J. J. Mauricio	contributor@ksu.edu	7/8/08	EDIT
Bob Jones	contributor@ksu.edu	7/8/08	EDIT
Radivoje Korac	contributor@ksu.edu	7/8/08	EDIT

In This Section:

Site Data

- > Site Information
 - Assessment
 - Sampling
 - Cleanup
 - Institutional Controls
 - Redevelopment + Re-Use

Site Admin Info

Upload/View Documents

My Programs

Quick Links:

BIT Tutorial

Site Inventory Data

Generate Reports

Data Search/Export

Import Data (Tables)

(Site Name): Site Data:

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

Instructions:

Lorem ipsum pro velorum arcadia tacit alea acta est. luc mobili tacta bauc im sicum sic. Fiat panis laudanum. Lorem ipsum pro velorum arcadia tacit alea acta est. luc mobili tacta bauc im sicum sic. Fiat panis laudanum.

Site Details

Location Details

Anecdotal Property Info

Comments

Latitude:

Longitude:

Horizontal collection Method/datum:

Directions to get to the site:

Legal Description:

etc.

Save Changes

Delete Record

Cancel

Branding and Header Graphic

[Login/Logout](#) : [Register /Edit Profile](#) : [Contact Us/Feedback](#)

[Home](#) : [BIT Toolbox](#) : [About](#) : [Resources](#) : [Search](#) : [Help](#)

In this Section

• Site Data

- Site Information
- Assessment
- Sampling
- Cleanup
- Institutional Controls
- Redevelopment + Re-Use
- My Brownfields Admin Info
- Upload/View Documents

Quick Links

■

•(Individual Site Name): Site Data

•Home > BIT Toolbox > Site Inventory Data > Site Data > Site Information

[Site Details](#)

[Location Details](#)

[Anecdotal Property](#)

[Comments](#)

Edit Site Name:

Site ID:

Site Type:

Mailing Address:

Street:

City:

Site Size (acres):

Etc.

(all fields in single line)

[Save Changes](#)

[Delete Record](#)

[Cancel](#)

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

Branding and Header Graphic

[Login/Logout](#) : [Register /Edit Profile](#) : [Contact Us/Feedback](#)

[Home](#) : [BIT Toolbox](#) : [About](#) : [Resources](#) : [Search](#) : [Help](#)

In this Section

- [Site Data](#)
- [My Brownfields Admin Info](#)
 - [Funding](#)
 - [Complaints](#)
 - [Enforcement](#)
 - [Inspection/Oversight](#)
 - [Reports](#)
- [Upload/View Documents](#)

Quick Links

- [BIT Tutorialm](#)
- [Site Inventory Data](#)
- [Generate ReportsData Search/Export](#)
- [Import Data](#)

•(Individual Site Name): My Brownfields Admin Info

•Home > BIT Toolbox > Site Inventory Data > My BF Admin Info> Enforcements

Event ID Date of Event

[Enforcement Details](#)

[Associated Event](#)

Potential Inspections

Inspection ID	Inspection Date	Name of Inspector

Potential Complaints

Complaint ID	Event Date	Complaint Details

[Select Complaint](#)

[Select Inspection](#)

[Clear Event](#)

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

In This Section:

- Site Data
- Site Admin Info
- Upload/View Documents
- My Programs

Quick Links:

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

(Individual Site Name): Upload/View Documents

BIT Home > BIT Toolbox > Site Inventory Data > **Upload/View Documents**

Instructions:

Documents that have been uploaded for this site are listed below. Click on the "edit" button to view or remove the document.

Please select a file you would like to upload:

Browse (no file selected)

LIST OF DOCUMENTS FOR THIS SITE:

Document Name:	Created by:	Date:	EDIT
Document #1	contributor@ksu.edu	7/8/08	EDIT
Document #1	contributor@ksu.edu	7/8/08	EDIT
Document #1	contributor@ksu.edu	7/8/08	EDIT
Document #1	contributor@ksu.edu	7/8/08	EDIT
Document #1	contributor@ksu.edu	7/8/08	EDIT
Document #1	contributor@ksu.edu	7/8/08	EDIT

[Back to Site Inventory Data](#)

TAB-BIT URL

www.tab-bit.org

(check in August)



Special Projects

Web - based software: TAB EZ

www.tabez.org



The screenshot shows the TAB EZ website interface. At the top left is the TAB EZ logo, which consists of a stylized tree icon and the text "TAB EZ". To the right of the logo are navigation links: "Login", "Register", and "Contact Us / Feedback". Below the logo is a horizontal navigation bar with the following items: "HOME", "GRANT APPLICATIONS", "RESOURCES", "SEARCH", and "HELP".

The main content area is divided into two columns. The left column has two sections: "In This Section:" with links for "Home Page" and "About TAB EZ"; and "Quick Links:" with links for "Sample Grant Applications", "Tutorial", "Definitions", and "Acronyms". The right column contains the main content, starting with a "Home" heading and a "Welcome to TAB EZ" section. This section includes a paragraph about the tool's purpose, followed by three sub-sections: "What TAB EZ can do:", "What TAB EZ can not do:", and "Using this tool is not a substitute for reading the grant guidelines!". Below these is a "Register prior to use" section. A prominent green banner at the bottom of the main content area reads "!!!!THE DUE DATE FOR PROPOSALS IS NOVEMBER 14, 2008!!!!". At the very bottom, there are two large buttons: "GRANT APPLICATIONS HOME" with a house icon and "TAB EZ TUTORIAL" with a chalkboard icon.

HOME GRANT APPLICATIONS RESOURCES SEARCH HELP

Home
Home
Welcome to TAB EZ
TAB EZ is a grant writing tool to be used for preparation of EPA brownfields grant proposals. Currently, TAB EZ only addresses assessment and cleanup grants; RLF grant proposal outlines may be added at a later date.

What TAB EZ can do:
TAB EZ provides a framework for your proposal and provides strategies and links to reduce time in writing the proposal.

What TAB EZ can not do:
TAB EZ can not write a specific and compelling request for Brownfield grant funding for you. It's your proposal and you need to incorporate your ideas and approaches!

Using this tool is not a substitute for reading the grant guidelines!
While we put a lot of information from the guidelines into TAB EZ, there is also information we did not include. Please read the [EPA grant guidelines](#).

Register prior to use
While the use of TAB EZ is free, you must be a registered user to prepare a grant application via TAB EZ. Please register by clicking on "Register" in the upper right hand corner of the TAB EZ window.

!!!!THE DUE DATE FOR PROPOSALS IS NOVEMBER 14, 2008!!!!

 **GRANT APPLICATIONS HOME**

 **TAB EZ TUTORIAL**

WHY TAB EZ?

- Levels playing field for small/ rural communities, disadvantaged cities and towns and not-for-profits
- Tool is time and place independent: flexibility critical to community resources that are stretched to capacity

Features and Benefits to Users

- User friendly and can be accessed anytime at the user's own pace
 - Integrates Brownfield education with online support: definitions, regulatory citations and pertinent federal/state web links
 - Helpful Hints for every criteria to be addressed
- 

What TAB EZ CAN and Can NOT do

TAB EZ can:

- provide a framework for the community's proposal
- provides strategies and links to reduce time in writing the proposal

TAB EZ cannot:

- write a specific and compelling proposal for you
It's your proposal!

TAB EZ is NOT a substitute
for reading the grant
guidelines!!!



TAB Contacts

- Dr. Sabine Martin (Program Coordinator)

Blase Leven

1-800-798-7796

785-532-6519

smartin1@k-state.edu

baleven@k-state.edu

- Terrie Boguski

913-780-3328

tboguski@k-state.edu

Web site: <http://www.engg.ksu.edu/chsr/outreach>