

Exercise 5—CREATE ACTION

BACKGROUND: In this exercise, you will be creating a TMDL action for the Assessment Unit you created in exercise 1.

Scenario: Today you have **completed** and a TMDL is **in effect** for your assessment unit. Create an action ID using the following naming convention **[Your-2-letter_state_abbreviation]-[FIRST_INITIAL][LAST_INITIAL]-TMDL**. The TMDL is addressing **Escherichia coli** on the **Cheyenne River** which is **not in Indian country**. You will attach the **TMDL report** to the action.

TOOLS TO USE FOR THIS EXCERCISE

Figure 1—Actions Page

The screenshot shows the top navigation bar with icons for Home, Assessment Units, Assessments, Actions (highlighted with a red box 'A'), Reports, Priorities, and Administration. Below the navigation bar, the page title is 'Actions' for 'Test Organization A'. A 'Create Action' button (highlighted with a red box 'B') is located in the top right corner. Below the title is a table with the following columns: Action ID, Action Name, Agency Code, Type, Status, Completion Date, TMDL Report ID, and Validated.

Figure 2—Actions: General Information page

The screenshot shows the 'Action - TMDL on Cheyenne River addressing E. coli (CT_CM_Training_TMDLA)' page for 'Test Organization A'. The page has a navigation bar with tabs for General, Associated Waters, Pollutants, Documents, and Summary. The 'General Information' section contains the following fields:

- Action ID*: CT_CM_Training_TMDLA
- Organization: TEST_ORG_A
- Action Name*: TMDL on Cheyenne River addressing E. coli (highlighted with a red box 'C')
- Action Type*: TMDL Complete (highlighted with a red box 'D')
- Agency*: EPA State Tribe
- TMDL Other ID: TMDL Other ID (highlighted with a red box 'E')
- Indian Country: No Yes (highlighted with a red box 'H')
- TMDL Date: 2017-09-10 (highlighted with a red box 'F')
- Completion Date*: 2017-09-10 (highlighted with a red box 'G')
- Comment: action comment...

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Figure 3—Actions: Associated Waters page

Figure 4—Actions: Pollutants page

Figure 5—Actions: Pollutants page

Figure 6—Actions: Documents page

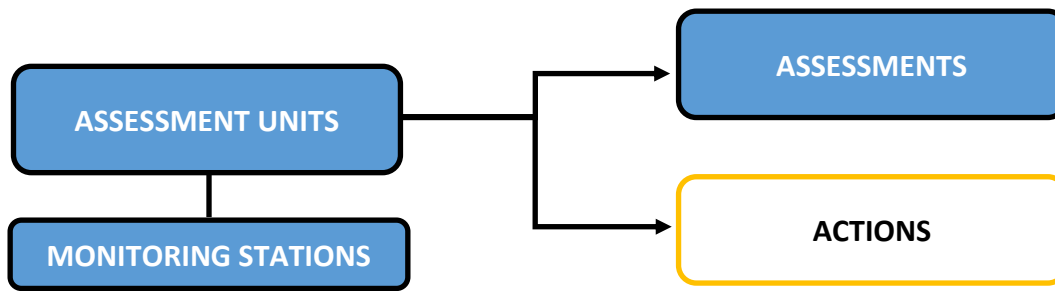


Now it's your turn.

1. Navigate to the Actions tab and create an action (See A & B in figure 1)
2. Create an Action ID (See A & B Figure 1) and enter the general information for action using the scenario information provide on page 1. (See C-H in Figure 2)
3. Under Associated waters, select the assessment unit indicated in the scenario, click add, and then click next. (See I & J in Figure 3)
4. On the Pollutants page, select your assessment unit ID, and enter the pollutant information based on the scenario. (See K-N in Figure 4) Then click next.
5. Select the Pollutant you just created, scroll down to the Parameters Addressed by Pollutant and add E. coli. (See O & P in Figure 5) Click save then next.
6. Attach a TMDL report document. Follow the scenario instructions, click add, and then next. (See Q-V in Figure 6)

Example of what it should look like

General	Associated Waters	Pollutants	Documents	Summary																				
Action Identifier CT_LS_Training_TMDLB Action Name TMDL on Cheyenne River addressing E. coli Action Type TMDL Complete Completion Date 2017-09-10 TMDL Other Identifier Action Comment <i>Not Specified</i>		Organization TEST_ORG_A Action Status Draft Agency Code EPA TMDL Date 2017-09-10 Indian Country Indicator No TMDL Documents <table border="1"> <thead> <tr> <th>Document Name</th> <th>File Name</th> </tr> </thead> <tbody> <tr> <td>TMDL for CT_LS_TrainingB</td> <td>TMDL for AU CT.docx</td> </tr> </tbody> </table>	Document Name	File Name	TMDL for CT_LS_TrainingB	TMDL for AU CT.docx																		
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What you learned:

In this exercise, you learned how to create an action and attach action documents to your action. Remember, actions are not only TMDLs, but alternative plans, protection plans, etc. As shown in the figure above, Actions are associated with Assessment Units.

In the new system, both EPA and states & territories can create actions in the system. You now have the ability to independently manage your Action IDs, etc.

Additional Exercise:

1. **Scenario:** You entered a TMDL in the system but now you need to link the **E. coli** Assessment to your Action.
2. Navigate to the Assessments tab, search for your assessment unit, select the parameters section, and add an associated action. *Hint: If you select the Recommended radio button, the correct Assessment Unit ID should popup.*