



TAB

Technical Assistance
to Brownfields

(BiT) Brownfields Inventory Tool

BiT: Quick Start Guide for New Users

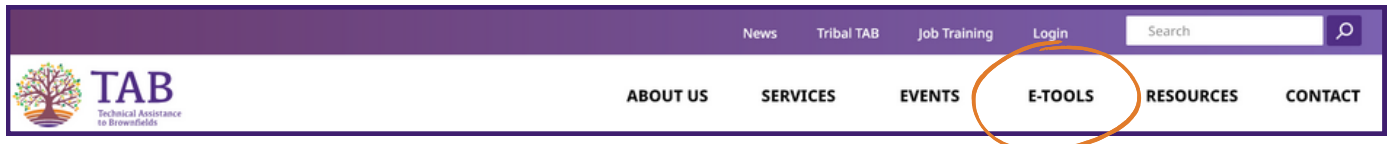
STEP BY STEP GUIDE

KSUTAB.ORG

Get Started with BiT

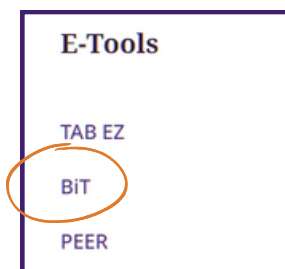
Step 1:

Go to KSUTAB.org and click on **E-TOOLS**.



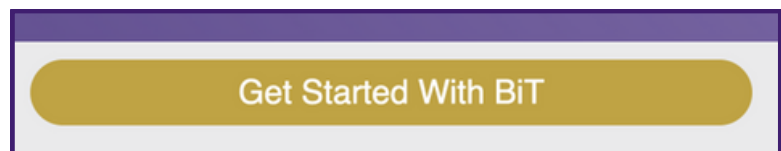
Step 2:

Click on **BiT**.



Step 3:

Click **Get Started with BiT**.



Step 4:

If you do not yet have an account, click **Sign up**, provide your email and a password, and click **Create Account**.

 A screenshot of the KSUTAB login page. It features the KSUTAB logo, a 'Welcome' message, and instructions for new users. There are input fields for 'Email address*' and 'Password*', a 'Forgot password?' link, a 'Log In' button, and a 'Sign up' link at the bottom. An orange arrow points to the 'Sign up' link.

Now you can log in and begin creating your site inventory.

Step 5:

If you are new to BiT, you will need to create a new program before you can enter data (as explained on the **Welcome to BiT** page). Each program will contain one or more sites.

Welcome to BiT

This is your space to store, organize, and submit information about your Brownfield redevelopment and other environmental programs, sites that you are tracking or actively redeveloping, related documents and images, and funding source information.

To get started, you need to set up at least one **program**.


Select a Program

Select...

Create a New Program


New Program Name

Go



What is a Program?

A program serves as a repository for tracking and maintaining funding sources and site information, from inventory to cleanup and redevelopment. A program may have multiple sites and multiple funding sources, such as state or federal grants, local investments, private contributions, etc.



What is a Site?

A site is any property with known or perceived environmental conditions that are hindering the property's reuse and redevelopment.

Brownfield sites are underused or abandoned industrial or commercial properties that may contain hazardous substances, pollutants, or contaminants. Examples of brownfields include old factories, vacant warehouses, defunct gas stations or former dry cleaning establishments.

Tutorials

- Quick Start Guide
- Getting started: Setting up a program and entering sites
- Setting up and tracking funding sources
- What's new with the user interface?

Naming a Program

Note: It is helpful for the program name to refer to the sites being tracked and managed within that program.

Example Program Names:

- Brownfields/VCP
- FY24 Magstown Community Wide Assessment Grant
- City of Savannah 2024
- Gas Stations
- Abandoned Buildings
- Illegal Dump Sites
- Petroleum Sites

Welcome to BiT

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To get started, you need to set up at least one **program**.

Select a Program

Select...

BiT Demo Indiana 2021

BiT Overview 2022

BiT Webinar 2021

Brownfields Inventory 2020

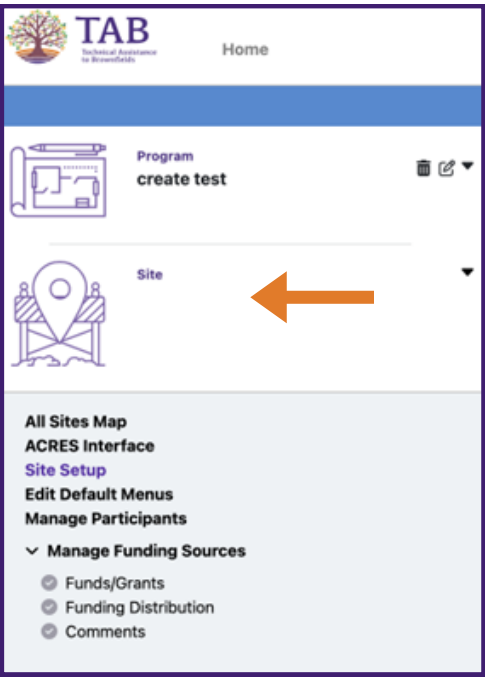
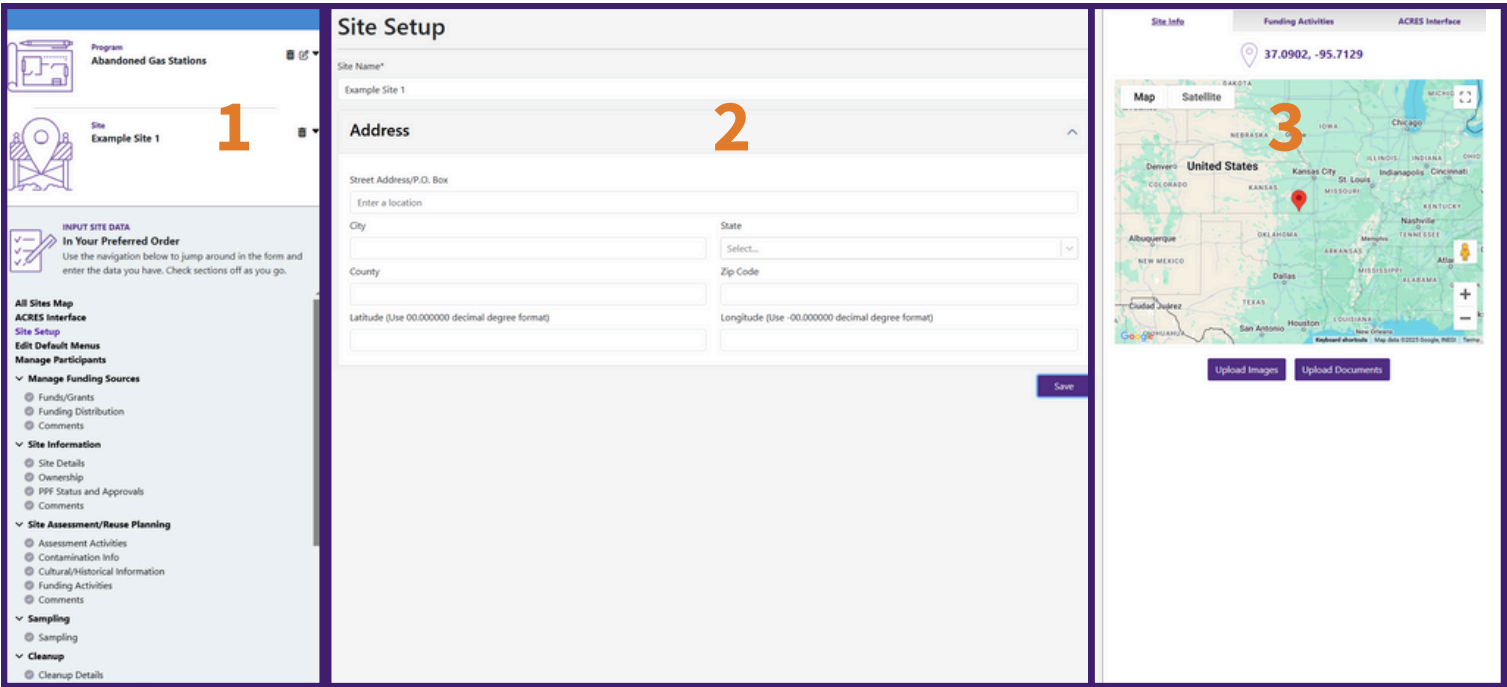
Build 16.35 Test

CBQ Brownfield Cleanup

City of San Antonio - 701

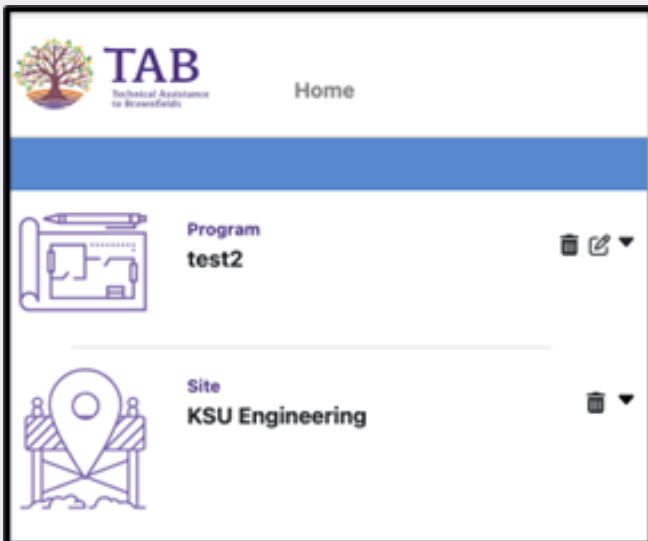
CRST Brownfields Inventory

After creating a new program, you will see three panels in your display window

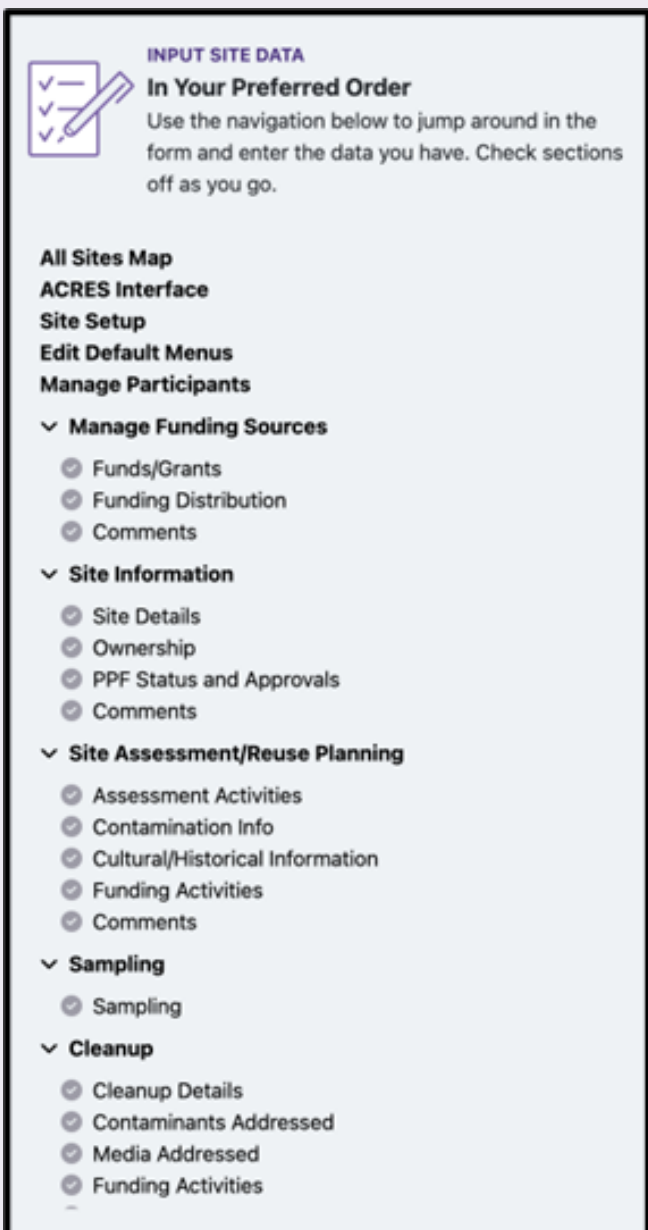


Step 6:

Use the first panel to choose the program and site you wish to work on. You can also use the navigation bar to move through your database.



The navigation sections will continuously update as you add data. The navigation bar is organized to assist you through the process of setting up your brownfields site inventory. Once you create a site, the list will expand.



Remember to save your data

Step 7:

The second panel is where you add site-specific information. As you move through the different sections the field prompts will update.

The screenshot shows a web form titled 'Site Name*' with the value 'Jackson Mills Baseball Field'. Below this is a section titled 'Address' with a collapse icon. The form contains the following fields:

- Street Address/P.O. Box: 700 W Jones Rd
- City: Independence
- State: Missouri (dropdown menu)
- County: Jackson
- Zip Code: 64050
- Latitude (Use 00.000000 decimal degree format): 39.046040
- Longitude (Use -00.000000 decimal degree format): -94.588348

A purple 'Save' button is located at the bottom right of the form, circled in orange.