How to Access the EPA Portal & Equipment Module

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Step 1. Access to the EPA Portal
A. EPA employees and LAN Users - Go to portal.epa.gov and login using your LAN user name and password.. If you have difficulty accessing the EPA Portal call EPA Customer Support Center at 1-866-411-4372
a. Click on **Emergency Management Community** in the left-hand menu.
b. Correct and/or add requested information to the "New User Confirmation Required" screen. **c**. Save

B. Contractors **without EPA LAN id's**
a. Go to portal.epa.gov   **b.** Choose the "Request Access to a Community" link in the header   **c**. Add your information as requested, using an EPA reference
d. Choose the "Emergency Management Community" **e**. Save the record **f.** An email will be sent to the EPA Portal Access Manager, reviewed and verified with your reference person. You will receive an email stating that your access has been granted.

Step 2: Access to the EMP Equipment Module
a. Go to portal.epa.gov   **b.** Login using your user name and password. Choose "yes" at the Security Alert popup
c. From the left-hand menu under the Emergency Management Community header, choose "EMP-Training".
d. Choose "Equipment" from the left menu bar. **e.** On the Equipment Home page choose "Equipment Module" to enter the application

EPA vehicles and maintenance records are logged and tracked in Equipment Module

Training and User Help

Jeanelle Martinez is the EPA coordinator for equipment training schedule and Ed Mullin (Dynamac) is available to provide user support and assist with the equipment training.

Equipment Tracking Training will be conducted for:
- Region 2; Dec 3-4
- Region 10; Dec 11-12
- Region 5; Dec 17-18

Equipment Transfers

With Version 5 going online a new feature has been added to the Equipment Tracking Module: Equipment Transfers. This feature will allow warehouse managers to transfer equipment and Parts & Supplies to other warehouses either in their region or anywhere in the country. The Transfer feature will no doubt become useful during incidents such as natural disaster or other longer-term incidences.

The transfer feature is easy to use. Once the items are selected, simply press the Transfer button and on the following screens select that warehouse you are transferring to, and who will receive the equipment. The receiving warehouse can then accept the equipment and assign it to a sub location, etc. just as if it was always in their warehouse.

Emergency Module Version Rollouts

Version 4 was made available in production on May 1, 2008
Version 5 - online 11/3/08 for both Production and Training.
Version 6 (2009) - Upload and synchronization capability from local users to national database. Prioritized list of requirements not incorporated in V5 and others recommended from Equipment Module users.