



Office of Enforcement and Compliance Assurance

Office of Compliance



E-ENTERPRISE
for the environment

Smart Mobile Tools for Field Inspectors (Smart Tools) User Documentation - Access

Prepared by Plateau Software, Inc. for the Office of Compliance under EPA
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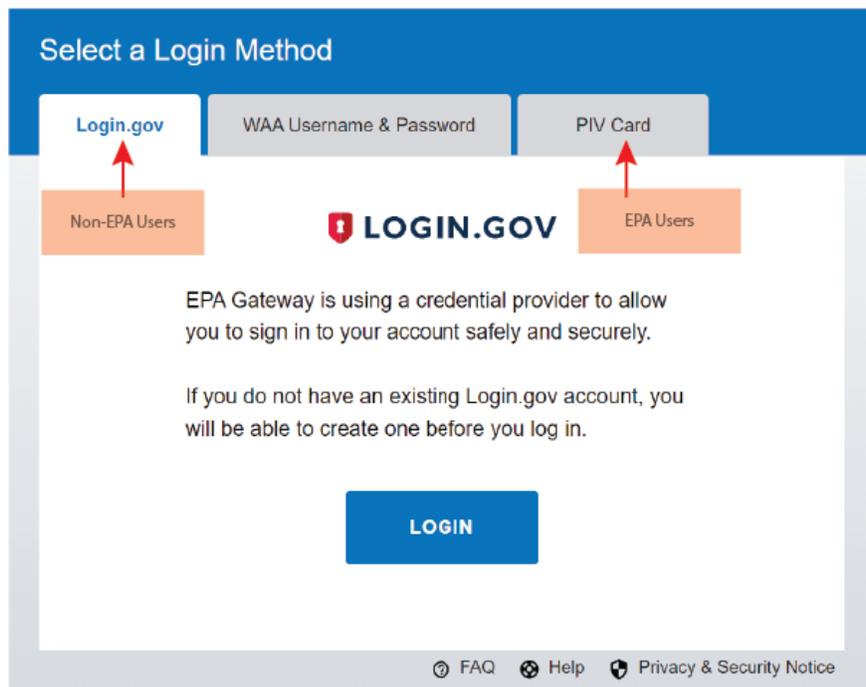
Login & Logout

Note: Prior to logging in, the user must complete the required [FedTalent Security Awareness Training](#)

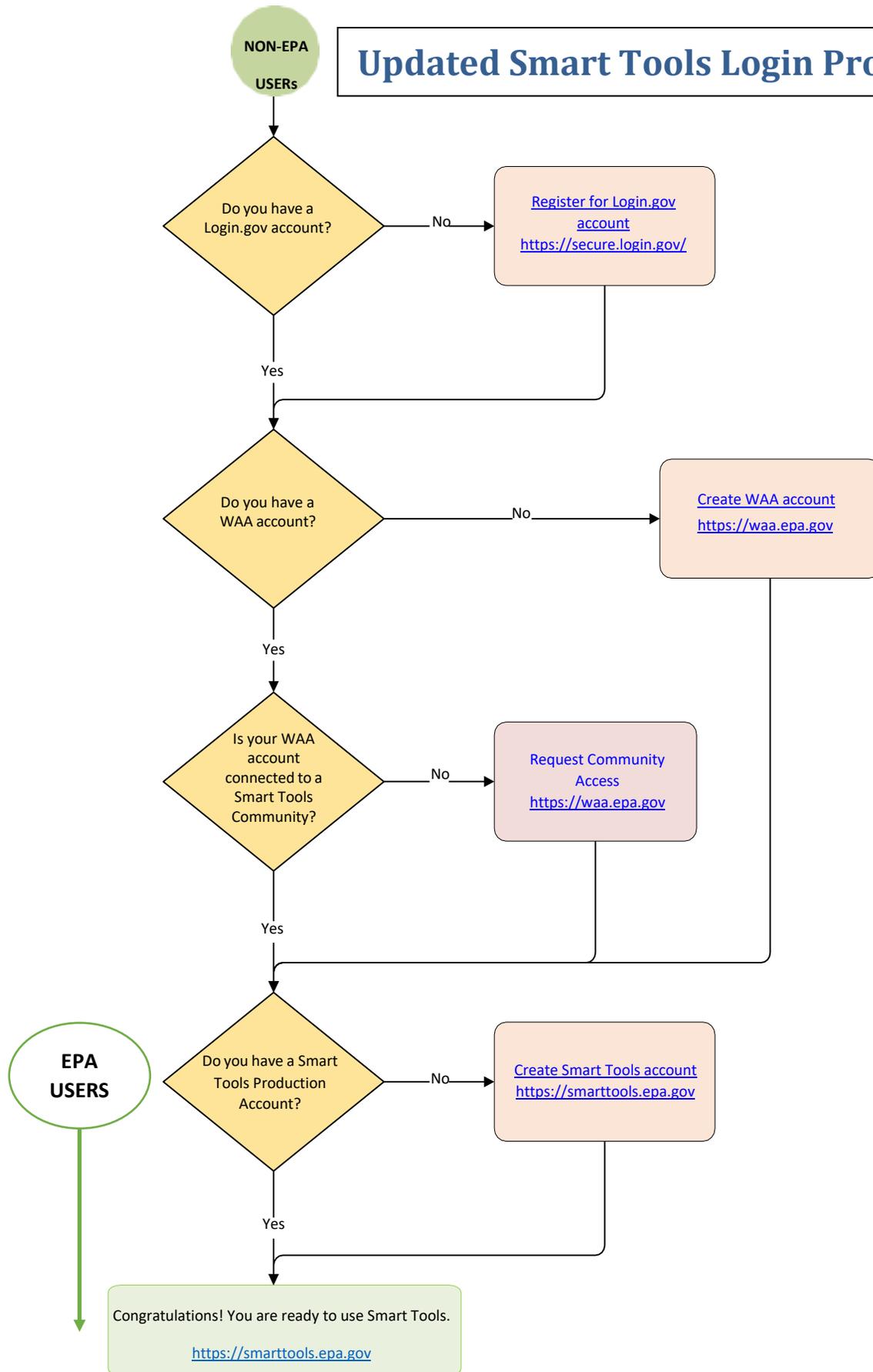
Login

Smart Tools uses EPA's Sign-On Gateway System, Login.gov, for external users and EPA's Enterprise Identity System PIV authentication for internal EPA personnel. Both of the authentication methods have been integrated with EPA's Web Application Access System, WAA, a centrally managed infrastructure that provides web access management services to EPA web applications.

- For **EPA personnel**, users are already registered with WAA using their PIV card. *There are no additional steps required to register with WAA.
- For **non-EPA personnel**, users will need to create a Login.gov account before registering for the appropriate smart tools community in WAA.



Updated Smart Tools Login Procedures



Step 1. Register for Login.gov Account

All Non-EPA users will need a Login.gov account to access the Smart Tools production site even though you were previously able to access Smart Tools without one. Under Executive Order 13681, [Login.gov](https://login.gov) is a government-wide solution that offers the public secure, private, streamlined access. Rather than requiring individuals to have a separate login for each federal agency's electronic system, the General Services Administration's (GSA's) Login.gov enables individuals to access information or request services from any participating federal agencies with a single Login.gov user ID and password.

[Login.gov](https://login.gov) will serve as the identity provider and will collect the information necessary to complete identity proofing. Login.gov can meet the identity assurance levels (IALs) described in NIST-800-63. The EPA Gateway (aka Web Application Access (WAA)) leverages these identities to facilitate secure access. The information requested by the system and asserted back to the agency is only what is necessary to establish access at the appropriate assurance levels.

If you already have a WAA account, you should have received an email from EPA in early December to create your Login.Gov account. If you have yet created an account, follow the instructions to create one. Otherwise, you will be unable to access Smart Tools beginning in March 1, 2022.

1. Navigate to <https://smarttools.epa.gov>. You will be redirected to the new Login.gov log-in form. Select the **Login.gov** tab and click the **LOGIN** button.



2. Click **Create an account**

EPA Production is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password Show password

2 Sign in

Create an account

3. Follow the prompts to create a Login.gov account using the same email address that you used when you registered for the community access in WAA (Web Application Access) (Formerly known as WAM – Web Application Manager).

Note: If you do not already have a WAA account, remember the email address you use when creating your Login.Gov account because you'll need to use the same email address to create your WAA account.

4. Confirm your email address and create a strong password. Click **continue**.

✓ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password Show password

.....

Password strength: **Great!**

4

Continue

5. It is recommended you choose the Text or Voice Message Authentication Setup.

Authentication method setup

Add a second layer of security so only you can sign in to your account.

i Keep this information safe. You will be locked out and have to create a new account if you lose your authentication method.

Select an option to secure your account:

5

Authentication application

Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.

SECURE

Text or Voice Message

Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services.

LESS SECURE

Backup codes

We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least

6. Enter a number where you receive text messages. Click **Send Code**



Send your security code via text message (SMS) or phone call

We'll send you a security code **each time you sign in**.

Message and data rates may apply. Please do not use web-based (VOIP) phone services.

Phone number 6

Example: (201) 555-0123



How should we send you a code?

You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

Text message (SMS) Phone call

[Mobile terms of service](#) 6

Send code

7. Enter one-time security code and click **Submit**.

Enter your security code

We sent a security code to +1###-###-#### This code will expire in 10 minutes.

One-time security code

 Remember this browser

8. Click **Agree and continue**

✔ A phone was added to your account.



You are now signing in for the first time

We'll share this information with **EPA Production**:

✔ **Email address**
Your email will show here

✔ **Updated on**
Not yet verified

EPA Production will only use this information to connect to your account

If you encounter any issues or have questions about creating the Login.Gov account, please contact EPA's IT support at EISD@epa.gov or at 866-411-4372 (select Option 3).

[BACK TO DIAGRAM](#) or continue to next step:

[Step 2. Creating/Registering for an EPA WAA Account](#)

The EPA Web Application Access (WAA) provides a shared, centrally managed infrastructure that provides web access management services to EPA web applications so that these functions no longer need to be independently developed or incorporated into individual applications. The WAA page provides users with access to the user management functions.

1. Enter <https://waa.epa.gov> in the Browser Address Bar and log in using the Login.gov account you created to register with WAA.

Note: For Contact information, enter appropriate **EPA (not state)** System Administrator name, email address, and phone number. For a list of **EPA** System Administrators, see [Smart Tools System Administrators](#).

Web Application Access Registration

Thank you for registering for EPA Web Application Access with your login.gov credentials. Please complete this form to gain access to EPA Web Community or Application.

1

IMPORTANT NOTE:

THIS FORM IS ONLY for outside business partners and affiliates that do not have an EPA LAN account.

DO NOT complete if you are an EPA employee or an on-site contractor with an EPA LAN account. If you have an EPA LAN account and are having difficulty logging in, contact the EPA Call Center 1-866-411-4172

ALL FIELDS ARE REQUIRED

EPA Contact Name:

EPA Contact's Email Address:

EPA Contact's Phone Number:

Your Information:

First Name:

Last Name:

Email Address: **Your email address will appear here**

Street Address:

City:

Country:

State/Province/Region:

Postal Code:

Phone Number:

Select the Community or Application for which you are requesting access:

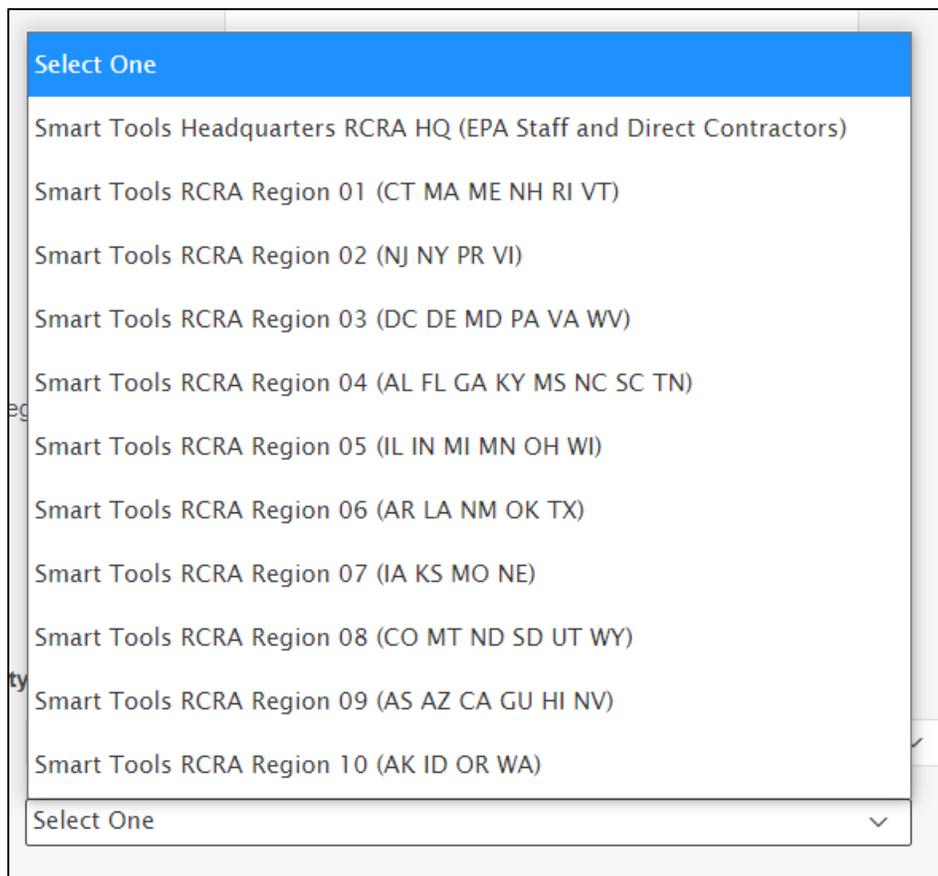
I accept the EPA Privacy & Security Notice. [Click here to read.](#)

- In the “Select the Community or Application for which you are requesting access;” drop-down choose the appropriate media program you want access to (e.g., Smarttools – NPDES for NPDES inspectors/supervisors, or Smarttools – RCRA for RCRA inspectors/supervisors).

2

Email Address:	SeqAPASS Users
Street Address:	SGITA Community
City:	Smarttools – NPDES
Country:	Smarttools – RCRA
State/Province/Region:	State Label Issue Tracking System – SLITS
	System of Registries

3. Then Choose the Smart Tools Region that corresponds to your state.



The image shows a screenshot of a web form with a dropdown menu. The dropdown is open, displaying a list of options. The top option is "Smart Tools Headquarters RCRA HQ (EPA Staff and Direct Contractors)". Below it are ten RCRA regions, each with a list of states in parentheses: Region 01 (CT MA ME NH RI VT), Region 02 (NJ NY PR VI), Region 03 (DC DE MD PA VA WV), Region 04 (AL FL GA KY MS NC SC TN), Region 05 (IL IN MI MN OH WI), Region 06 (AR LA NM OK TX), Region 07 (IA KS MO NE), Region 08 (CO MT ND SD UT WY), Region 09 (AS AZ CA GU HI NV), and Region 10 (AK ID OR WA). The dropdown is currently set to "Select One".

4. Accept the Privacy Notice and Submit the Registration.

Note: The WAA system will generate an email when your request is approved. There will be a short delay since all requests are reviewed by System Administrators.

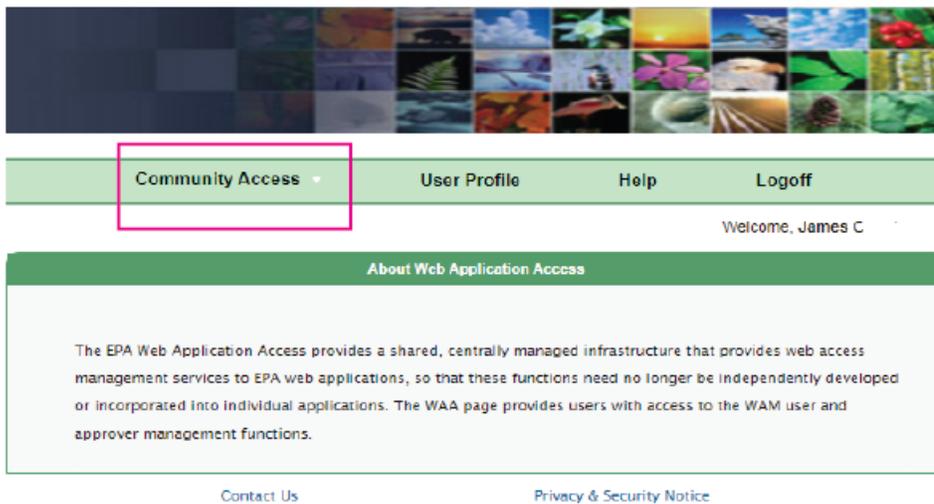
If you encounter any issues or have questions on requesting community access for the WAA account, please contact EPA's IT support at EISD@epa.gov or at 866-411-4372 (select Option 3).

[BACK TO DIAGRAM](#) or continue to next step:

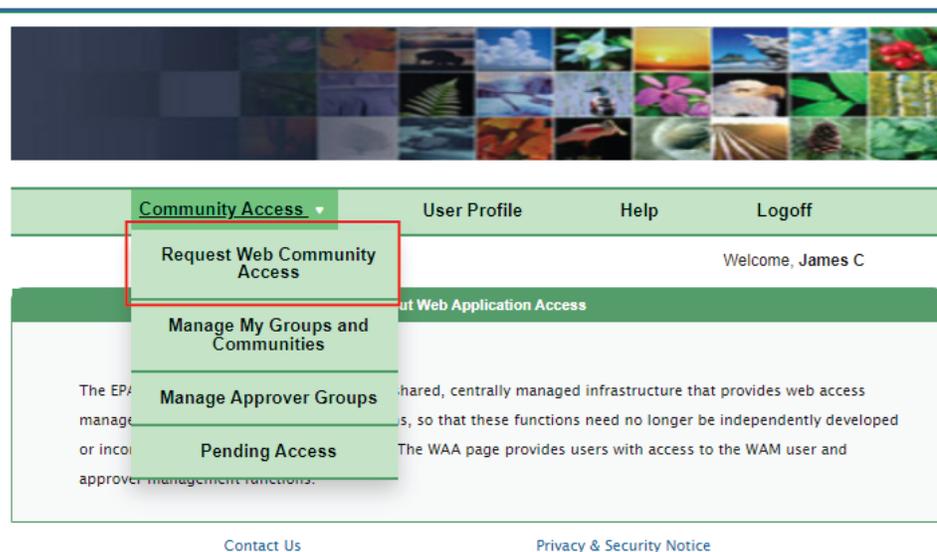
Step 3. Connect your Existing WAA Account to a Smart Tools Community

If a user already has a WAA account for other EPA applications previously but has not registered with an appropriate Smart Tools community in WAA, the user should log into WAA (<https://waa.epa.gov>) and request for a specific community access.

1. Log in to <https://waa.epa.gov> with your login.gov account.
2. On the landing page click the Community Access link



3. On the Community Access sub-menu, click the Request Web Access Community Link



On the Community Listing Page, scroll down to the Smart Tools communities and select the community or communities that you wish to join. (**Note: After selecting a community, the list jumps to the top of the list. You will have to scroll down to make another selection if access to multiple communities is needed**). Then click the Select Button. You will be notified via email of your approved community access.

Community Access ▾ User Profile Help Logoff

Welcome, James C

Request Web Community Access

This page allows you to select communities that are available to you on the Web Access Management page.

Instructions:

- 1) To join a community, check the box next to the community name. You can join and leave multiple communities at one time. When you are satisfied, click the "Submit" button at the bottom. Some communities require authorization, you will be notified via an email when your enrollment in the community is approved by the community owner.
- 2) If you wish to leave a community that you are a member of contact web application access support team at epacallcenter@epa.gov

Your current communities are checked below. Add checks to new communities you want to request to join.

▼ Smarttools - NPDES

- Smart Tools Headquarters NPDES HQ (EPA Staff and Direct Contractors)
- Smart Tools NPDES Region 01 (CT MA ME NH RI VT)
- Smart Tools NPDES Region 02 (NJ NY PR VI)
- Smart Tools NPDES Region 03 (DC DE MD PA VA WV)
- Smart Tools NPDES Region 04 (AL FL GA KY MS NC SC TN)
- Smart Tools NPDES Region 05 (IL IN MI MN OH WI)
- Smart Tools NPDES Region 06 (AR LA NM OK TX)
- Smart Tools NPDES Region 07 (IA KS MO NE)
- Smart Tools NPDES Region 08 (CO MT ND SD UT WY)
- Smart Tools NPDES Region 09 (AS AZ CA GU HI NV)
- Smart Tools NPDES Region 10 (AK ID OR WA)

▼ Smarttools - RCRA

- Smart Tools Headquarters RCRA HQ (EPA Staff and Direct Contractors)
- Smart Tools RCRA Region 01 (CT MA ME NH RI VT)
- Smart Tools RCRA Region 02 (NJ NY PR VI)
- Smart Tools RCRA Region 03 (DC DE MD PA VA WV)
- Smart Tools RCRA Region 04 (AL FL GA KY MS NC SC TN)
- Smart Tools RCRA Region 05 (IL IN MI MN OH WI)

- Once approved, go to <https://smarttools.epa.gov> to access Smart Tools.

If you encounter any issues or have questions on requesting community access for the WAA account, please contact EPA's IT support at EISD@epa.gov or at 866-411-4372 (select Option 3).

[BACK TO DIAGRAM](#) or continue to next step:

Step 4. Register for Smart Tools Production Account

- After the user's account has been approved in WAA, and a confirmation email from WAA was received, you should go to <https://smarttools.epa.gov> and log in with your Login.gov account. Users will now go through the last step to request access to the Smart Tools production application using the following form:

1  **SMART TOOLS REQUEST FORM**

First Name *

Last Name *

Email *

Phone

Contracted Inspector

Access Level *
 HQ **Region** **State**

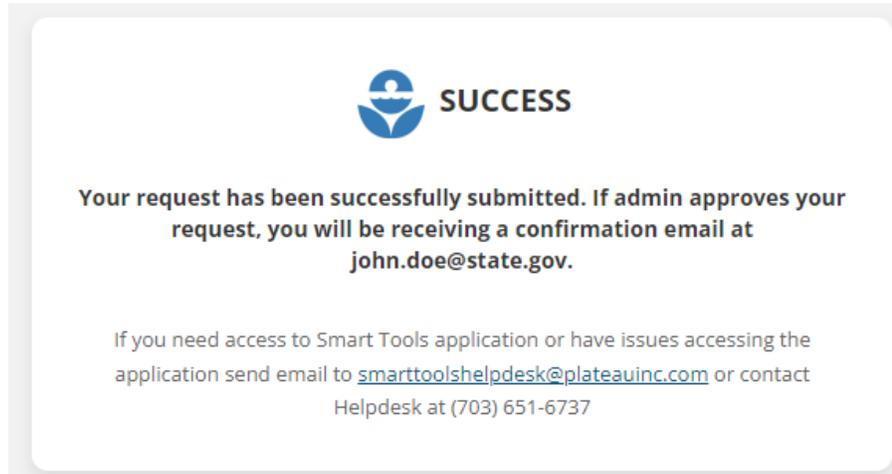
All Regions

Program *

Role(s) *

Request Note

2. Once submitted, this message will appear:



3. The designated Smart Tools System Administrator for the user's organization will grant access and assign specific roles and permissions to the user. For example, EPA SysAdmin will approve the role(s) of EPA users and State SysAdmin (where available) will approve role(s) of state users. If a state SysAdmin is not available, the EPA HQ Web Administrator will assign roles of state inspectors. An autogenerated email from Smart Tools will be sent to the requester's email address once this is complete.
4. After you receive the Smart Tools approval email, navigate to <https://smarttools.epa.gov> and log in with your Login.gov account. You now have access to the Smart Tools application.

If you encounter any issues or have questions on creating the Smart Tools account, please contact Smart Tools support at smarttoolshelpdesk@plateauinc.com or at (703) 651-6737.

EPA Smart Tools for NPDES Regional System Administrators

Region	Name	Email
1	Solanch Pastrana Del Valle	Pastrana-del-valle.Solanch@epa.gov
2	Nestor Louis	Louis.Nestor@epa.gov
3	Chuck Schadel	Schadel.Chuck@epa.gov
4	Jairo Castillo	Castillo.Jairo@epa.gov
5	James Coleman Ryan Bahr	Coleman.James@epa.gov bahr.ryan@epa.gov
6	Amy Andrews	andrews.amy@epa.gov
7	Naji Ahmed	Ahmad.Naji@epa.gov
8	John Mackey	mackey.john@epa.gov
9	Jaime Marincola	Marincola.JamesPaul@epa.gov
10	Jon Klemesrud	Klemesrud.Jon@epa.gov
NEIC/HQ	Trent Rainey	Rainey.Trent@epa.gov