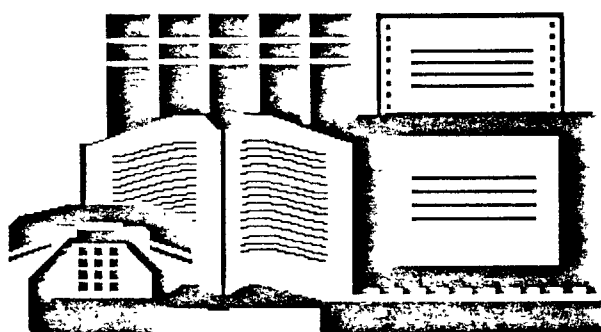


220B92030

Hazardous Waste Superfund Collection

Hazardous Waste Superfund Database Users Manual

January 1993

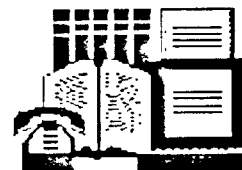


Information Access Branch, PM-211D
Information Management and Services Division
Office of Information Resources Management
Office of Administration and Resources Management
U.S. Environmental Protection Agency

Room 2904
401 M Street, S.W.
Washington, DC 20460
(202) 260-5934

U.S. Environmental Protection Agency
Technical Library (PM-211D)
17 West Jackson Boulevard, 12th Floor
Chicago, IL 60604-3590

HAZARDOUS WASTE SUPERFUND COLLECTION AND DATABASE



■ The Hazardous Waste Superfund Collection (HWSFC) is a special EPA Headquarters Library Collection on the subject of hazardous waste. Access to the Collection is enhanced by a Database (HWSFD) of bibliographic entries which correspond to each item in the Collection. The EPA Information Access Branch is responsible for the contents and maintenance of the Collection and Database.

GOALS

The Collection and Database

- Provide a unified resource of major hazardous waste reports, books and journals available through the EPA Library Network.
- Provide current information to assist EPA staff in making timely and effective policy and regulatory policy decisions.
- Assist in the transfer of hazardous waste information from the EPA to the states as part of the Agency's technology transfer effort.

CONTENTS

- Continually growing, the Collection contains books and journals, legislation and regulations, reports from Federal agencies, Office of Solid Waste and Emergency Response (OSWER) policy and guidance directives and EPA reports from selected program offices
- The Database mirrors the contents of the Collection. A user can search the Database with little or no computer experience.

ACCESS

■ The Hazardous Waste Superfund Collection is available for use in the EPA Headquarters Library. Selected documents from the Collection are distributed to the 10 EPA Regional libraries and laboratories in Ada, OK; Cincinnati, OH; Edison, NJ; Las Vegas, NV; Research Triangle Park, NC and the National Enforcement Investigations Center (NEIC) in Denver, CO.

■ The Database is updated quarterly and reflects ongoing acquisitions to the Collection.

■ The Database is available to the public through the EPA Online Library System (OLS) which resides on the EPA mainframe. To access it, the user will need a computer, modem and telecommunications software. The dial in number is (919) 549-0720. The parameters are as follows:

300-9600 baud rate
7 bits
1 stop bit
even parity

At the first prompt, the user types F to access "EPA OLS". The user then follows the prompts
To log off, the user types Q and follows the prompts.
For user support, call: (800) 334-2405. For a user manual to OLS, call (919) 541-2777.

■ A PC version of the Database can be used at the HQ Hazardous Waste Superfund Collection Reference area. It is also on display at EPA's new Public Information Center.

For more information about the PC version call.

Felice Sacks (contractor)
Head Librarian of the HWSFC
(202) 260-3021

CONTENTS

PAGE

Introduction	v
Part One (Mainframe version)	1
Part Two (PC Version)	9

INTRODUCTION

This Hazardous Waste Superfund Database Users Manual was developed to accompany different versions of the Hazardous Waste Superfund Database (HWSFD). The Database is a file of entries reflecting the contents of the Hazardous Waste Superfund Collection (HWSFC) at the EPA Headquarters Library. It contains abstracted records of documents relating to hazardous waste, specifically: Office of Solid Waste and Emergency Response (OSWER) Directives, Records of Decision, EPA Reports, other federal agency documents, books, health and toxicological profiles, treatability studies and videos.

This is a revised edition of a previous search guide and incorporates recent changes in accessing data in the HWSFC. Two versions -- updated on a quarterly basis -- are now available. They are:

- **EPA Mainframe version**

The HWSFD is available to anyone who has a computer, a modem and telecommunications software. It is accessed through EPA's mainframe. Users can dial into the mainframe with the parameters listed in Part One of this users manual.

- **Folio Views Version**

A new PC product has been developed for *quickly* searching every record in the Database. Instructions for this version appear in Part Two.

The PC version of the HWSFD is on display in EPA's HQ Library and a few Regional libraries. For more information about obtaining this version, contact Felice Sacks (contractor), Head Librarian of the HWSFC, at 202/260-3021.

For further information about this document or the Hazardous Waste Superfund Collection, contact the following librarians of the Hazardous Waste Superfund Collection: Felice Sacks, (contractor), Head Librarian, or Fabienne McGovern (contractor), Reference Librarian at 202/260-5934. The address is U.S. EPA Headquarters Library, Room 2904, Mail Code PM-211A, 401 M Street, SW, Washington, DC 20460.

This document is part of a series entitled Superfund Information Access Series. The series is a comprehensive guide to information resources available at the Environmental Protection Agency on the subject of the Superfund program and related hazardous waste topics. The individual publications comprising the series are as follows:

- *Guide to Key Documents and Information Sources* - describes individual document types forming the core of the Hazardous Waste Superfund Collection and categorizes the Collection according to reference type and subtopics. Provides information on obtaining publications.

- *Journals* - an annotated guide to journals and other serials covering hazardous waste topics.
- *Databases and Electronic Systems* - fact sheets on databases and bulletin board systems supported by EPA and containing data related to hazardous waste.
- *Hazardous Waste Superfund Database Users Manual* - a guide for using the online and PC versions of the Hazardous Waste Superfund Database.
- *Hazardous Waste Superfund Database Thesaurus* - a keyword guide for terms used to search the Hazardous Waste Superfund Database.
- *Legislation and Regulations* - information about legislative and regulatory sources within the Collection.
- *Building a Hazardous Waste Collection* - a "how to" book on acquiring basic items for a hazardous waste collection.

Reference herein to any specific commercial publisher or service does not constitute or imply endorsement, recommendation, or favoring by the EPA. ■

PART ONE

Mainframe Version

■ EPA MAINFRAME ACCESS TO THE HAZARDOUS WASTE SUPERFUND DATABASE (HWSFD)

The Online Library System (OLS) is a computerized list of bibliographic citations compiled by the EPA library network. EPA provides this menu-driven, user-friendly system at no cost to support public access to environmental information. The only charges that will be incurred through use of the system are telecommunications charges. The HWSFD resides on this system.

OLS DATABASES

OLS consists of several related databases that can be used to locate books, reports, and articles on a variety of topics. The material in OLS is updated every two weeks, and can be searched by numerous access points, such as title, author, and keyword.

- | | |
|-------------------------------------|---|
| • National Catalog | Citations and summaries on environmentally related topics encompassing biology, chemistry, ecology, and other basic sciences; and EPA reports distributed through the National Technical Information Service. |
| • Hazardous Waste (HWSFD) | Citations and summaries for key materials on hazardous waste |
| • Clean Lakes | Citations and summaries on topics relating to lake management, protection, and restoration. |
| • EPA Region 1 | Selected items owned by the Region 1 Library. |
| • Chemical Collection System | Citations for items relating to chemicals. |

For information about the Online Library System, please contact the nearest EPA Library. A list of the libraries is available on the system's HELP Screen.

Dialing Into The System ...

Number For Dial-In Access:

(919) 549-0720

Use these transmission & format settings:

300-9600 baud rate

7 data bits per character

Even Parity

One Stop Bit

To Log-In:

Dial into the system.

At the first system prompt, type F

To Log-Out:

Type Q at the system prompt.

User Support:

- Call EPA's National Computer Center for technical system assistance at 1-800-334-2405.
- Contact the EPA Library in Research Triangle Park, NC for the *OLS User Guide* and other system documentation at (919) 541-2777.

■ STEP-BY-STEP INSTRUCTIONS ON ACCESSING THE HWSFD AFTER DIALING INTO THE MAINFRAME

The following are instructions for accessing the HWSFD from EPA's mainframe after the dial-in process has been completed. Set forth below are samples of the scrolling screens with bold, bracketed inserts providing the user with relevant instructions. (Convention within brackets: items to be typed are underlined>).

[The first screen that appears after dialing is as follows]

U.S. EPA (TTY-X25-IBM)

A TSO - NCC
B WIC
C CINCINNATI
D ARBITER NCC
E ARBITER CINCY
F EPA OLS

SELECTION ? [User types E to continue]

IKJ56455I PA10001 LOGON IN PROGRESS AT 09:35:30 ON MAY 13, 1992
Welcome to the EPA Online Library System (OLS)

In the next few lines please identify yourself with such details as name, address, and organization. Press <ENTER> at the end of each line. To end simply move the cursor to the next blank line and press <ENTER>. You do not have to provide information if you do not want to. Simply press <ENTER> immediately in this case.

[User types identification here]

ONLINE LIBRARY SYSTEM << DATABASE SELECTION MENU >> US: DB:

DATABASES:

N	NATIONAL CATALOG	CH	CHEMICAL COLL. SYSTEM
H	HAZARDOUS WASTE	1	REGION I
L	CLEAN LAKES	9	REGION IX

OTHER OPTIONS:

? HELP
Q QUIT

ENTER SELECTION —> [User selects H for the HWSFD]

WELCOME TO THE EPA ONLINE LIBRARY SYSTEM

The Last Update Was on 920427

The Total Number of Records is 5234

Are you using either a full-screen terminal or full-screen terminal emulation software (Y/N)? Press ENTER if unsure.

—> [User presses <Enter> key]

* SET SESSION PARAMETERS *

PARAMETERS:

CURRENT SETTING:

Search Local Library holdings only N

Local Library Code:

Include NTIS reports in search results Y

Include Abstract field in search results N

Do you want to change any of these settings (Y/N)?

[Tip: User should change setting to see abstracts. User types Y at this prompt.]

—> Search Local Library holdings only (Y/N)?

[User types N unless searching is to be narrow]

—> Include NTIS reports in search results (Y/N)?

[User types Y unless searching is to be narrow]

—> Include Abstract field in search results (Y/N)?

[User types Y to include abstracts]

* SET SESSION PARAMETERS *

PARAMETERS:

CURRENT SETTING:

Search Local Library holdings only N

Local Library Code:

Include NTIS reports in search results Y

Include Abstract field in search results Y

Do you want to change any of these settings (Y/N)? [User types N to accept settings]

[The next screen that appears is the main menu for searching the HWSFD]

ONLINE LIBRARY SYSTEM << PATRON MENU >> US: PUBLIC DB: HAZW

SEARCH BY: | SEARCH RESULTS:

TI Titles |
AU Authors (personal) |
CS Corporate Sources |
KY Keywords (Titles + |
Subjects + Abstracts) |
CL Call Number |
YR Year of Publication |
RN Report Number |

OTHER OPTIONS: |

H Help |
D Display/Combine |
C Clear Current Searches |

SP Set Session Parameters |

Q Quit this Database |

ENTER SELECTION —> [User selects from above options, i.e., TI]

Search for titles containing: [User types search word, i.e., DIOXIN. A phrase should be in quotes, i.e., "COST ANALYSIS". The following screen appears with the results]

ONLINE LIBRARY SYSTEM << PATRON MENU >> US: PUBLIC DB: HAZW

SEARCH BY: | SEARCH RESULTS:

TI Titles |
AU Authors (personal) |TI=DIOXIN - 36 ITEM(S)
CS Corporate Sources |
KY Keywords (Titles + |
Subjects + Abstracts) |
CL Call Number |
YR Year of Publication |
RN Report Number |

OTHER OPTIONS: |

H Help |
D Display/Combine |
C Clear Current Searches |

SP Set Session Parameters |

Q Quit this Database |

ENTER SELECTION —> [User types D to access the search set]

[The following lines appear]

2/ list

.ITEMS. LINE REQUEST
* 36 1/ TI=DIOXIN

Specify the document set you wish to display by its LINE NUMBER.

To combine document sets, use the connectors AWOL, OR or AWOL NOT.

AWOL stands for And WithOut Links. See Basic User Guide for more.

Ex: 1 AWOL 2

You may also use parentheses to help clarify the combining logic.

Ex: (1 OR 4) AWOL NOT 2

To return to the PATRON MENU, press ENTER.

Enter line numbers(s) —> [User types line number of set, i.e., 1 or to narrow search, the user can type for example, 1 awol regulation*. Note: * is a wild card for extending the root of the word to include plurals and other endings, i.e., regulations]

[The first few titles appear followed by a brief menu]

ITEM MAIN TITLE << TOTAL: 36 >>

- 1 APPLICABILITY OF THE RCRA DIOXIN LISTINGS PUBLISHED IN THE F
- 2 DELISTING OF PROCESS WATER RESULTING FROM INCINERATION OF DI
- 3 DETERMINING IF THE SOILS FROM MISSOURI DIOXIN SITES ARE HAZA
- 4 DIOXIN TRANSPORT FROM CONTAMINATED SITES TO EXPOSURE LOCATIO
- 5 DIOXIN TRIAL BURNS FOR PURPOSES OF CERTIFICATION OR A RCRA P
- 6 DIOXIN-CONTAINING LABORATORY WASTE
- 7 ENVIRONMENTAL PROTECTION AGENCY: HAZARDOUS WASTE
- 8 EXCLUSION FROM RCRA PERMITTING REQUIREMENTS FOR LESS THAN 90
- 9 EXCLUSION OF LABORATORY WASTES FROM DIOXIN REGULATION
- 10 GENERATION OF DIOXIN WASTES FROM A LAB'S ANALYTICAL PROCEDUR
- 11 GUIDANCE ON THE MANAGEMENT OF DIOXIN WASTES
- 12 HEALTH EFFECTS ASSESSMENT FOR 2,3,7,8-TETRACHLORODIBENZO-P-D
- 13 INTERIM REPORT ON THE FEASIBILITY OF USING UV (ULTRAVIOLET)
- 14 MODIFICATION OF INCINERATOR PERMITS TO BURN DIOXIN WASTES
- 15 NATIONAL DIOXIN STUDY TIER 4 - COMBUSTION SOURCES: INITIAL L

Press ENTER for more, T for Top of list, V to View item(s),

D to re-Display sets, M for Patron Menu —>

[User types T, V, D or M depending on desired option]

[To view a record, the user types V]

Press ENTER for more, T for Top of list, V to View item(s),

D to re-Display sets, M for Patron Menu —> V

[User types item number or range, i.e., 17 or 17-20]

Enter item number or range of items —> 17

Item 17

Accession Number	977
Main Title	NATIONAL DIOXIN STUDY TIER 4: COMBUSTION SOURCES. FINAL LITERATURE REVIEW
Corporate Author	OFFICE OF AIR QUALITY PLANNING AND STANDARDS
Publisher	RESEARCH TRIANGLE PARK, NC, USEPA
Year Published	1985
ID Number	000977
EPA Report No	450/4-84-014I
Call Number	PB86-232857
Abstract	SUMMARIZES PREVIOUS RESEARCH ON EMISSIONS OF CDD'S & CDF'S FROM COMBUSTION PROCESSES AND CURRENT AVAILABLE DATA. INCLUDES INFORMATION AVAILABLE THROUGH JULY 1985.
Location	EJBD HW

[To display the top of the search set, the user types T]

Press ENTER for more, T for Top of list, V to View item(s),

D to re-Display sets, M for Patron Menu —> T

ITEM MAIN TITLE << TOTAL: 36 >>

- 1 APPLICABILITY OF THE RCRA DIOXIN LISTINGS PUBLISHED IN THE F
- 2 DELISTING OF PROCESS WATER RESULTING FROM INCINERATION OF DI
- 3 DETERMINING IF THE SOILS FROM MISSOURI DIOXIN SITES ARE HAZA
- 4 DIOXIN TRANSPORT FROM CONTAMINATED SITES TO EXPOSURE LOCATIO
- 5 DIOXIN TRIAL BURNS FOR PURPOSES OF CERTIFICATION OR A RCRA P
- 6 DIOXIN-CONTAINING LABORATORY WASTE
- 7 ENVIRONMENTAL PROTECTION AGENCY: HAZARDOUS WASTE
- 8 EXCLUSION FROM RCRA PERMITTING REQUIREMENTS FOR LESS THAN 90
- 9 EXCLUSION OF LABORATORY WASTES FROM DIOXIN REGULATION
- 10 GENERATION OF DIOXIN WASTES FROM A LAB'S ANALYTICAL PROCEDUR
- 11 GUIDANCE ON THE MANAGEMENT OF DIOXIN WASTES
- 12 HEALTH EFFECTS ASSESSMENT FOR 2,3,7,8-TETRACHLORODIBENZO-P-D
- 13 INTERIM REPORT ON THE FEASIBILITY OF USING UV (ULTRAVIOLET)
- 14 MODIFICATION OF INCINERATOR PERMITS TO BURN DIOXIN WASTES
- 15 NATIONAL DIOXIN STUDY TIER 4 - COMBUSTION SOURCES: INITIAL L

[At the "ENTER SELECTION?" prompt below, to clear previous searches, the user types C, to access help, the user types H, and to quit the session, the user types Q]

ONLINE LIBRARY SYSTEM << PATRON MENU >> US: PUBLIC DB: HAZW

SEARCH BY: | SEARCH RESULTS:

TI Titles |
AU Authors (personal) |
CS Corporate Sources |
KY Keywords (Titles + |
Subjects + Abstracts) |
CL Call Number |
YR Year of Publication |
RN Report Number |

OTHER OPTIONS: |

H Help |
D Display/Combine |
C Clear Current Searches |

SP Set Session Parameters |

Q Quit this Database |

ENTER SELECTION —> Q

**** YOU ARE NOW LEAVING THE HAZW DATABASE ****

GOODBYE

ONLINE LIBRARY SYSTEM << DATABASE SELECTION MENU >> US: DB:

DATABASES:

N NATIONAL CATALOG	CH CHEMICAL COLL. SYSTEM
H HAZARDOUS WASTE	1 REGION I
L CLEAN LAKES	9 REGION IX

OTHER OPTIONS:

? HELP
Q QUIT

[The user can select to access the National Catalog by typing N at the prompt below or Q to quit the entire session]

ENTER SELECTION —>Q

PART TWO

PC Version



Instructions for Using the HAZARDOUS WASTE SUPERFUND DATABASE PC Version



There are 2 disks for this program which takes up slightly under 6 megabytes of space on a hard disk. After inserting Disk #1 into the A Drive, the user loads the program into the computer by typing a:load (and following prompts). Typically, the database is loaded into a subdirectory called \hwc. To call up the program, the user types hwc at the DOS prompt in the \hwc subdirectory. There is a Users Guide incorporated within the program. However, set forth below are some simple instructions and tips.

■ COMMANDS

Command	What it does
<TAB> menu	Brings cursor down to category on menu
<SHIFT + TAB>	Brings cursor up to category on menu
CTRL + Z	Makes screen larger or smaller (toggle)
<SPACEBAR>	Brings up search screen
CTRL + T	Shows titles of records (toggle)
CTRL + F	Shows search term within context (toggle)
CTRL + R	Select a record after pressing CTRL + T or CTRL + F
<ESC>	Closes one screen at a time until program quits
"+" or "-" keys on the right keypad	Recycles windows

■ IMPORTANT TIPS

- For online help press F1.
- To execute a search, press the space bar once you have selected the menu choice by pressing <ENTER>
- When selecting subcategories from the menu (EPA Reports, OSWER Directives, etc.) note that a group name appears in the search window. Do not erase it, or if it is not there, press <ESC> to close windows or recycle using the + or - keys on the right keypad to the menu screen.

■ OTHER TIPS

- The menu line of commands can be retrieved by pressing ALT + the appropriate letter highlighted, i.e., ALT + F for "File" options; ALT + O for "Options".

- The print command is under the "File" menu. You may print a folio, a view or blocked text. A **folio** is a record and a **view** is the number of folios in the group retrieved. In the upper corner of the screen, on a red line, there are 2 numbers always present. The first one is the folio number, the second one is the number of folios in the view. Blocked text can be selected by using CTRL + B to block the area. ■

■ SEARCH TOOLS

Boolean logic commands

Example

space between two words acts as an "and".	cost analysis
quotes around words finds the literal string:	"cost analysis"
"/" between two words acts as an "or":	cost/analysis
ordered proximity search.	"cost analysis"@5
non-ordered proximity search	"cost analysis"15