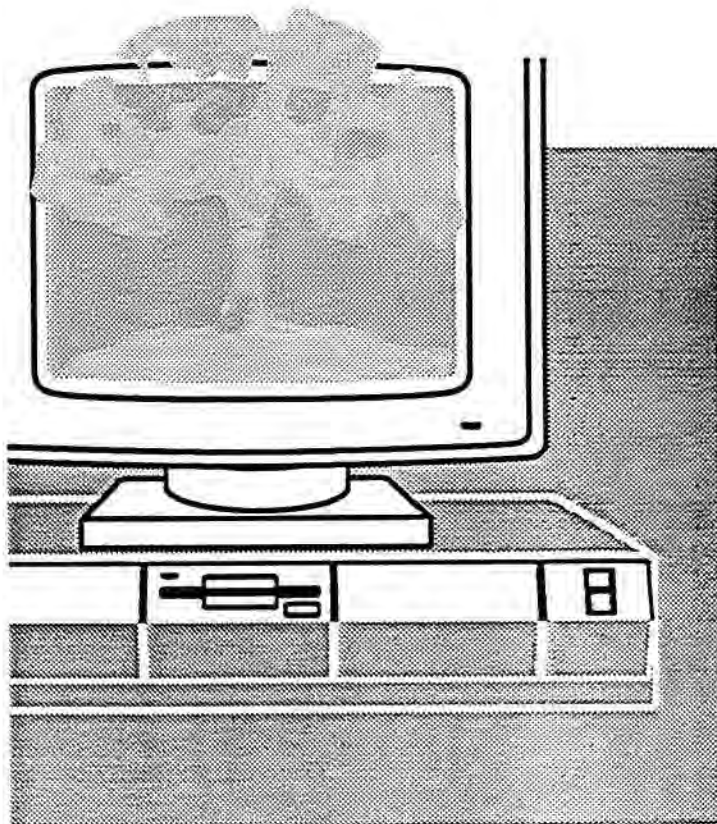


Enviro\$en\$e

An Inter-Agency Environmental Communications Network
Promoting Pollution Prevention and Compliance

Bulletin Board System (BBS) User's Guide

US EPA
Washington, DC
April 1996



EnviroSenSe Diskette

This Instruction Guide does not contain an EnviroSenSe disk. To obtain a copy of the EnviroSenSe disk, call Joyce Johnson, EPA, OECA, Federal Facilities Enforcement Office, at (202) 564-2592.

Files Found on Diskette

WELCOME.WPD
CONREGWP.719 (Connecting, Registering)
FINDVIEW.719 (Finding, Viewing)
CONVCOMP.719 (Converting, Compressing, Uncompressing)
DNLDTXWP.719 (Downloading Uncompressed Files)
DNLDZPWP.719 (Downloading Compressed Files)
UPLOADWP.720 (Uploading)
E\$SUM.WPD (E\$ Summary)

APPENDICES:

E\$NEWDIR.WPD (Appendix I - E\$ Directories Listing)
E\$FREFIL.WPD (Appendix II - Most Frequently Requested Files)
E\$QUESTI.WPD (Appendix III - Most Frequently Asked Questions)
E\$SHAREW.WPD (Appendix IV - Shareware)
E\$WWWINT.WPD (Appendix V - E\$ via WWW/Internet)
PKZ204G.EXE (Executable file - PKZip and PKUnzip)

Note: The above instruction files are WordPerfect 5.1 versions similar to but not exactly like this Guide. The information, however, is the same. The instruction files, 1-7, with the same names but ending with a ".TXT" extension may also be downloaded from the UTILITIES directory of the BBS.

Preface

This EnviroSenSe bulletin board system (BBS) instruction guide was developed by the Federal Facilities Enforcement Office (FFEO) of the Office of Enforcement and Compliance Assurance (OECA) at EPA, to assist users in accessing the EnviroSenSe Communications Network.

This guide contains the following seven instructions for accessing and using EnviroSenSe's BBS:

1. How to Connect and Register on the EnviroSenSe BBS via Modem.
2. Finding and Viewing Files From the EnviroSenSe BBS via Modem.
3. Converting, Compressing, and Uncompressing Files for the EnviroSenSe BBS via Modem.
4. Flagging and Downloading "Uncompressed" Files From the EnviroSenSe BBS via Modem.
5. Flagging and Downloading "Compressed" Files From the EnviroSenSe BBS via Modem.
6. Uploading Files via Modem to the EnviroSenSe BBS.
7. Summary Instructions for the EnviroSenSe BBS via Modem.

Also included are five appendices which give additional information for the user.

INFORMATION ON EnviroSenSe

ENVIROSENSE:

BBS: (703) 908-2092

WWW: <http://es.inel.gov>

HOTLINES:

BBS: (703) 908-2007

WWW: (208) 526-6956

CO-MANAGERS:

BBS Platform: Louis Paley, (202) 564-2613

WWW Platform: Myles Morse, (202) 260-3161

EPA/OECA/FFEO EnviroSenSe OUTREACH:

Joyce Johnson: (202) 564-2592

Table of Contents

Overview	1
Instruction 1: How to Connect and Register on the EnviroSenSe BBS via Modem	3
Instruction 2: Finding and Viewing Files From the EnviroSenSe BBS via Modem	7
Instruction 3: Converting, Compressing, and Uncompressing Files for the EnviroSenSe BBS via Modem	11
Instruction 4: Flagging and Downloading "Uncompressed" Files from the EnviroSenSe BBS via Modem	15
Instruction 5: Flagging and Downloading "Compressed" Files from the EnviroSenSe BBS via Modem	19
Instruction 6: Uploading Files via Modem to the EnviroSenSe BBS	23
Instruction 7: Summary Instructions for the EnviroSenSe BBS via Modem	31
APPENDIX I: EnviroSenSe File Directories	A1-1
APPENDIX II: The Most Frequently Requested Files on the BBS, Old and New	A2-1
APPENDIX III: Frequently Asked Questions About EnviroSenSe	A3-1
APPENDIX IV: EnviroSenSe Shareware	A4-1
APPENDIX V: EnviroSenSe via the World Wide Web on the Internet	A5-1

WELCOME TO EnviroSenSe

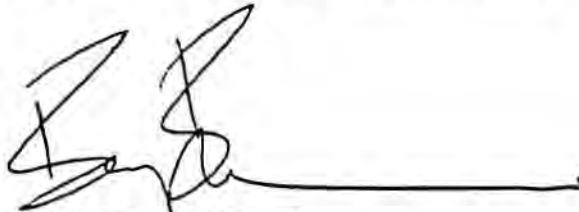
Welcome to the information superhighway via EnviroSenSe (E\$), EPA's new full-service computerized information system. Accessible via both a BBS and the WWW on the Internet, E\$ is a **free, public** interagency-supported network. Operated by EPA's Office of Enforcement and Compliance Assurance (OECA) and the Office of Research and Development (ORD), E\$ provides public access to the latest technical and regulatory information on pollution prevention and environmental enforcement and compliance.

Executive Orders 12088 and 12856 call on EPA to provide technical advice and assistance to other federal agencies on environmental compliance and pollution prevention. E\$ is part of our work to fulfill that mission from the President.

Assistance with pollution prevention and innovative technology, environmental enforcement and compliance assistance, environmental justice, and points of contact for environmental services and equipment are all available on E\$. For environmental questions and answers to and from the public, you can consult and use the Message Center. Other features include news reports, bulletins, the daily *Federal Register*, databases, case studies, how to find and order EPA documents, how to register for training courses, uploading and downloading of files, text files, some WordPerfect files, and zipped files.

E\$ fosters communications and cooperation among regulators, the regulated community, technical experts, and the general public. Messages, information and data from any public or private person or organization are welcome.

EPA's OECA/Federal Facilities Enforcement Office (FFEO) invites you to use EnviroSenSe. To make your task easier, FFEO has prepared this User's Guide. We hope you find it useful.

A handwritten signature in black ink, appearing to read 'Barry Breen', with a long horizontal line extending to the right.

Barry Breen, Director
Federal Facilities Enforcement Office

Overview

This document (which can be viewed in the BULLETINS section of the EnviroSenSe (ES) BBS or downloaded from the UTILITIES directory) pertains only to the BBS platform of the EnviroSenSe Communications Network. It does not generally provide details concerning the Wide World Web (WWW) platform of EnviroSenSe.

The EnviroSenSe Network

The EnviroSenSe Communications Network is a free, public, interagency-supported system operated by EPA's Office of Enforcement and Compliance Assurance and the Office of Research and Development. The Network allows regulators, the regulated community, technical experts, and the general public to share information regarding:

- Pollution Prevention;
- Environmental Enforcement and Compliance Assistance;
- Laws, Executive Orders, Regulations, and Policies;
- Points of Contact for Services and Equipment;
- Case Studies;
- Technical Databases; and
- Other Related Topics.

The Network welcomes receipt of environmental messages, information, and data from any public or private person or organization.

INFORMATION ON ENVIROSENSE

EnviroSenSe:

BBS: (703) 908-2092

WWW: <http://es.inel.gov>

HOTLINES:

BBS: (703) 908-2007

WWW: (208) 526-6956

CO-MANAGERS:

BBS Platform: Louis Paley, (202) 564-2613

WWW Platform: Myles Morse, (202) 260-3161

EPA/OECA/FFEO EnviroSenSe OUTREACH:

Joyce Johnson: (202) 564-2592

Instruction 1

How to Connect and Register on the EnviroSenSe BBS via Modem

Summary Instructions For Connecting and Registering

1. Connect to E\$ via a modem, using communications software set to conventional BBS settings, by calling:

(703) 908-2092;
2. Hit the RETURN/ENTER ("RETURN" is used hereafter to represent this key regardless of what your keyboard name is or where it is located) key twice (2) if you want to get the default values for the screen;
3. On successive screens, type your first name and hit RETURN; type your last name and hit RETURN; and type your password (**if you have NOT registered yet, make one up and make a note of it**) and hit RETURN; and
4. Register (first time only) and immediately receive access to the BBS for 120 minutes per day;
5. Type responses to the Registration questions, and hit RETURN to begin using EnviroSenSe.

NOTE: When working within EnviroSenSe, one may generally abort scrolling by typing "N"; and one may generally return to a menu screen by hitting RETURN, either once or twice as needed in a particular situation.

Detailed Instructions For Connecting and Registering

A. Modem Settings:

Connecting to the EnviroSenSe BBS is done using a modem and communications software. The modem can be either an internal or external model connected directly to your PC. The communications software (*e.g.*, CrossTalk, ProComm, QModem,¹ etc.) is what allows you to access and control your modem. Your software needs to be set to the values noted below:

- Telephone Number - (703) 908-2092;
- Baud rate - up to 28,800 BPS is supported (always select the highest speed which YOUR modem will support);

- Terminal Emulation - ANSI, VT-100, VT-102 (TTY for Macintoshes), etc.;
- Data Bits - 8 (Eight);
- Stop Bits - 1 (One);
- Parity - None;
- Transfer Protocols - ZModem, YModem, XModem, HS/Link, BiModem, ASCII (text files only). Zmodem is very efficient. You must select the same protocol that BOTH your communications software and the BBS support so that they can "talk the same language"; and
- Error Correction/Data Compression Protocols - v.32, v.42 - and other older, hardware-dependent protocols are supported.

NOTE: Refer to your communications software manual on how to set and save the communication parameters noted above (these will generally be the default).

B. Registration Procedure (first time only)

After you tell your software to dial in, a connection should be established and you should see the opening screen for the EnviroSenSe BBS.

1. Accept the default settings by hitting "RETURN" twice;
2. Type in your first name and hit RETURN; type in your last name and hit RETURN;
3. ES checks to see if you are already registered; if you are not registered, type "C" to register and hit RETURN;

4. Respond to each of the questions regarding name and address information and hit RETURN repeatedly until you are sent to the "list of Bulletins";
5. Read the bulletins, and exit to E\$ "System Menu";
6. Type "C" (for Change Settings) if any need to be changed, and hit RETURN;
7. Type "V" (for View Current Settings) and hit RETURN to confirm you answers and settings;

Initial EnviroSenSe Use

Enjoy using EnviroSenSe by taking these steps:

- Conduct file (document-directory) searches ("S"), ("D");
- Conduct full-text searches ("S"), ("T");
- Look at directories and files ("F");
- Look at new files ("N");
- Upload files ("U");
- Download files ("D");
- Read or leave messages ("M");
- Read bulletins ("B"); or
- Go through the door ("O") to access one of several databases.

8. Set the desired "File Transfer Protocol" (matching it to whatever you set on your PC) by typing "S" (for Set File Transfer Protocol) at the System Menu and hit RETURN; and
9. Type "Q" to exit back to the System Menu.

NOTE: Additional help is available on-line by typing "H" at almost any BBS area (e.g., type "S," then "H" to get help on searching for files). Also read the help bulletins (in BULLETINS) or download the files from the UTILITIES directory. These bulletins explain how to connect and register, find and view, convert to text, compress, and uncompress, download .TXT and .ZIP files, and upload files. The titles of the files are: "CONREGWP.TXT," "FINDVIEW.TXT," "CONVCOMP.TXT," "DNLDTXWP.TXT," "DNLDZPWP.TXT," "UPLOADWP.TXT," and "ESSUM.TXT."

Instruction 2

Finding and Viewing Files From the EnviroSenSe BBS via Modem

It is EnviroSenSe's policy that only small or critically important files are viewable on-line.

A. Searching and Viewing Files - by Keywords:

1. Select "S" from the System Menu and hit RETURN/ENTER ("RETURN" is used hereafter to represent this key regardless of what your keyboard name is or where it is located);
2. Select "D" from the next menu and hit RETURN;
3. Type a keyword related to the document and hit RETURN;
4. Type "A" and hit RETURN; and
5. Hit the space bar to highlight the file you wish to view and type "V" to view.

B. Searching and Viewing a File - by Directory Prompts:

1. Select "F" and hit RETURN for (F)ile directories by topic; scroll until you have found your directory; note name and number of directory; hit "N" to stop scrolling;
2. Type the directory's number and hit RETURN;
3. Scroll through abstracts within the directory; type "N" to stop scrolling and hit RETURN; and
4. Hit the space bar to highlight the file you wish to view and type "V" to view.

NOTE: When working within EnviroSenSe, one may generally abort scrolling by typing "N"; and one may generally return to a menu screen by hitting RETURN, either once or twice as needed in a particular situation.

Detailed Instructions for Finding and Viewing Files

It is recommended that only small (approximately 120,000 bytes) or critically important files be viewable on-line. This policy is based on three facts: (1) large files (over 120,000 bytes)² are not comfortably and cost-effectively viewed on-line; (2) they require increased E\$ storage space; and (3) large files require longer, more costly and time-consuming downloads. Files are viewable on-line whenever they are saved as ".TXT" (e.g., ASCII, DOS) files.

All files with filenames ending in ".TXT" are viewable on-line. Files ending in ".ZIP" are only viewable after they are downloaded to your PC and uncompressed using the file PKUNZIP.EXE, which is included in PKWare's file "PKZ204G.EXE." This utility file can be downloaded from the UTILITIES directory.³

Callers indicate that they generally use one of two strategies for finding and viewing files. Those callers familiar with the file and E\$ terminology prefer searching and viewing by "keywords" (from directories/abstracts or from full text). Other callers, particularly those less familiar with these terms, prefer searching and viewing after being prompted by the "file directory" names. Four examples are provided below for searching and viewing (".TXT" and ".ZIP") files by directory keywords, full text keywords, or file directory prompts:

A. Searching and Viewing Files - by Keywords:

Select "S" from the BBS System Menu and hit RETURN. This allows you to search by directories and abstracts (D), or by full text (T).

NOTE: These two types of keyword searches will give complementary, but not necessarily identical, results.

Example #1. Keyword (a ".TXT" File) - Looking for the "Questions and Answers" document related to: "Voluntary Environmental Self-Policing...Self-Disclosure... Policy."

1. Select "S" (type "S" or use UP/DN arrow keys) from the System Menu and hit RETURN;
2. Select "D" from the next menu and hit RETURN;
3. Type any whole or fraction of a word (or series of words) that are likely to be EXACTLY like the words in the document's title or its abstract;
4. Type "self-policing" (or voluntary, etc.) and hit RETURN;
5. Type "A" (search "All" directories) and hit RETURN;

6. Repeatedly hit RETURN to scroll through the pages of abstracts identified by the search until the desired one is seen (e.g., "AUDTPQA2.TXT");
7. Hit the space bar to highlight the file and type "V" to view it; and
8. Repeatedly hit RETURN to get to the end of the file or type "N," and hit RETURN to abort viewing.

NOTE: See "DNLDTXWP.TXT" or DNLDZPWP.TXT from the "BULLETINS" (B) section of E\$ for specific instructions on how to download files from the BBS. These files may be downloaded from the UTILITIES directory.

Example #2. Keyword (".ZIP" [compressed]): Looking for "Interim Revised Supplemental Environmental Projects Policy (SEPs)."

1. Select "S" from the System Menu and hit RETURN;
2. Select "D" from the next menu and hit RETURN;
3. Type "Supplemental" and hit RETURN;
4. Type "A" and hit RETURN;
5. Repeatedly hit RETURN to scroll through the abstracts until "SEPOLICY.ZIP" is seen; and
6. Hit the space bar to highlight the file and type "V" to view it on-line.

NOTE: Viewing the text of ".ZIP" files on-line is NOT POSSIBLE; however, typing "V" and hitting RETURN displays a list of the files included within the compressed file. To view this file, you must first download (approximately 0.5 min.) and uncompress² it.

Example #3. Keyword (Full Text) - Looking for "DOD's Pollution Prevention Strategy":

1. Select "S" from the System Menu and hit RETURN;

2. Select "T" from the next menu and hit RETURN;
3. Type "DOD Pollution" (or DOD or DOD poll, etc.) at the "search string," and hit RETURN to get a list of related filenames such as "DODP2DON.TXT" and "DODP2.TXT"; and
4. Follow the steps in Example #2 above to highlight and view files.

B. Searching and Viewing Files - by File Directory Prompts:

Example #4. Manually Search and View a File by "File Directory Prompts" - Looking for the Summary of the "May 25, 1995 Meeting of the EPA/Federal Agency Environmental Roundtable":

1. Select "F" and hit RETURN;
2. Scroll (repeatedly hit RETURN) through the list of directories until the likely one is found and its number is written down (*e.g.*, #83 - "EPA/Federal Agency Environmental Roundtable");
3. Type "N" and hit RETURN to stop scrolling;
4. Type the desired directory's number and hit RETURN;
5. Scroll through the abstracts by repeatedly hitting RETURN until the file (*e.g.*, "RNDTBLS5.TXT") is seen;
6. Hit the space bar to highlight the file and type "V" to view the file; and
7. Repeatedly hit RETURN to get to the end of the file, or type "N" and hit RETURN to abort viewing.

Instruction 3

Converting, Compressing, and Uncompressing Files for the EnviroSenSe BBS via Modem

Processing files for uploading (*e.g.*, "converting" and "compressing") is NOT required, but something you may desire to do to reduce your upload time. However, in order to use or read a "compressed" (*e.g.*, "ZIP") file, one must first uncompress it after it has been downloaded from E\$.

Summary Instructions for Voluntarily Processing Your Files to be Uploaded

If you choose to prepare your files for uploading (any IBM, IBM compatible, or Macintosh file format or length may be uploaded to E\$):

- It is recommended that before logging on, you prepare ASCII text files from your word processing files (if less than 120,000 bytes); or
- Compress ("zip") existing files for any format (*e.g.*, Lotus 123, ASCII Text, dBASE, etc.) if larger than 120,000 bytes by using the "PKZIP" file; and
- Assemble your files for uploading.

NOTE:	When working within EnviroSenSe, one may generally abort scrolling by typing "N", and one may generally return to a menu screen by hitting RETURN/ENTER ("RETURN" is used hereafter to represent this key regardless of what your keyboard name is or where it is located), either once or twice as needed in a particular situation.
--------------	---

Detailed Instructions for Preparing ASCII Text Files and Compressing (or Zipping) Files to be Uploaded

Any type of PC file may be uploaded to the EnviroSenSe BBS. However, the vast majority of the files on the BBS are text files so that they may be read on-line. We recommend that you make files available in one of two formats: (1) DOS-based ASCII text for word processing files (less than 120,000 bytes); or (2) compressed (zipped) if larger than 120,000 bytes and in any format. We also recommend using IBM or IBM-compatible WordPerfect 5.1/5.2 files because they are compatible with most word processing software. Adhering to this guideline will help ensure cost-effective uploading and downloading and efficient use of E\$' storage capacity.

If you want your text file to be readable on-line, you **SHOULD** save it as an ASCII file and its name **MUST** end with the ".TXT" extension (*e.g.*, MYFILE.TXT). It is recommended

that all files other than these .TXT and Microsoft Word 5.1a (Mac) files should be compressed using PKZIP. Compressed files will always have the file extension ".ZIP" (e.g., MYFILE.ZIP). Therefore, when you have prepared your file(s) for upload, they usually should have either .TXT or .ZIP extensions.

- You can generate ASCII text files from your current WP 5.1 files by taking the following steps (refer to your word processing software manual for procedures that may be different from WordPerfect):
 1. Access a WP 5.1 document;
 2. While holding down the "CTRL" key, hit the F5 (Text In/Out) key;
 3. Select "1" (DOS Text) and hit Return; and
 4. Give the file a name similar to the WP name, except use the ".TXT" extension (e.g., DODP2.WP5 becomes DODP2.TXT), and hit RETURN. When you exit the new ASCII document, you will be asked again if you want to save it; this time you answer "no"; this procedure saves both your original document in its WordPerfect format and the new document in its ASCII form. IT IS DESIRABLE TO RETAIN THE WP FORMAT IN CASE FURTHER WORK IS NEEDED TO FORMAT THE DOCUMENT PROPERLY (See Below).

NOTE: Successive saves of ".TXT" files MUST also be done as noted in this section, otherwise they may retain WP characteristics. The ASCII format places hard returns at the end of each line. If, following conversion to .TXT, the text is wrapping, return to the WP document; select a smaller courier font (such as 10 pt. instead of 12 pt. -- the 10 pt. courier font is the recommended font to prevent wrapping) and resave as ASCII.

- "Compressing" existing files using "PKZIP" (it is preferred that ALL large files [over 120,000 bytes], and all files [except Microsoft Word 5.1a] with less than 120,000 bytes and formats NOT COMPATIBLE with WP5.1/5.2, be compressed).

You can compress your file using the PKZIP.EXE file found in PKZ204G.EXE, which is available from the E\$ BBS by downloading it. (For instructions on downloading, see the file "DNLDZPWP.TXT" in the E\$ BULLETINS or UTILITIES directory). When you have downloaded the PKZ204G.EXE file, run it by typing its name at the DOS prompt. It will decompress itself into several files, one of which is the PKZIP file. To view the PKZIP file prior to using, go to your C: drive; at the C: prompt (C:\), type PKZIP. By scrolling down you can then see the contents of the file.

When you are back at the C: prompt, give the following command to zip a file:

1. PKZIP [end name of file to be uploaded, *e.g.*, DIRSPCH.ZIP] file(s) [existing name of file you want compressed, *e.g.*, DIRHERM]. All files that are compressed using PKZIP will automatically have a Zip extension.
- Assembling your files for uploading - once you have prepared your files in .TXT or .ZIP format, it is recommended that you:
 1. Write down each of their names; and
 2. That you save them onto a hard drive where your communications software can access them (the C: drive is usually a good choice). This makes uploading much faster than it would be from a floppy drive.

Summary and Detailed Instructions on Uncompressing or Unzipping Files

You may also obtain the "PKUNZIP" file from the UTILITIES directory of EnviroSenSe by downloading the file PKZ204G.EXE.

The basic direction(s) for unzipping are:

1. Go to the C: prompt; and
2. Type PKUNZIP (and existing name of file and path of compressed file-- *e.g.*, C:\DIRSPCH.ZIP). The file will then remain in your C directory unless you specify a different drive/directory.

Instruction 4

Flagging and Downloading "Uncompressed" Files from the EnviroSenSe BBS via Modem

These instructions are exclusively for downloading uncompressed (.TXT) and Microsoft Word 5.1a ("Mac") files via modem. To read compressed (.ZIP) files, one should follow the comparable help directions (DNLDZPWP.TXT). These directions are available from E\$ UTILITIES directory.

When working within EnviroSenSe, one may generally abort scrolling by typing "N"; and one may generally return to a menu screen by hitting RETURN, either once or twice as needed in a particular situation.

Summary Instructions for Flagging and Downloading

A. Tell ES Which File(s) to Download:

- MARKING AND DOWNLOADING FLAGGED FILES - Start at the list of abstracts - follow Example #1;
- WITH NO FLAGGED FILES - Start at the System Menu - follow Example #2; and
- WITH PREVIOUSLY FLAGGED FILES - Start at the System Menu - follow Example #3.

B. Tell ES if Download Settings are OK, and Tell Your Communications Software to Start Receiving Files from the BBS:

- Respond to the various choices shown on the E\$ download screen, as desired, and hit RETURN; and
- Tell your communications software to start receiving the file.⁴

Detailed Instructions for Downloading an "Uncompressed" (".TXT" or "MAC") File via a Modem

There are two steps to downloading a file from the EnviroSenSe BBS: (1) telling the EnviroSenSe BBS which file(s) you want to download, and (2) telling your communications software to start receiving the file(s). However, one may begin the downloading step at either of two places - from the file abstracts, having previously "flagged" (marked) a file for downloading (Example #1); and directly from the System Menu (Examples #2 (with no flagged files) and (with previously flagged files)).

NOTE: Before you can successfully download files, the modem settings, particularly the transfer protocol and the download path, must be properly set (refer to your communications software manual). Setting your path to your hard drive to receive the files will minimize the time needed to download.

All files on E\$ have been screened for virii BEFORE they were made available for downloading.

A. Tell ES Which File(s) to Download:

Example #1. MARKING AND DOWNLOADING "FLAGGED" (marked) Files - Start at the List of Abstracts - Looking for the "Questions and Answers" document related to "Voluntary Environmental Self-Policing ... Policy":

NOTE: See FINDVIEW.TXT file for the details on the first four (4) of the following steps.

1. Select "S" from the System Menu and hit RETURN;
2. Select "D" from the next menu and hit RETURN;
3. Type "self-policing" (or "voluntary," etc.), and hit RETURN;
4. Type "A" and hit RETURN until desired file ("AUDTPQA2.TXT") is found;
5. Hit the space bar to highlight the file;
6. Type "N" and hit RETURN to end flagging; or (optionally) go to additional directories and abstracts; flag additional files; and hit "N" to return to the "Search Menu";
7. Type "Q" and hit RETURN to quit search and go to the System Menu;
8. Type "D" and hit RETURN to tell the BBS that you are ready to download the flagged file(s);
9. Type "Y" and hit RETURN in response to the question; and

10. Hit RETURN (if no more files are desired or a batch-based transfer protocol, *e.g.*, Zmodem, is being used) or type in additional filenames for downloading; then hit RETURN; see Section "B" for download process.

Example #2. WITH NO FLAGGED FILES - Start at the System Menu:

1. Type "D" and hit RETURN to enter the download mode, and type in the exact, complete FILENAME ("DODP2.TXT") of the first desired file in response to E\$' question: "(1) Enter the Filename to download, (Enter = None)?"
2. Hit RETURN (or, optionally, and if using Zmodem or other batch-transfer protocol); type in the exact, complete FILENAME and hit RETURN for each additional file desired); and
3. Hit RETURN when no other files are desired. See Section "B" below for completing the download process.

Example #3. WITH PREVIOUSLY FLAGGED FILES - Start at the System Menu (*e.g.* "DODP2B.TXT"):

1. Type "D" and hit RETURN; and
2. Type "Y" and hit RETURN in response to the question: "Download flagged files?"
3. Hit RETURN to start download; see Section "B" below for completing the download process.

B. Tell E\$ if Download Settings are OK, and Tell Your Communications Software to Start Receiving Files from the BBS:

1. Respond to the various choices shown on the E\$ download screen, as desired, and hit RETURN; and
2. Tell your communications software to start receiving the file.⁴

Instruction 5

Flagging and Downloading "Compressed" Files from the EnviroSenSe BBS via Modem

Summary Instructions for Flagging and Downloading

A. Tell ES which File(s) to Download:

- MARKING AND DOWNLOADING FLAGGED FILES - Start at the list of abstracts - follow Example #1;
- WITH NO FLAGGED FILES - Start at the System Menu - follow Example #2; and
- WITH PREVIOUSLY FLAGGED FILES - Start at the System Menu - follow Example #3.

B. Tell ES if Download Settings are OK, and Tell Your Communications Software to Start Receiving Files from the BBS:

- Respond to the various choices shown on the ES download screen, as desired, and hit RETURN; and
- Tell your communications software to start receiving the file.

Detailed Instructions for Downloading a "Compressed" (".ZIP") File via a Modem

There are two steps to downloading a file from the EnviroSenSe BBS: (1) telling the EnviroSenSe BBS which file(s) you want to download, and (2) telling your communications software to start receiving the file(s). However, one may begin the downloading step at either of two places - from the file abstracts, having previously "flagged" (marked) a file for downloading (Example #1); and directly from the System Menu (Examples #2 (with no flagged files) and #3 (with previously flagged files)).

NOTE: Before you can successfully download files, the modem settings, particularly the transfer protocol and the download path, must be properly set (refer to your communications software manual). Setting your path to your hard drive to receive the files will minimize the time needed to download.

All files on ES have been screened for virii BEFORE they were made available for downloading.

A. Tell the BBS which File(s) to Download:

Example #1. MARKING AND DOWNLOADING "FLAGGED" (marked) Files - starting at the list of abstracts:

Looking for the "EPA's Supplemental Environmental Projects Policy."

NOTE: See FINDVIEW.TXT file for the details on the following four (4) search and view steps.

1. Select "S" from the System Menu and hit RETURN;
 2. Select "D" from the next menu and hit RETURN;
 3. Type "Supplemental" and hit RETURN;
 4. Type "A" and hit RETURN repeatedly until desired file ("SEPOLICY.ZIP") is found;
 5. Hit the space bar to highlight the file and hit RETURN to flag this file for subsequent downloading;
 6. Type "N" and hit RETURN again to end flagging;
 7. Or, optionally, go to additional directories and abstracts; flag additional files; flagging file(s), type "N" and hit RETURN to abort scrolling and return to the "Search Menu";
 8. Type "Q" and hit RETURN to quit search and go to the System Menu;
 9. Type "D" and hit RETURN to tell the BBS that you are ready to download the flagged file(s); and
 10. Type "Y" and hit RETURN to start the downloading process; see Section "B" below for completing the download process.
- after

Example #2. WITH NO FLAGGED FILES - Starting at the System Menu:

1. Type "D" and hit RETURN to enter the download mode, and type in the exact, complete FILENAME (e.g., "SEPOLICY.ZIP") of the first desired

file in response to E\$' question: "(1) Enter the Filename to download, Enter = None)?";

2. Hit another RETURN to start download process (or, optionally, and if using a transfer protocol capable of batch downloading, *e.g.*, Zmodem), type in the exact, complete FILENAME) and hit RETURN for each additional file desired; and
3. Hit RETURN when no other files are desired; see Section "B" below for completing the download process.

Example #3. WITH PREVIOUSLY FLAGGED FILES - Start at the System Menu:

1. Type "D" and hit RETURN; and
2. Type "Y" and hit RETURN in response to the question: "Download flagged files?"
3. Hit RETURN to start the download process; see Section "B" below for completing the download process.

B. Tell E\$ if Download Settings are OK, and Tell Your Communications Software to Start Receiving Files from the BBS:

1. Respond to the various choices shown on the E\$ download screen, as desired, and hit RETURN; and
2. Tell your communications software to start receiving the file (see footnote #4).

Uncompressing "Zipped" Downloaded Files to View Them on PC

After you have downloaded a compressed (".ZIP") file to your PC, you can uncompress it to its original format and size by using a "PKUNZIP" file. You may obtain this software by downloading the file "PKZ204G.EXE" from E\$. This file may be viewed in the BULLETINS section of E\$ or downloaded from the UTILITIES directory. Type "PKZ204G.EXE" to automatically expand this file and make it ready for subsequent use. This file contains PKZIP.EXE and PKUNZIP.EXE files.

To uncompress any file, use PKUNZIP.EXE by taking the following steps:

1. Go into the directory where you located PKUNZIP.EXE; and
2. Type "PKUNZIP [Filename]" (*e.g.*, the filename and the path of the compressed file you wish to uncompress).

PKUNZIP will uncompress any type of file format, returning it to its original size and format (*e.g.*, .TXT, WP5, Lotus 123, etc.). Once uncompressed, the file is ready to be used just as if it had never been compressed or transmitted over the BBS.

Instruction 6

Uploading Files via Modem to the EnviroSenSe BBS

The EnviroSenSe Network will only be as good as you, the customer, help us make it. Therefore, we very much appreciate receipt of any environmentally-related files which you choose to share with your colleagues.

Summary Instructions for Preparing and Uploading Files to E\$ via Modem

A. Preparing your files for E\$:

We would be happy to receive your files "electronically," in any format that is convenient for you to upload them (or mail a floppy)⁵ to E\$. However, to reduce your upload time, and to conserve our resources to post them onto E\$, it would be helpful if you would provide them as follows:

- ES' standard file format for small text (word processing) files:
 - ASCII (DOS) ".TXT" - under 120,000 bytes (approximately 2-minute upload duration, at 9600 baud rate); and
- ES' standard file format for large text (word processing) files and other types of documents:
 - "COMPRESSED" or "ZIPPED" files: word processing documents, .TXT, or non-word processing (*e.g.*, Lotus, dBase, etc.) files over 120,000 bytes.
- For Macintosh files, any format may be uploaded.

If you would like to process your file(s) as noted above, we would really appreciate it. Instructions for compressing, uncompressing, and converting to ASCII (DOS) text files can be found in the file CONVCOMP.TXT in the BULLETINS section of E\$ and can be downloaded from the UTILITIES directory. After files are prepared and ready to be uploaded, along with the abstract, we recommend that you save them onto a hard drive (*e.g.* C:) where your communications software can access them faster than from a floppy drive.

B. Prepare an Abstract for each File Prior to Logging on and Uploading:

- Abstract must be no longer than 50 words, including the file's title and point of contact; and
- Use keywords (hot words) - those likely to come to the mind of a professional searching for the file.

Detailed Instructions for Preparing & Uploading Files to E\$ via Modem

The directions are given assuming that you have already:

- Installed and properly (consistent with E\$' capabilities) set up the communications software which you will be using;
- Connected an internal or external modem to your PC; and
- Registered with EnviroSenSe and have used various parts of E\$. If not, please review the other help instructions available in the BULLETINS section of E\$ (e.g., CONREGWP.TXT, FINDVIEW.TXT, CONVCOMP.TXT, DNLDTXWP.TXT, and DNLDZPWP.TXT) on "Connecting and Registering," "Finding and ... Viewing Files," "Converting, Compressing...", and "Downloading..." Also available is a summary instruction file called ESSUM.TXT. All of the foregoing files may be downloaded from the UTILITIES directory.

A. Preparing Your Files for Uploading:

Any type of file can be uploaded to E\$' BBS. However, the vast majority of the files are .TXT or .ZIP. We recommend that you make files available in one of three formats:

- DOS-based ASCII text (fewer than 120,000 bytes);
- "COMPRESSED" ("zipped" - any kind of file format larger than 120,000 bytes); or
- (3) Microsoft Word 5.1a ("MAC").

We recommend using WordPerfect 5.1/5.2 files because they are compatible with most word processors. Adhering to this guideline will help ensure ease of on-line reading, cost-effective downloading, and efficient use of E\$' storage capacity.

If you want your text file to be readable on-line, you SHOULD save it as an ASCII file and its name MUST end with the .TXT extension (*i.e.*, MYFILE.TXT). It is recommended that all IBM or IBM-compatible files other than these .TXT files should be compressed using PKZIP. (See above comments.) Compressed files will always have the file extension .ZIP (*i.e.*, MYFILE.ZIP). Therefore, when you have prepared your file(s) for upload, they usually should have either .TXT or .ZIP extensions (small WordPerfect or WordPerfect-compatible files with different extensions are acceptable). See the file CONVCOMP.TXT for instructions on how to convert, compress, or uncompress your files. Macintosh files may be uploaded, WITHOUT compressing, directly to E\$.

B. Preparing an Abstract for each File Prior to Uploading:

E\$ users have indicated that the preferred way to find a document on E\$ is to conduct a "keyword search" on its directories and abstracts. Therefore, it is important to prepare and provide a brief, yet substantive, abstract for each file uploaded onto EnviroSenSe. Furthermore, it is recommended that such abstracts should be prepared BEFORE logging onto E\$.

To prepare such abstracts, we recommend that you do the following:

- Write a short (50-word) abstract summarizing each file to be uploaded, including the title of the document;
- Always start the abstract with the title of the document, followed with an abbreviation of each file's format in parentheses (*e.g.*, "EPA's Supplemental Environmental Projects Policy" (TXT)). If different from WP5, indicate that also;
- Follow the title with a series of key words (hot words), document headings, subheadings, or descriptive phrases that are likely to be used by professionals who might be searching for this document; minimum use of adjectives, adverbs, abbreviations, and repetitive terms is highly recommended;
- At the end of your abstract, please be sure to include a "Point of Contact" (POC) and telephone or other means of contacting the POC; and
- Furthermore, SIMPLY TO MINIMIZE YOUR file management during uploading, we recommend that:
 - For your purposes only at the end of each abstract you should type its FILENAME; and
 - Your preference for which one of the existing E\$ directories the file best fits into.

C. Uploading Files to the EnviroSenSe BBS - via a Modem and DOS-based Communications Software:

All uploads are scanned for virii. If free of virii, EnviroSenSe initially places each such file into its "Uploads" directory. Once there, it is immediately available to E\$ users.

If the upload procedure is done improperly or a virus is found, the upload will be aborted and E\$ will notify you.

Experience shows that the following items help to facilitate your successful uploading of files:

- Have at your ready the PATH and FILENAME of each file to be uploaded, a printed copy of the abstract for each, and your preference for which directory to put each file into. You will need this information either to complete the upload or to send a message to the E\$ systems operator;
- Complete setting up your communications software with respect to topics such as transfer protocol, path of files to be uploaded, etc. Refer to your communications software manual for how to set these parameters, in addition to how to set up automatic dialing.

The following specific steps pertain to those one performs when using an IBM or IBM-compatible computer, modem, and, *e.g.*, ProComm Plus communications software. However, they are similar to the steps followed for most other communications software, as well as Macintosh computers.

1. Log onto E\$ and type "U" (for Upload) and RETURN/ENTER ("RETURN" is used hereafter to represent this key regardless of what your keyboard name is or where it is located) at E\$' System Menu;
2. Enter the FILENAME only (not the drive or directory) of your file, and hit RETURN. E\$ will search its entire file system, using this FILENAME, to make sure there is no other file by the same name;
3. If it is not a duplicate FILENAME, E\$ requests that you type the abstract of the file, then hit RETURN;
4. Hit RETURN a second time if you have no more files to upload (only for software capable of batch uploads, *e.g.*, Zmodem, and where you want to upload additional files, repeat the above procedure);
5. E\$ then provides advisory information on the screen (*e.g.*, upload drive, upload status, and protocol type);
6. Hit "Page Up"; you will receive a new prompt that asks you again for the filename; this time, specify the PATH and the FILENAME, *e.g.*, C:\DIRSPCH.TXT;
7. You will see an indicator of progress of the transfer on the screen. Once the upload has been completed, if successful, you will get a message that it has been "completed" and/or has "passed" (progress indicators of completion may vary from one communications package to another); and

8. If the transfer was not successful or if E\$ located a virus, the transfer will be aborted and you will be notified.

D. Sending a Message about Upload to the System Operator:

Send a message about your upload to the E\$ system operator, including the name of each file, and which directory you prefer to have each placed into. NOTE: E\$ initially places the file in "Uploads Directory," until moved by the system operator (Sysop):

1. Send a message by going to E\$' System Menu; type "M" (message) and hit RETURN. Type "C" (comment to the Sysop) and hit RETURN; then type in the requested information and the message;
2. End the message by hitting RETURN twice to make a blank line;
3. Type "S" (for Save), and hit RETURN to send the message;
4. Type "Q" and hit RETURN to quit the message system and return to E\$' System Menu;
5. From here one may perform other activities on E\$ or leave the BBS;
6. Type "G" (G)oodbye when you are ready to leave E\$. You will get three choices; select "Yes" and hit RETURN to disconnect; and
7. Hold down the "ALT" key and type "X" to disconnect from the telephone line, and return to the DOS prompt.

Endnotes

1. The mention of any software products by name is not an official endorsement but used for illustrative purposes only.
2. Most large (over 120,000 bytes) or "non-text" files are only available on E\$ as "compressed" (".ZIP") files. When uncompressed, most are available as noted in their abstracts, *e.g.* in ".TXT" or WP 5.1; others are in WP 6.x, Microsoft Word 5.1a ("Mac"), database, or spreadsheet formats. Any file in any format can be uploaded to Enviro\$en\$e and the system operator will convert it to ASCII text or zip (compress) it if the person uploading prefers not to. For word processing software other than WordPerfect, if you prefer to convert your files, refer to your software manual for instructions on how to convert to ASCII text.
3. New IBM or compatible users, or those who have not previously done so, can make a one-time download of PKWare's file "PKZ204G.EXE" from E\$; then "run" it to expand it, read its help file, and thereafter use "PKUNZIP" to "uncompress" any ".ZIP" file downloaded from this BBS. PKWare's PKZIP.EXE and PKUNZIP.EXE files can be found in the file PKZ2204G.EXE, which is shareware downloadable from the UTILITIES directory. The PK commands for the files PKZIP.EXE and PKUNZIP.EXE work very similarly to DOS' copy command. You must be at the DOS prompt in order to use them. To view details on how to use either command, simply type the command PKZIP or PKUNZIP at the DOS prompt and hit RETURN. The files will automatically go into help mode and give you a brief explanation of how they work. If a user needs more direction, there is full explanation included in the PKZ204G.EXE file. Type PKZ204G.EXE at the DOS prompt to expand the file and read the instruction files. Refer also to the help file called HINTS.TXT.
4. You will need to check the communications software manual to see how to get your software's attention and tell it to start receiving a file. For many software packages, you simply hit the "Page Down" key and tell the software the name and where (Path) you want to save the file when it is received. Many other communications software, if set for Zmodem transfer protocol, will automatically start receiving the file(s) (to the previously designated storage device). Once you have successfully told your software to start receiving the file, you should see an indicator of progress of the transfer on your screen. Depending on the size of the file and the modem speed at which you connected, downloading may take only a few seconds or several minutes (*e.g.*, using a 9600 baud modem, it will take about two minutes for a 120,000-byte file). Once the download is completed, the Enviro\$en\$e BBS will return you to its System Menu.

5. Mail to: EnviroSenSe, EPA c/o SAIC/SDC, 200 North Glebe Road, Arlington, Virginia 22203. Please include your abstract, diskette, name, telephone number, the file's format, and the directory where you want the file.

Instruction 7

Summary Instructions for the EnviroSenSe BBS via Modem

The EnviroSenSe Network

The EnviroSenSe Communications Network is a free, public, interagency-supported system operated by EPA's Office of Enforcement and Compliance Assurance and the Office of Research and Development. Composed of an electronic bulletin board system and accessible via the World Wide Web on the Internet, the Network allows regulators, the regulated community, technical experts, and the general public to share information regarding:

- Contacts, training opportunities, and news;
- Current and future federal regulations, executive orders, and laws;
- Databases, initiatives, and technical information on pollution prevention and other technologies;
- Federal agency and facility information;
- Goals and responsibilities of federal, state agencies, and other organizations;
- Funding, grants, and contracts information; and
- International resources.

To access EnviroSenSe via the World Wide Web on the Internet, one should use the following address: <http://es.inel.gov>. To connect and register with EnviroSenSe via the BBS, please call the following phone number: (703) 908-2092. Use a personal computer with a modem and communications software set to the following specifications:

- Baud rate: up to 28,800
- Data Bits: 8
- Parity: None
- Stop Bits: 1
- Emulation: ANSI, VT-100, VT-102 (TTY for Macintoshes), etc.

NOTE: See Instruction 1 on connecting and registering for additional information, and refer to your communications manual

Hotline telephone numbers and system managers are as follows:

Hotlines:

BBS: 703/908-2007

WWW: 208/526-6956

System Managers:

BBS: Louis Paley 202/564-2613

WWW: Myles Morse 202/260-3161

EPA/OECA Federal Facilities Enforcement Office (FFEO) EnviroSenSe Outreach:

Joyce Johnson (202) 564-2592

This document summarizes help instructions for the EnviroSenSe BBS via modem. It generally does not provide any details concerning the Wide World Web (WWW) platform of EnviroSenSe. All of the help instructions may be viewed in the BULLETINS section or downloaded from the UTILITIES directory of the BBS. Following are summaries for connecting and registering, finding and viewing, converting, compressing, and uncompressing, downloading text or zipped files, and uploading files:

I. Summary Instructions for Connecting and Registering

1. Connect to E\$ via a modem, using communications software set to conventional BBS settings, by calling:

(703) 908-2092
2. Hit the RETURN/ENTER ("RETURN" is used hereafter) key twice (2) if you want to get the default values for the screen;
3. On successive screens, type your first name and hit RETURN; type your last name and hit RETURN; and type your password (**if you have NOT registered yet, make one up and make a note of it**) and hit RETURN; and
4. Register (first time only) and immediately receive access to the BBS for 120 minutes per day;

- Type responses to the Registration questions, and hit RETURN to begin using EnviroSenSe.

NOTE: When working within EnviroSenSe, one may generally abort scrolling by typing "N"; and one may generally return to a menu screen by hitting RETURN, either once or twice as needed in a particular situation.

II. Summary Instructions for Finding and Viewing Files

It is EnviroSenSe's policy that only small or critically important files are viewable on-line.

A. Searching and Viewing Files - by Keywords:

1. Select "S" from the System Menu and hit RETURN;
2. Select "D" from the next menu and hit RETURN;
3. Type a keyword related to the document and hit RETURN;
4. Type "A" and hit RETURN; and
5. Hit the space bar to highlight the file you wish to view and type "V" to view.

B. Searching and Viewing a File - by Directory Prompts:

1. Select "F" and hit RETURN for (F)ile directories by topic; scroll until you have found your directory; note name and number of directory; hit "N" to stop scrolling;
2. Type the directory's number and hit RETURN;
3. Scroll through abstracts within the directory; type "N" and hit RETURN to stop scrolling; and
4. Hit the space bar to highlight the file you want to view and type "V" to view.

NOTE: When working within EnviroSenSe, one may generally abort scrolling by typing "N"; and one may generally return to a menu screen by hitting RETURN, either once or twice as needed in a particular situation.

III. Summary Instructions for Converting, Compressing, and Uncompressing Files

A. Summary Instructions for Voluntarily Converting Your Files to be Uploaded

If you choose to prepare your files for uploading (any IBM, IBM-compatible, or Macintosh file format or length may be uploaded to E\$):

1. It is recommended that **before** logging on, you prepare **ASCII text files** from your word processing files (if less than 120,000 bytes); or
2. **Compress** ("ZIP") existing files for any format (*e.g.*, Lotus 123, ASCII text, dBASE, etc.) if larger than 120,000 bytes by using the "PKZIP"¹ file; and
3. Assemble your files for uploading.²

IV. Directions for Flagging and Downloading "Uncompressed" Files

A. Tell E\$ Which File(s) to Download:

1. Start from the list of abstracts - MARKING AND DOWNLOADING FLAGGED FILES - follow Example #1;
2. Start at the System Menu - WITH NO FLAGGED FILES - follow Example #2; and
3. Start at the System Menu - WITH PREVIOUSLY FLAGGED FILES - follow Example #3.

B. Tell E\$ if Download Settings are OK, and Tell Your Communications Software to Start Receiving Files from the BBS:

1. Respond to the various choices shown on the E\$ download screen, as desired, and hit RETURN; and
2. Tell your communications software to start receiving the file.³

Example #1:

Looking for the "Questions and Answers" document related to "Voluntary Environmental Self-Policing...Policy"

1. Select "S" from the System Menu and hit RETURN;
2. Select "D" from the next menu and hit RETURN;
3. Type "self-policing" (or voluntary, etc.) and hit RETURN;
4. Type "A" and hit RETURN until desired file ("AUDTPQA2.TXT") is found;
5. Hit the space bar to highlight the file and hit RETURN to flag this file for subsequent downloading;
6. Type "N" and hit RETURN to end flagging; or (optionally) go to additional directories and abstracts; flag additional files; and hit "N" to return to the "Search Menu";
7. Type "Q" and hit RETURN to quit search and go to the System Menu;
8. Type "D" and hit RETURN to tell the BBS that you are ready to download the flagged file(s);
9. Type "Y" and hit RETURN in response to the question; and
10. Hit RETURN (if no more files are desired or a batch-based transfer protocol, *e.g.*, Zmodem is being used) or type in additional filenames for downloading; then hit RETURN; see Section "B" above for download process.

Example #2:

1. Type "D" and hit RETURN to enter the download mode, and type in the exact, complete FILENAME ("DODP2.TXT") of the first desired file in response to E\$'s question: "(1) Enter the Filename to download, (Enter = None)?";
2. Hit RETURN when no other files are desired. See Section "B" above for completing the process.

Example #3:

1. Type "D" and hit RETURN;
2. Type "Y" and hit RETURN in response to the question: Download flagged files?"; and
3. Hit RETURN to start download; see Section "B" above for completing the download process.

V. Directions for Flagging and Downloading "COMPRESSED" Files (IBM or IBM-Compatible PCs Only)

A. Tell ES which File(s) to Download:

1. Start from the list of abstracts - MARKING AND DOWNLOADING FLAGGED FILES - follow Example #1;
2. Start at the System Menu - WITH NO FLAGGED FILES - follow Example #2; and
3. Start at the System Menu - WITH PREVIOUSLY FLAGGED FILES - follow Example #3.

Example #1:

Looking for "EPA's Supplemental Environmental Projects Policy"

1. Select "S" from the System Menu and hit RETURN ;
2. Select "D" from the next menu and hit RETURN;
3. Select "Supplemental" and hit RETURN;
4. Type "A" and hit RETURN repeatedly until desired file ("SEPOLICY.ZIP") is found;
5. Hit the space bar to highlight the file and hit RETURN to flag this file for subsequent downloading;
6. Type "N" and hit RETURN again to end flagging;

7. Or, optionally, go to additional directories and abstracts; flag additional files; after flagging file(s), hit "N" and RETURN to abort scrolling and return to the "Search Menu";
8. Type "Q" to quit search and go to the System Menu;
9. Type "D" and hit RETURN to tell the BBS that you are ready to download the flagged file(s); and
10. Type "Y" and hit RETURN to start the downloading process; see Section "B" below for completing the download process.

Example #2:

1. Type "D" and hit RETURN to enter the download mode, and type in the exact, complete FILENAME (*e.g.*, "SEPOLICY.ZIP") of the first desired file; in response to E\$' question: "(1) Enter the Filename to download (Enter = None)?";
2. Hit RETURN again to start download process (or, optionally, and if using a transfer protocol capable of batch downloading, *e.g.*, Zmodem), type in the exact, complete FILENAME), and hit RETURN for each additional file desired; and
3. Hit RETURN when no other files are desired; see Section "B" above for completing the download process.

Example #3:

1. Type "D" and hit RETURN;
2. Type "Y" and hit RETURN in response to the question: "Download flagged files?"; and
3. Hit RETURN to start the download process; see Section "B" for completing the download process.

B. Tell E\$ if Download Settings are OK, and Tell Your Communications Software to Start Receiving Files from the BBS:

1. Respond to the various choices shown on the E\$ download screen, as desired, and hit RETURN; and
2. Tell your communications software to start receiving the file.

VI. Directions For Uploading Files

These instructions provide directions primarily on how to upload files to EnviroSenSe via an IBM or IBM-compatible PC, as well as a Macintosh computer, and when using DOS-based communications software.

The EnviroSenSe Network will only be as good as you, the customer, help us make it. Therefore, we very much appreciate receipt of any environmentally-related files which you choose to share with your colleagues.

A. Preparing your files for E\$:

We would be happy to receive your files "electronically," in any format that is convenient for you to upload them (or mail a floppy)⁵ to E\$. However, to reduce your upload time, and to conserve our resources to post them onto E\$, it would be helpful if you would provide them as follows:

- E\$' standard file format for small text (word processing) files:
 - ASCII (DOS) ".TXT" - **under** 120,000 bytes (approximately 2-minute upload duration, at 9,600 baud rate); and
- E\$' standard file format for large text (word processing) files and other types of documents:
 - "COMPRESSED" or "ZIPPED" files: word processing documents, .TXT, non-word processing (*e.g.*, Lotus, dBase, etc.) files - **over** 120,000 bytes.
- For Macintosh files, any format may be uploaded.

If you would like to process your file(s) as noted above, we would really appreciate it. Instructions for compressing, uncompressing, and converting to ASCII (DOS) text files can be found in the file CONVCOMP.TXT in the BULLETINS section of E\$ and can be downloaded from the UTILITIES directory. After files are prepared and ready to be uploaded, along with the abstract, we recommend that you save them onto a hard drive (*e.g.* C:) where your communications software can access them faster than from a floppy drive.

B. Prepare an Abstract for each File Prior to Logging on and Uploading:

1. Abstract must be no longer than 50 words, including the file's title and point of contact; and

2. Use keywords (hot words) - those likely to come to the mind of a professional searching for the file.

C. Uploading files to the EnviroSenSe BBS - via a Modem and DOS-based Communications Software:

All uploads are scanned for virii. If free of virii, EnviroSenSe initially places each such file into its "UPLOADS" directory. Once there, it is immediately available to E\$ users. If the upload procedure is done improperly or a virus is found, the upload will be aborted and E\$ will notify you.

Experience shows that the following items facilitate your successful uploading of files:

- Have at your ready: the PATH and FILENAME of each file to be uploaded, a printed copy of the abstract for each, and your preference for which directory to put each file into. Note: You will need this information either to complete the upload or to send a message to the E\$ systems operator; and
- Complete setting up your communications software with respect to topics such as transfer protocol, path of files to be uploaded, etc. Refer to your communications software manual for how to set these parameters in addition to how to set up automatic dialing.

D. To Upload, follow these steps:

1. Log onto E\$ and type "U" and hit RETURN;
2. Enter the FILENAME only and hit RETURN;
3. Hit RETURN a second time if you have no more files to upload;
4. Hit "Page Up";
5. Specify the PATH and FILENAME; and
6. If the upload is accepted, you will receive an indicator of progress and a verification that your upload has "passed."

E. Send a Message About Your Upload to the System Operator:

1. Send a message about your upload to the E\$ System Operator, including the name of each file and which directory you prefer to have each placed into. NOTE: E\$ initially places the file in the "UPLOADS" directory until moved by the System Operator (Sysop).

Endnotes

1. The mention of any software products by name is not an official endorsement but used for illustrative purposes only.
2. "Zip" and "Unzip" are useable only on IBM or IBM-compatible PCs, not Macintoshes. One compresses (files over 120,000 bytes) or uncompresses files using PKWare's shareware which is downloadable as the executable file "PKZ204G.EXE." The PK commands for the files PKZIP.EXE and PKUNZIP.EXE work very similarly to DOS' copy command. You must be at the DOS prompt in order to use them. To view details on how to use either command, simply type the command PKZIP or PKUNZIP at the DOS prompt and hit RETURN. The files will automatically go into help mode and give you a brief explanation of how they work. If a user needs more direction, there is full documentation included in PKWare's PKZ204G.EXE file. Type PKZ204G.EXE at the DOS prompt to expand the file and read the instruction files. Refer also to the help file called HINTS.TXT.
3. You will need to check the communications software manual to see how to get your software's attention and tell it to start receiving a file. For many software packages, you simply hit the "Page Down" key and tell the software the name and where (Path) you want to save the file when it is received.
4. Many other communications software, if set for Zmodem transfer protocol, will automatically start receiving the file(s) (to the previously designated storage device). Once you have successfully told your software to start receiving the file, you should see an indicator of progress of the transfer on your screen. Depending on the size of the file and the modem speed at which you connected, downloading may take only a few seconds or several minutes (*e.g.*, using a 9600 baud modem, it will take about two minutes for a 120,000-byte file). Once the download is completed, the EnviroSenSe BBS will return you to its System Menu.
5. Mail your floppy disks along with your abstracts to EnviroSenSe, EPA c/o SAIC/SDC, 200 North Glebe Road, Arlington, Virginia 22203. Please include your diskette, name, telephone number, the file's format, and the directory where you want the file.

APPENDIX I

EnviroSenSe File Directories

The EnviroSenSe Bulletin Board System consists of 173 file directories, listed by topic. When needed, new directories will be added and then deleted as they become obsolete.

On the EnviroSenSe System Menu, to access the file directories find "(F)ile directories by topic." Scroll through the directory listing until you find the directory you are interested in. Enter "N" for "no" to stop scrolling. At the prompt enter the directory number; press "RETURN" to go to the specific directory. Scroll through the directory to view the abstracts, view entire "text" or short word processing files, and/or to flag a file(s) for downloading. After viewing or flagging, press "RETURN" to go back to the System Menu.

The following is a list of the major topic directory areas and a complete list of EnviroSenSe file directories as currently found on the BBS:

- Contacts/Training/News
- Federal Regulations
- Presidential Executive Orders
- Federal Laws
- P2 Technical Information & Databases
- EPA P2 & Other Initiatives
- EPA Compliance Program Initiatives
- EPA Enforcement Case Highlights & Accomplishments
- Federal Facilities Environmental Leadership Exchange (FFLEX)
- Federal Interagency Activities (Workgroups, Task Forces, and Partnerships)
- Federal Government P2 & Other Environmental Accomplishments, Pronouncements, and Activities
- EPA Recycling Technical Information, Databases & Other Initiatives
- EPA Control Technology Information, Databases & Other Initiatives
- EPA Disposal Technology Information, Databases & Other Initiatives
- Measurement, Monitoring & Analysis Information, Databases & Other Initiatives
- Environmental Management System Excellence & Recognition
- EPA Organizations, Activities and Pronouncements
- Regional, State/Local/Municipal and Other Organizations' Environmental Programs, Activities and Pronouncements
- Small Business Assistance
- Funding, Grants & Example Contracts
- Linkages & Pointers to Other Systems
- International Resources
- Miscellaneous Topics & Archived Information

EnviroSenSe

To access EnviroSenSe via the BBS, call (703) 908-2092

BBS Hotline: (703) 908-2007

System Manager - BBS: Louis Paley (202) 564-2613

To access EnviroSenSe via the World Wide Web (Internet), use

<http://es.inel.gov>

WWW Hotline: (208) 526-6956

System Manager - WWW: Myles Morse (202) 260-3161

EnviroSenSe File Directories

The following is a complete list of ALL information topic areas on the EnviroSenSe BBS. Each topic area may contain numerous files, documents, programs, or fact sheets. To view the information available under each area, enter the "Directory Number " to the left of the topic you wish to view. Much of the information on the EnviroSenSe WWW, Internet, is the same or similar as on the BBS. Note: For a complete listing of all information available on the EnviroSenSe BBS, download the file: ALLFILES.ZIP.

Directory Number Directory Contents

* = Directory Under Construction

= New File Directory

Contacts/Training/News:

- | | |
|---|------|
| 1....Contacts | (1a) |
| 2....Other Resources (Hotlines, Clearinghouses, BASS, Networks,BBS's) | (1b) |
| 3....Vendors & Suppliers | (1c) |
| 4....Multi-media Inspection Training | (1d) |
| 5....Federal Personnel Environmental Training | (1e) |
| 6....Public Training | (1f) |
| 7....National Enforcement Training Institute (NETI) | (1g) |
| 8....Newswires & Bulletins | (1h) |
| 9....Federal Facility News | (1i) |
| #10*..Federal Agency Meeting Agendas | (1j) |
| 11....Newsletters | (1k) |
| 12....Calendar | (1l) |
| #13*..<Other> | (1m) |

Federal Regulations:

- | | |
|--|------|
| 14...Regulatory Newsflashes & Future Regulations | (4a) |
| 15...Daily Federal Registers (with abstracts/highlights) | (4b) |
| 16...Promulgated Regulations (by Statute) | (4c) |
| 17...Regulatory Development, Policy & Guidance | (4d) |
| 18*..Regulatory Work/Advisory Group Activities | (4e) |
| 19....Permitting Policy & Guidance | (4f) |

20...Compliance Policy & Guidance	(4g)
21...Enforcement Policy & Guidance	(4h)
#22*...<Other>	(4i)
Presidential Executive Orders:	
23...Executive Orders	(7a)
24...EPA Policy & Guidance for Federal Agencies	(7b)
#25*...<Other>	(7c)
Federal Laws:	
26...Laws	(10a)
27...Policy & Guidance	(10b)
#28*...<Other>	(10c)
P2 Technical Information & Databases:	
29...Solvent Umbrella & Alternatives	(2a)
30...P2 Case Studies	(2b)
31...P2 Fact Sheets	(2c)
32...P2 General References	(2d)
33...Economic (Capital Finance) Information	(2e)
34...P2 Industry or Process Specific Information	(2f)
35...P2 Research, Development & Demonstration	(2g)
36...P2 Supplementary Environmental Projects (SEP) Database	(2h)
37...Waste Exchange	(2i)
#38*...<Other>	(2j)
EPA P2 & Other Initiatives:	
39...Common Sense Initiative	(5a)
40...33/50 Program	(5b)
41...Design for Environment (DfE)	(5c)
42...Source Reduction Review Project (SRRP)	(5d)
43...Green Lights	(5e)
44...Energy Star	(5f)
45...Golden Carrot	(5g)
46...Waste WiSe	(5h)
47...Waste Exchange	(5i)
48...Environmental Technology Initiative (ETI)	(5j)
49*...Toxic Release Inventory (TRI)	(5k)
50...Sustainable Development	(5l)
51...Natural Gas Star	(5m)
52...Affirmative Acquisition & Procurement	(5n)
53...Environmental Justice (EJ)	(5o)
54...<Other>	(5p)
EPA Compliance Program Initiatives:	
55...Environmental Leadership Pilot Program (ELP)	(3a)
56*...Compliance Assistance	(3b)
57...Sector Compliance Information and Notebooks	(3c)
58...OECA Pollution Prevention Council	(3d)
59*...Environmental Leadership Council	(3e)
#60*...<Other>	(3f)
EPA Enforcement Case Highlights & Accomplishments:	
61...Administrative Cases	(6a)
62...Civil Cases	(6b)
63*...Criminal Cases	(6c)

64...Supplementary Environmental Projects (SEP) Policy & Highlights	(6d)
65*..Multi-media Enforcement & Integration	(6e)
#66*..<Other>	(6f)

Federal Facilities Environmental Leadership Exchange (FFLEX)	
67...Contacts	(1a)
68...Federal Personnel Environmental Training	(1e)
69*..Federal Agency Meeting Agendas	(1j)
70...Federal Facility News	(1i)
71...Executive Orders	(7a)
72...EPA Policy and Guidance for Federal Agencies	(7b)
73...EPA Resource Materials, Manuals, etc. for Federal Agencies	(9a)
#74*..Federal Facilities Enforcement Office (FFEO) Fact Sheets	(9b)
75...EPA Compliance Assistance for Federal Agencies	(9c)
76*..Federal Facility Multi-media Initiatives	(9d)
77*..Federal Facility Compliance Oversight and Enforcement	(9e)
#78*..Federal Facility "Challenge" Program	(9f)
79...Federal Facilities Enforcement Office (FFEO) Pronouncements	(9g)
#80*..<Other>	(9h)
Federal Interagency Activities (Workgroups, Task Forces, and Partnerships):	
81*..EnviroSenSe Interagency Workgroup	(13a)
82*..Interagency P2 (EO 12856) Task Force	(13b)
83...EPA/Federal Agency Environmental Roundtable	(13c)
84*..Civilian Federal Agency Task Force	(13d)
85*..Federal Remediation Roundtable	(13e)
86*..Federal Facilities Leadership Council	(13f)
#87*..<Other>	(13g)
Federal Government P2 & Other Environmental Accomplishments, Pronouncements, and Activities:	
88...Department of Agriculture (USDA)	(8a)
89...U.S. Agency for International Development (AID)	(8b)
90*..Department of Commerce (DOC)	(8c)
91...Department of Defense (DOD)	(8d)
92...Department of Energy (DOE)	(8e)
93...General Services Administration (GSA)	(8f)
94...Department of Interior (DOI)	(8g)
95*..Department of Justice (DOJ)	(8h)
96...National Aeronautics and Space Administration (NASA)	(8i)
97...Postal Service (USPS)	(8j)
98...Department of Treasury	(8k)
99...Department of Transportation (DOT)	(8l)
100..White House	(8m)
101*..<Other>	(8n)

EPA Recycling Technical Information, Databases & Other Initiatives:	
102..Recycling Information	(12a)

EPA Control Technology Information, Databases & Other Initiatives:	
103..Control Technology Information	(15a)

EPA Disposal Technology Information, Databases & Other Initiatives:

104*.Disposal Technology Information	(18a)
Measurement, Monitoring & Analysis Information, Databases & Other Initiatives:	
105..Measurement Information	(21a)
Environmental Management System Excellence & Recognition:	
106..Management Practices, Programs, Standards & Guidelines	(16a)
107..Benchmarking & Management Auditing	(16b)
108*.Quality Information	(16c)
109*.Organization, Facility & Personnel Recognition & Awards	(16d)
#110*.<Other>	(16e)
EPA Organizations, Activities and Pronouncements:	
111.Office of the Administrator (OA)	(11a)
112*.Office of Administration and Resources Management (OARM)	(11b)
113.Office of Air and Radiation (OAR)	(11c)
114..Office of Enforcement and Compliance Assurance (OECA)	(11d)
115*.Office of General Council (OGC)	(11e)
116*.Office of International Activities (OIA)	(11f)
117*.Office of Policy, Planning and Evaluation (OPPE)	(11g)
118..Office of Prevention, Pesticides & Toxic Substances (OPPTS)	(11h)
119..Office of Research and Development (ORD)	(11i)
120..Office of Solid Waste and Emergency Response (OSWER)	(11j)
121..Office of Water (OW)	(11k)
#122*.<Other>	(11l)
Regional, State/Local/Municipal and Other Organizations' Environmental Programs, Activities and Pronouncements:	
123..EPA Regions	(14a)
124..State Agencies	(14b)
125*.Local & Municipal Agencies	(14c)
126*.Academic Organizations	(14d)
127*.Non-profit Organizations	(14e)
128..Industry & Trade Associations	(14f)
#129*.<Other>	(14g)
Small Business Assistance:	
130..American Institute of Architects (AIA/NIA)	(19a)
131*.Building and Construction Institute	(19b)
132..Compliance Assistance Centers	(19c)
133*.DOE Guidance for Small Business	(19d)
134..National Association of Management and Technical Assistance Centers (NAMTAC)	(19e)
135*.NASB	(19f)
136..National Institute of Standards and Technology/Manufacturing/Technology Centers (NIST/MTC)	(19g)
137*.Small Business Administration (SBA)	(19h)
138..Small Business Innovative Research Program (SBIR)	(19i)
139..EPA Small Business Ombudsman (SBO)	(19j)
#140*.<Other>	(19k)
Funding, Grants & Example Contracts:	
141..Agriculture in Concert with the Environment (ACE)	(17a)
142..Environmental Justice (EJ)	(17b)
143..Environmental Technology Initiative (ETI)	(17c)
144..Example Contracts, MOUs, IAGs, Grants, SOWs	(17d)
145..Media Grants	(17e)
146..National Industrial Competitiveness Through Efficiency: Energy, Environment, and Economics (NICE3)	(17f)
147..Pollution Prevention Incentives for States (PPIS)	(17g)

148..Strategic Env. Research and Development Program (SERDP)	(17h)
#149*.<Other>	(17i)
Linkages & Pointers to Other Systems:	
150*.Alternative Treatment Technology Information Center (ATTIC)	(23a)
151*.Cleanup Information System (Clu-In)	(23b)
152*.Defense Environmental Network and Information Exchange (DENIX)	(23c)
153*.Envirotex	(23d)
154*.DOE Pollution Prevention Information Center (EPIC)	(23e)
155..EREN	(23f)
156*.Great Lakes Information Network (GLIN)	(23g)
157*.TECNET	(23h)
158*.Treatment Technology Network (TTN)	(23i)
159*.<Other>	(23j)
International Resources:	
160*.Country Specific Information	(20a)
161*.European Commission	(20b)
162*.International Cleaner Production Info. Clearinghouse (ICPIC)	(20c)
163*.Mexico & Border	(20d)
164*.Montreal Protocol	(20e)
165*.Nordic Council	(20f)
166*.OzonAction Information Clearinghouse (OAIC)	(20g)
167*.Organization for Economic and Community Development (OECD)	(20h)
168*.United Nations Environment Programme (UNEP)	(20i)
169..U.S. Technology for International Solutions (US TIES)	(20j)
#170*.<Other>	(20k)
Miscellaneous Topics & Archived Information:	
171..Archives	(24a)
172..Utilities	(24b)
173..User Uploaded Files	(24c)

APPENDIX II

The Most Frequently Requested Files on the BBS, Old and New

Since EnviroSenSe's BBS inception in April, 1995, the following five files were and continue to be some of the most frequently requested:

ACCEXP-A.TXT - Access Express, a brief pocket-guide version of Access EPA, which gives a directory of publications, clearinghouses, dockets, records, libraries, and other public information.

ENVIRBBS.TXT - A listing of more than 75 environmental and related BBS systems throughout the world.

GOVBBS.TXT - A listing of government BBS's.

HSSDS-D.TXT - Hazardous Solvent Substitution Data System, an on-line information system giving alternatives to hazardous solvents, related subjects.

HOTLIN-D.TXT - Hotline/Subjects and Services: asbestos, small business clearinghouses, hazardous materials, emergency planning, customer service, TSCA, CAA, EPA Control Technology Center.

Other old and new files receiving large numbers of requests include the following:

EFP_NSNS.ZIP - An "Environmentally Preferred Products Catalogue" available through the Federal supply system.

FEDCDROM.ZIP - A list of CD Roms available from the Federal government.

ISI-A.TXT - EPA Information Systems Inventory: contains summary information on many of EPA's information systems, models, and databases.

FR70395.ZIP - Federal Register, July 3, 1995, V60, No. 127; the Federal Register, available on a daily basis, continues to be one of the most frequently accessed documents on EnviroSenSe.

NCEET.TXT - Environmental education materials on the Internet for teachers.

DOEHOTLS.TXT - A listing of DOE technical hotlines.

FEDFACS1.ZIP - **FedFacs**, an environmental bulletin for federal facilities, published by EPA's OECA/Federal Facilities Enforcement Office.

P2DIREC.TXT - Pollution Prevention Directory listing P2 information clearinghouses, associations, points of contact.

AUDTPQA2.TXT - Questions and answers on voluntary environmental self-policing and self-disclosure interim policy statement.

AUDITFF3.ZIP - **Generic Protocol - Environmental Audits at Federal Facilities**, one of seven files comprising the generic protocol, to be updated in the near future.

Upcoming Files

New files to watch for are **P2CHARTR.WP** and **The Sector Notebooks (19)**.

EPA's Federal Facilities Enforcement Office, in conjunction with the Interagency Pollution Prevention Task Force (IPPTF), developed the Charter for the Interagency Executive Order 12856 Task Force (**P2CHARTR.WP**). The charter can be found in Directory 82. The IPPTF was established to guide agencies in their implementation of Executive Order 12856 when complying with Right-to-Know laws and pollution prevention requirements.

The Sector Notebooks, developed by EPA's Office of Compliance, cover 18 major industrial categories. They are available in either WP5.1, WP6.1, or Macintosh Word 5.1a/WP2.0 format and may be found in Directory 57.

The newest and 19th Sector Notebook, developed by the Federal Facilities Enforcement Office, provides a snapshot of environmental programs, challenges, and accomplishments of the Federal Facilities sector. Available now in WP5.1, it will also be available in Macintosh Word 5.1a and PDF formats.

The Sector Notebook topics and filenames for WP5.1 files are as follows:

Drycleaning	DRYCLNSN.ZIP
Electronics and Computer	ELECMPSN.ZIP
Wood Furniture and Fixtures	WDFURNSN.ZIP

Inorganic Chemical	INRGCHSN.ZIP
Iron and Steel	IRONSTSN.ZIP
Lumber and Wood Products	LMBRWDSN.ZIP
Fabricated Metal Products	FABMETSN.ZIP
Metal Lining	METMINSN.ZIP
Motor Vehicle Assembly	MOTVEHSN.ZIP
Nonferrous Metals	NFMETLSN.ZIP
Non-Fuel, Non-Metal Lining	NOMTMISN.ZIP
Organic Chemical	ORGCHMSN.ZIP
Petroleum Refining	PETREFSN.ZIP
Printing	PRINTGSN.ZIP
Pulp and Paper	PULPPASN.ZIP
Rubber and Plastic	RUBPLASN.ZIP
Stone, Clay, Glass, and Concrete	STCLGLSN.ZIP
Transportation Equipment Cleaning	TRNSEQSN.ZIP
Federal Facilities Sector Notebook	FEDFACNB.ZIP

Watch for newsflashes concerning some files of special interest when they are added to or updated on EnviroSenSe.

APPENDIX III

Frequently Asked Questions About EnviroSenSe

Q: What is EnviroSenSe?

A: EnviroSenSe is a free, environmental electronic communications system, inter-agency supported, and developed and maintained by the U.S. Environmental Protection Agency (EPA) to provide public access to the latest technical and programmatic information on pollution prevention and environmental enforcement and compliance. To allow access to the widest possible user community, EnviroSenSe consists of two separate versions - one is available through the Internet's World Wide Web (WWW) and a second system is available to users who do not have Internet access and can be reached through regular dial-up connections over telephone lines to a Bulletin Board System (BBS). EnviroSenSe (both WWW and BBS versions) is one component of an international computerized pollution prevention network that also includes:

EPIC -- The Department of Energy Pollution Prevention Information Center - provides information on DOE's pollution prevention activities.

DENIX -- The Department of Defense Environmental Network and Information Exchange - provides information on DOD's pollution prevention activities, including access to the Tri-Services Pollution Prevention Technical Library.

ICPIC/OAIC -- The United Nations Environment Program's International Cleaner Production Information Clearinghouse and OzonAction Clearinghouse - provides information on international pollution prevention programs and the latest developments in ozone depleting substance substitute research and other activities under the Montreal Protocol.

Q: Who is the target audience?

A: EnviroSenSe is intended to help environmental professionals answer technical and programmatic questions to a wide variety of environmental problems. In particular, the EnviroSenSe target audience includes:

Industry - EnviroSenSe provides technical information designed for use by environmental engineers, process engineers, and engineering consultants to identify process changes, material substitutes, and vendors/suppliers of pollution prevention technologies. EnviroSenSe also provides industry with

access to the latest developments in pollution prevention research as well as industry-specific technical and regulatory guidance documents.

Government - EnviroSenSe assists pollution prevention coordinators, procurement specialists, and environmental compliance coordinators in gaining access to pollution prevention planning documents, grant programs, model contract language, contact information, and the policies and program activities of Federal, state, and local pollution prevention programs.

Public/private research organizations and the general public - EnviroSenSe includes a database of current pollution prevention research and development programs as well as contact information, and links to other relevant organizations with pollution prevention projects. EnviroSenSe can help researchers locate funding opportunities and identify areas for cooperative research as well as provide information for the general public.

Non-profit organizations - EnviroSenSe is the focal point for information on the latest developments and progress in pollution prevention and environmental compliance in the U.S. government. EnviroSenSe provides access to program literature and can help organizations identify grant programs, program contacts, and funding opportunities.

Q: What is the relationship between EnviroSenSe and EPIC or DENIX?

A: EnviroSenSe is one component of a pollution prevention network that also includes EPIC and DENIX. EnviroSenSe is the focal point for pollution prevention and compliance information from Federal agencies (excluding DOE and DOD), state and local government programs, and the private sector. EPIC provides complete information on and from DOE's pollution prevention programs and provides access to technical databases developed and used by DOE. DENIX provides information on DOD's pollution prevention activities and provides a direct link to the TRI-Services Pollution Prevention Technical Library. Since both EPIC and DENIX restrict access to certain information for security purposes, EnviroSenSe provides a gateway to non-restricted pollution prevention information from EPIC and DENIX for public access and use.

Q: What do I need to access EnviroSenSe and what are its hours of operation?

A: To access the EnviroSenSe BBS version through a direct dial call over the regular telephone lines, you must have a PC and a modem connected to a telephone line, and you will need standard modem communications software installed on your PC (e.g., CrossTalk, Procomm, Qmodem, etc.). EnviroSenSe is available 24 hours a day, 7 days per week. To access

EnviroSenSe on the Internet World Wide Web (WWW), you need to have a PC connected to the Internet through a Local Area Network (LAN) connection or through a modem dial-up SLIP/PPP connection to an Internet service provider (*e.g.*, PSI, UUNet, America On-Line, etc.). For WWW access you also need to have Web Browser software installed on your PC (*e.g.*, Mosaic, Netscape).

Q: What are the major differences between the BBS & WWW versions?

A: The BBS version provides a means for users who do not have access to the Internet to access most of the information on EnviroSenSe and allows users to search and locate files, view them on-line, or download them to their PC's. The WWW version of EnviroSenSe provides a user friendly "point and click" system to find and view files and allows users to view graphics, pictures, and even audio and video. Users of the WWW version must have access to the Internet. Information is generally identical on both systems. However, the two systems have the following capabilities and information differences:

Information/capabilities on the BBS that are not available on WWW:

- An interactive message center allowing users to ask questions.

Information/capabilities on WWW that are not available on the BBS:

- DOD's Tri-Service Pollution Prevention Technical Library;
- Integrated solvent "umbrella" database system;
- Links to numerous resources that are only available on the WWW;
- On-line graphics capabilities (*e.g.*, MSDS sheets, flow diagrams, etc.).

Q: What types of information are available on EnviroSenSe?

A: EnviroSenSe contains technical and programmatic information relevant to pollution and environmental enforcement and compliance. Most information on EnviroSenSe takes the form of fact sheets, technical papers, documents, and other literature. EnviroSenSe also contains several technical databases that allow users to search and view information on pollution prevention case studies, supplemental environmental projects (SEPs), bibliographic citations, vendor information, and information on solvent substitutes. The following categories of information are available on EnviroSenSe:

- Federal agency pollution prevention policy statements, guidance documents, and program summaries;
- Legislation, regulations, and executive orders pertinent to pollution prevention;
- Enforcement and compliance assistance;
- Technical manuals, industry-specific guides to pollution prevention, engineering briefs;
- Research program and project summaries;
- Technical contacts in Federal, state, and local pollution prevention programs;
- Case studies, technical literature abstracts.

Q: What format is the information (*i.e.*, what word processing software do I need to view the information)?

A: The format of the information on EnviroSenSe depends on the system accessed (BBS or WWW) and the type of information being requested. The BBS provides most of its information in ASCII text format. However, some larger documents, or documents that contain large amounts of graphics, are also available in their original word processed format (*e.g.*, WordPerfect, Microsoft Word, etc.) or as Portable Data Format (PDF) files. To decrease the time it takes to send information over the telephone lines, all documents larger than 120,000 bytes are only available on the BBS in compressed format using PKZip compression software. File de-compression software and PDF reader software, as well as detailed installation and operation instructions, are available for download from EnviroSenSe.

Q: What are the costs to use the systems?

A: EnviroSenSe is a free information service provided by the EPA. Users will only need to pay for long-distance connection charges over the telephone lines to the BBS or connection fees established by their respective Internet service provider. Check with your long-distance telephone company or Internet service provider for applicable fees.

Q: Is there a toll-free number to access EnviroSenSe?

- A: A toll-free number is available for accessing the BBS system only, and is only available for use by Federal, state, and local government users. For information on how to register to use the EnviroSenSe toll-free number, contact the EnviroSenSe BBS Technical Support Hotline (703) 908-2007.
- Q: Who maintains EnviroSenSe and how often is it updated?
- A: EnviroSenSe is maintained by EPA with contractor support from Science Applications International Corporation, Lockheed Corporation at the Idaho National Engineering Laboratory, Research Triangle Institute, Scientific Consulting Group, and Battelle/Pacific Northwest Laboratory. Information for EnviroSenSe is provided through the combined data collection efforts of the EnviroSenSe project team as well as from contributions from various information provider organizations such as the National Pollution Prevention Roundtable, other state and regional programs, and other agencies actively engaged in pollution prevention. Information on EnviroSenSe is continually updated and expanded on a daily basis. EnviroSenSe also provides users with the ability to upload their pollution prevention information directly onto the system for public access. Information provided in this manner is reviewed by the project team for its relevance prior to incorporation into the main system archives.
- Q: What kinds of quality checks are used to verify accuracy/content?
- A: The EnviroSenSe project team performs checks on all information uploaded to the system to verify its relevance to pollution and environmental compliance. All information uploaded to the system is accompanied by a technical point of contact for users to verify technical content. EnviroSenSe relies on the accuracy of the originating program office for the technical accuracy of their literature. As such, users of the information from EnviroSenSe should perform their own quality checks prior to implementing any technical recommendations found on the system.
- Q: Should I worry about computer viruses when accessing the BBS or WWW versions?
- A: With the advent of the Internet and increases in user connectivity, concern has risen regarding computer viruses and their potential for infecting computers. Because of the increased potential for viruses, the unfortunate truth is that care should be taken when using information from any public on-line resource. However, EnviroSenSe conducts stringent virus protection measures on all files uploaded on its systems. Any file(s) found to contain any suspicious code is automatically deleted from the system at the moment it is uploaded, and nightly virus checks are performed on the

entire database of files to ensure system integrity. In its history of operation, no virus has been found resulting from the use of the EnviroSenSe system.

Q: How do I submit information and/or corrections to EnviroSenSe and how soon is it posted?

A: Information may be submitted to EnviroSenSe via any of several methods. Information in electronic format may be provided to the BBS version via the Message Center or the file upload function. Users may also convey information through the technical support hotline and fax lines listed below, and users may provide information in hard copy via the mail to:

EnviroSenSe
EPA c/o SAIC/SDC
200 North Glebe Road
Arlington, Virginia 22203

Q: Does EnviroSenSe have a technical assistance hotline and what are the hours of operation?

A: There are two hotlines for EnviroSenSe. One hotline serves customers of the WWW version and another serves customers of the BBS system. Both hotlines are intended to assist users in accessing and using the EnviroSenSe systems and can also provide technical points of contact and other hotlines that users can use to find answers to their technical questions on pollution prevention. The hotlines include:

BBS Technical Support Hotline

Telephone: (703) 908-2007
Fax: (703) 908-2412
Hours: 9:00-5:00 EST

WWW Technical Support Hotline

Telephone: (208) 526-6956
Fax: (208) 526-2600
Hours: 9:00-5:00 CST

APPENDIX IV

EnviroSenSe Shareware

One of the most frequently used files on EnviroSenSe can be found in the UTILITIES Directory. It is the file **PKZ204G.EXE**, which contains, in addition to other files, the files **PKZIP** and **PKUNZIP**. Before expanding and using any of these files, it is recommended that you set up a separate directory for storage. To expand **PKZ204G.EXE** at the C:/ drive (DOS prompt), type "**PKZ204G.EXE**." This will give you all of the files contained within that file and you can then transfer them to your storage directory. To use any of the executable files, however, you need to be in your DOS drive. Refer to the help instruction file **CONVCOMP.719** ("Converting, Compressing, and Uncompressing") for detailed instructions on using the **PKZip** and **PKUnzip** files.

The foregoing files from **PKWare** are Shareware. It is recommended that you register in order to receive the latest version of the software, a printed manual, and one free upgrade. Read the file **SHAREWARE.DOC** found in **PKZ204G.EXE** for details on registering. Also see the file **LICENSE.DOC** for explanations regarding a distribution license and a site license. Refer to the last file on the EnviroSenSe diskette for **PK2204G.EXE** or download it from **ES' UTILITIES** Directory.

APPENDIX V

EnviroSenSe via the World Wide Web on the Internet

EnviroSenSe (ES) is available as an electronic bulletin board and accessible via the World Wide Web (WWW) (<http://es.inel.gov>). In anticipation of the day when all users will have ease in connecting to the Web, we have intentionally made the Bulletin Board System (BBS) and the World Wide Web site similar. When using the World Wide Web, you may, for example, "point and click" to a major topic area such as compliance and enforcement. This will immediately lead you to sub-topic areas which are the same as the major directories/sub-directories for the ES BBS. The World Wide Web version of ES allows you to use a "point and click" system to find and view files, graphics, pictures, audio and video that have been uploaded onto ES.

On the BBS version, viewers can search and locate files, view them on-line, upload and download files or use ES' Message Center, a feature not available on the World Wide Web. Refer to Appendix III, Frequently Asked Questions About EnviroSenSe, for current differences between the World Wide Web and the BBS.

CONTACTS:

To Connect and Register on the EnviroSenSe BBS and WWW:

BBS: (703) 908-2092

WWW: <http://es.inel.gov> (no registration required)

Hotlines:

BBS: (703) 908-2007

WWW: (208) 526-6956

System Managers:

BBS: Louis Paley (202) 564-2613

WWW: Myles Morse (202) 260-3161

EPA/OECA/FFEO EnviroSenSe Outreach:

Joyce Johnson (202) 564-2592

Note: For those of you who want additional information on environmental issues, this can be found on ES' Home Page on the WWW by clicking in the first sentence on the words "Environmental Protection Agency."

