



BNA Environment & Safety Library

Quick Reference Card

<http://esweb.bna.com>

Latest Developments

Quick, convenient access to important news from your BNA subscriptions, customized to match the content of each tab of the *Library* (Federal & State, Cases, International). If you are not a subscriber, you will see editor-selected headlines from BNA's acclaimed EHS publications.

BNA Analysis

These proprietary BNA guides provide business English explanations of EHS topics, with comparisons of federal and state legal and regulatory requirements.

Content Tabs

Tabbed content groups allow you to access the different information collections in the *Library*. To create a personalized version of the *Library*, use the My Favorites tab.

Menu Line

Links for the Welcome Home Page, Site Map, Favorites, Preferences and Help.

Search Banner

Access to all search templates, Search History, Saved Searches and Saved Charts/Reports.

Search My BNA

Conduct a search across all of your current BNA subscriptions. This feature only appears if you subscribe to more than one BNA service.

Federal

Full text of over 65 EHS statutes, a focused collection of federal regulations relevant to EHS needs, and thousands of agency guidance and administrative documents.

States

Environment and safety laws, regulations, and register summaries. To search all states simultaneously, use the Quick Search template.

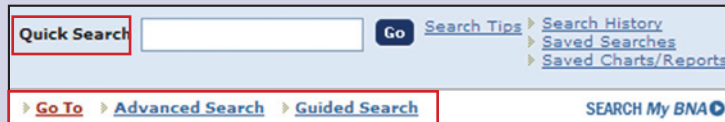
The screenshot shows the BNA Environment & Safety Library website. At the top, there is a navigation menu with links: MY HOME PAGE | WELCOME | ABOUT | CONTACT US | SITE MAP | FAVORITES | PREFERENCES | HELP | SIGN OUT. Below the menu is a search bar with a 'Quick Search' field and a 'Go' button. To the right of the search bar are links for 'Search Tips', 'Search History', 'Saved Searches', and 'Saved Charts/Reports'. Below the search bar is a 'Go To' section with links for 'Advanced Search', 'Guided Search', and 'SEARCH My BNA'. The main content area is divided into several tabs: 'Federal & State', 'Cases', 'Compliance Tools', 'International', 'Indexes & Finding Aids', 'Decision Support Network', and 'My Favorites'. The 'Federal & State' tab is selected, showing a 'Latest Developments' section with headlines like 'Login to Daily Environment Report to see all highlights' and 'Permits in Massachusetts Would Curb Runoff From Impervious Surfaces'. Below this is a 'From the Editors' section with headlines like 'H.R. 2454: American Clean Energy and Security Act of 2009' and 'California Publishes Nation's First Proposal to Regulate Workplace Exposure to Diacetyl'. There is also a 'Recent Changes' section and a 'Recently Visited Documents' section. To the right of the 'Latest Developments' section is a 'BNA Analysis' section with links to various guides like 'Quarterly Outlooks', 'Air Pollution Control Guide', and 'Environmental Due Diligence Guide'. Below this is a 'Green Incentives (NEW!)' section with a 'Green Incentives Navigator' and a 'Green Incentives Chart Builder'. To the right of the 'BNA Analysis' section is a 'Federal' section with links to 'Federal Regulations (CFR)', 'Federal Statutes (USC)', and 'Guidance/Agency Documents'. Below this is a 'Go to CFR' section with a search field and a 'Go' button. To the right of the 'Go to CFR' section is a 'States' section with a '1. Select a state' dropdown menu (set to 'Alabama') and a '2. Choose a collection' section with radio buttons for 'Environment Laws & Regulations', 'Safety Laws', and 'Register Summaries'. Below this is a 'Military' section with a link to 'Guidance Documents' and an 'Other Resources' section with a link to 'safety.bna.com'.

For COMPLIMENTARY Training and Product Support:

Call **1-800-372-1033**, option 5, 8:30 AM - 7:00 PM ET, M-F, (excluding most federal holidays)

Search Options

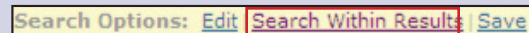
The varied search options are easily accessible from the banner located at the top of each web page.



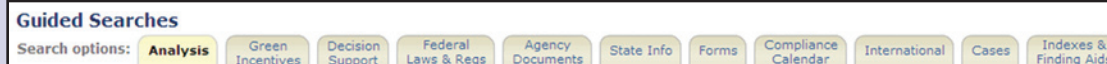
Quick Search - Search all collections included in your subscription. While working in a collection, the banner adds the option to search in **All** or **This Collection**, when launching a new search.


Go To - Go directly to a Source Document by citation, or case by citation.

Advanced Search - Search in broad or specific collection(s) using fields, search operators, and/or date restrictions. Access **Search Within Results** on the **Search Options** toolbar when Advanced Search is used.

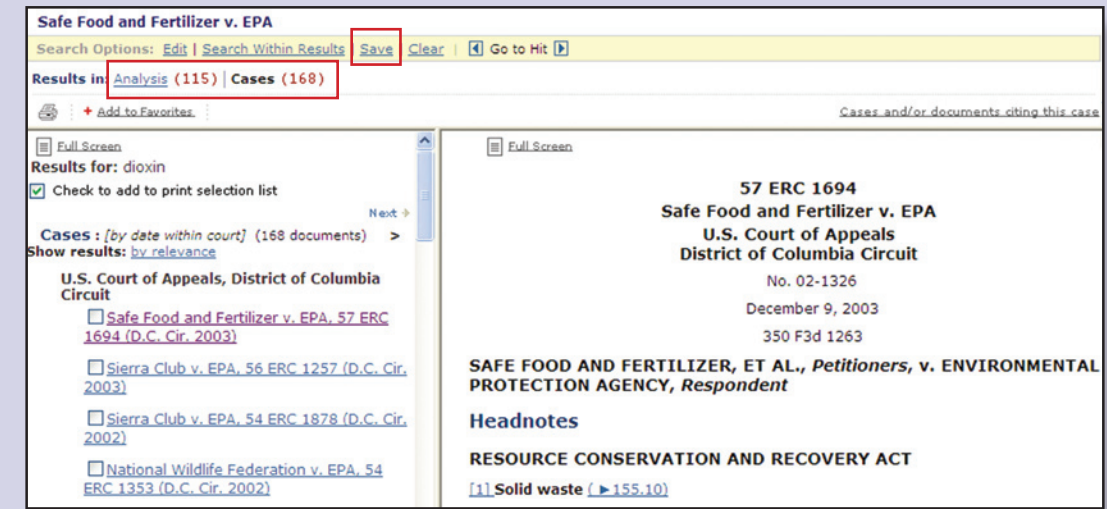


Guided Search - Subject-based tabbed templates for easy access to a specific collection.



Click the  located on each template for specific information on functionality or formatting.

Search Results display the number of hits in each collection, indicated by the red numbers next to the collection name. Click on the collection name to see the individual results. Use the **split screen** view to simultaneously view the search results list and the full text. Click **Save** to add the search to your **Saved Searches** List.



Print a single, or multiple, documents from the search results list, or from any open document.

- To print from an open document, click on the printer icon at the top of the document or next to the section you want to print. Click the **Print/Display Selected Document(s)** button to launch the print display. If you want to put the document in a Word Document before printing, select Rich Text Format (RTF) in the **Select a text format** option at the top of the **Print/Display Selected Document(s)** dialog box.
- To print multiple documents from search results, expand the collections until you get to document names. Place a check mark next to the name of each document you want to print and then click on the printer-friendly icon. Click the **Print/Display Selected Document(s)** button to launch the print display.

Special Features

Red Reference Lines. Complete citations are available down to the lowest level in federal and state laws and regulations and BNA Analysis chapters. To display these Red Reference Lines, click **Preferences** on the menu line and select "Show Citations" to have them displayed, or use the "show-hide" toggle on pages that have this functionality.

Find Related Documents displays documents related to the document or section of a document being viewed. Related documents can include BNA Analysis, federal agency documents, and *Federal Register* and state register documents.

Cases/Documents Citing This Case displays other cases or documents citing the case currently being viewed.

Complimentary Research & Product Support

Call BNA Training & Product Support at
1-800-372-1033, option 5 - 8:30 AM - 7:00 PM ET
or submit an on-line support form at:
www.bna.com/contact.