

SAFETY.BNA.COM Quick Reference Card

1 TOPIC CENTRAL

This helpful search tool enables users to find all documents on a particular topic.

- In the **'Topic Central'** box, click the first letter of a topic you want to research.
- Scroll to your topic, then click it (Note that **Gold Topics** have a star to their left).

2 EHS FORMS

- Click **'EHS Forms'** under **'Take Action.'**
- Click the **'+**' icon next to the state name.
- Review the list and click on the specific form needed.

3 FIND A COURT CASE

- Under **'Research,'** click **'Safety Cases.'**
- Click in the **'Search'** text box in the upper right corner.
- Type the information that you know and click **'Go.'**
- Click a folder to expand and view the cases.
- Click on a link to view the text.

4 FIND A CFR PART

- Click the **'Go to CFR'** text box and type the CFR citation you want to find (Click **'Examples'** if needed).
- Click **'Go.'** The CFR will display.

The screenshot shows the Bloomberg BNA website interface. At the top, there is a search bar and navigation links. The main content area is divided into several sections:

- 1 TOPIC CENTRAL:** A large section with a search bar and a list of topics. A star icon next to a topic indicates it is a Gold Topic.
- 2 EHS FORMS:** A section under 'TAKE ACTION' with a dropdown menu for selecting a state and a list of forms.
- 3 FIND A COURT CASE:** A section under 'RESEARCH' with a search bar and a list of cases.
- 4 GO TO CFR:** A section with a search bar and a 'Go' button.

Other visible sections include 'COMPANY INFORMATION', 'GET STARTED', and 'OTHER BNA LIBRARIES'. The footer contains contact information and copyright notices.

WAYS TO BUILD YOUR SEARCH

- and falls **and** ladders
- or falls **or** ladders
- not waste **not** hazardous
- wildcard chlorin*
- phrase "hazardous materials disposal"
- proximity "hazardous materials disposal" **@10**

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1 GOLD TOPIC LINKS

- Click the 'Gold Topics' tab.
- In the 'Gold Topics' box, click the first letter of a topic you want to research.
- Scroll to your topic, then click it.
- In the column on the left, click any of the links under 'Document Type' (the default) to sort by *Safety Guide*, *Regulation*, *Federal Register*, or any of the other document types shown.
- Click 'Topic' to sort all 'Gold Topic' documents by topic alone.

2 QUICK LOOK

- Click the 'Gold Topics' tab.
- In the 'Gold Topics' box, click the first letter of a topic you want to research.
- Scroll to your topic, then click it.
- In the right-side column, click the text under 'Quick Look.'

3 BEST OF THE WEB

- Click the 'Gold Topics' tab.
- In the 'Gold Topics' box, click the first letter of a topic you want to research.
- Scroll to your topic, then click on it.
- In the right-side column, click the text under 'Best of the Web.'

4 FIND NEWS

- Click the 'Gold Topics' tab.
- In the 'Gold Topics' box, click the first letter of a topic you want to research.
- Scroll to your topic, then click on it.
- In the right-side column, click the text under 'News.'

For more information, contact your Bloomberg BNA Representative at 800.372.1033 or visit bna.com