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**USING THE AR/IR FILE ON CD-ROM
(DB/SearchWorks™ and
CD Image Retrieval Softwares)**

June 2005

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USING THE AR/IR FILE ON CD-ROM

1. WELCOME

Welcome to the Cannon Air Force Base (AFB) Administrative Record (AR) File on CD-ROM (Compact Disk Read Only Memory). This set of CD-ROMs contains images of all installation restoration program documents in the AR file and the applications needed to search and view the images. With this information, you can perform detailed searches of the AR textbase to identify specific documents, and then view the selected documents page-by-page or print selected document pages. For further information on the AR file, contact the Cannon Environmental Restoration office at (505) 784-1092. These instructions have been developed to walk you through the step-by-step approach of retrieving and viewing the selected documents. A copy of these instructions should be used with the set of CDs.

2. THE ADMINISTRATIVE RECORD

An initiative to establish AR files at each of the installations was performed by the U.S. Air Force Headquarters Air Combat Command (HQ ACC) during 1992-1994. The initiative was coordinated through the Headquarters Environmental Protection Agency (HQ EPA), EPA regional offices, and state regulatory offices, Secretary of the Air Force offices, Air Staff, HQ ACC, and base organizations. This initiative standardized the AR files at each ACC installation, and also created and standardized an information repository (IR) file (a copy provided for public review) for each base. During that time, the HQ ACC Legal office developed ACC guidance detailing specific types of documentation that would be considered and incorporated into the AR file. This guidance parallels the EPA's Office of Solid Waste and Emergency Response (OSWER) Directive 9833.3A-1, "Final Guidance on ARs for Selecting CERCLA Response Actions".

The ACC guidance provides for an AR file that is the collection of all documents used to support the decision for selecting response actions at an ACC installation. Both the AR and IR files are updated as new documentation is made available, until all of the final response decisions have been made for remediating sites on the installation.

To manage the documents in the AR file, HQ ACC developed an AR textbase consisting of 32 datafields using INMAGIC® DB/TextWorks™ software. This software allows the user to execute detailed searches on the AR datafields to select documents of interest. The runtime version of this software, DB/SearchWorks™, is included with the CD-ROM set (on CD Volume 1). The AR textbase consists of many records, one for each document in the AR file. A record contains information about the document – date, subject or title, author, sites, etc., along with a unique identifying number for the record identified as the AR/IR File Number. Not all datafields will be completed for each record. The sites and

hazard/contaminants listed in the AR textbase in the browser dialog boxes are described in Appendix A.

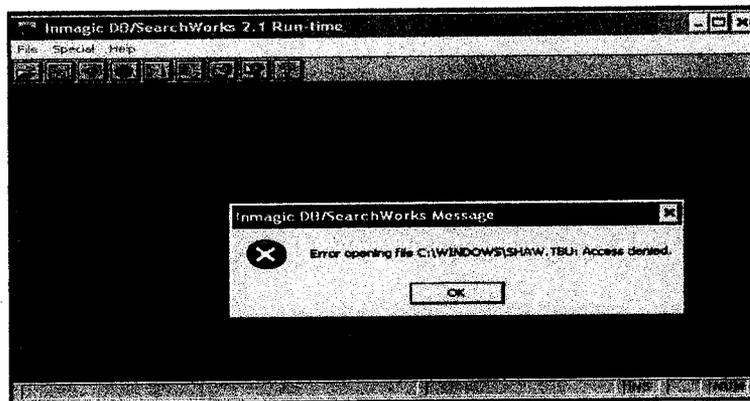
Because of the large quantity of documents comprising the AR/IR files, storage at libraries is becoming an issue for many U.S. Air Force installations. To remedy the storage problem, HQ ACC implemented an initiative to scan ACC installations' AR files onto CD-ROM. HQ EPA approved use of this technology as an alternative to maintaining a hard copy of the IR. Cannon AFB is one of the ACC installations using this technology.

3. BEFORE YOU START

Before you start to use your AR/IR file on CD-ROM, it is recommended that you read these instructions so that you will understand the computer terms associated with the AR textbase. Previously, the Kodak CD Image Retrieval software was used to view the images. After Kodak no longer supported the product, a change was made to utilize INMAGIC® DB/TextWorks™ software for viewing the AR records. Refer to Section 6 to view the AR images on CD-ROM.

Before you use the AR/IR file on CD-ROM, Volume 1 of the CD-ROM set will need to be copied on the hard drive of your computer. By copying Volume 1 on the hard drive, this will save you time from changing out CDs when you are performing a search query. (Note: Each time that the AR is updated, Volume 1 of the CD-ROM is also updated. Volume 1 will need to be copied on your computer each time that the AR is updated.)

Place CD Volume 1 in the CD-ROM drive of your computer and copy the entire folder into a location where you will be able to find the folder. After you have copied Volume 1, you will not need to use this CD unless you would like to view the table of contents (TOC) of the AR textbase. **NOTE:** Due to new security patches and the Defense security policies as depicted in the following screen example for Shaw AFB, you may have trouble copying CD#1 on to your computer. You will need to contact your Information Management staff to give you "full administrative" rights for both the DBSearch software and the Imaging software, as well as the *.tbu and *.tba files.



4. SEARCHING THE AR/IR FILE TEXTBASE

Searching is the process of finding information in the textbase. A search is a request to find all of the records that match specific requirements. By using the INMAGIC® DB/SearchWorks™ software, you will be able to search your textbase on any field or combination of fields, sort the results by the field of your choice, and output a report using one of five pre-designed formats that have been provided. You will run the DB/SearchWorks™ software directly from your hard drive of your computer after you have copied Volume 1 of the CD-ROM set on the hard drive. The index of the records (documents) in the AR file can be used as a reference when you search for a specific document in the AR textbase. It is recommended that you keep the current AR index with the set of CDs and the CD instructions.

4.1 Developing a Search Strategy

The first - and most important - step in any search is to develop a search strategy. To do this, you must identify the objective of your search: What are you looking for, and how do you want the results presented? If you are preparing a report based on the search results, how much data from the index do you want to display?

There are 32 fields in the textbase providing a variety of information about each AR/IR file document. The field labels, field names, and a brief description of each field are provided below, in the order they appear in the QBE window. In addition, there are two other fields, Image and CD Volume, which provide information; however, they are not searchable fields in the QBE window.

- **FILE_NUM** (AR/IR File Number): The unique identifier for each document.
- **IRP_FL** (IRP File Number): The file code from the installation file plan.
- **FL_LOC** (File Location): The location of the document.
- **TYPE** (Document Type): Description of the document type, such as plan, correspondence, memorandum, etc.
- **QUAL** (Document Qualifier): Description of document quality or status.
- **DATE** (Document Date): The date of the document.
- **REC_DATE** (Receipt Date): The date the document was received at the environmental office.
- **SU/TI** (Subject/Title): The title or subject of the document.
- **AU** (Author): Name of the individual(s) author.
- **AU_AFF** (Author Affiliation): The organization or agency with whom the author is affiliated.
- **CORP_AU** (Corporate Author): The name of a company or agency author.
- **RECIP** (Recipient): Name of the document recipient.

- **RECIP_AFF** (Recipient Affiliation): The organization or agency with whom the recipient is affiliated.
- **ATTCHMT** (Attachment): Description of the attachments to a document.
- **COPY_TO** (Copy To): Name of person or agency receiving a copy of the document.
- **KEYWORD** (Keyword/Environmental Resource): The environmental resource affected, or other keywords.
- **NOTES** (Notes): Additional information about the document.
- **SITE_NUM** (Site Number/Name): The IRP site number and name.
- **HAZ_CONTAM** (Hazard/Contaminant): The hazard or contaminant discussed in the document.
- **EPA_FILE_NUM** (EPA File Number): File code referencing EPA's file structure that best describes the CERCLA or RCRA process.
- **OU** (Operable Unit Name or Number): The name or number of the IRP operable unit.
- **PROJ_NUMBER** (Project Number): The USAF-assigned project number for contracts.
- **ROD_DATE** (Record of Decision Date): The date of a final record of decision.
- **DATE_ENT** (Date Record Entered): The date the record was entered into the AR textbase.
- **DATE_MOD** (Date Record Modified): The date the record was modified in the AR textbase.
- **EPA_REGN** (EPA Region Number): The EPA region where the installation is located.
- **INST_CODE** (Installation Code): The unique three letter identifier for the installation.
- **INST_NAME** (Installation Name): The installation name and state where located.
- **MAJCOM** (Major Command): The major command to which the installation belongs.
- **PR_DA** (Privacy Data): This field references any Privacy Act information in the document.

Use the most logical textbase field for your search. For example, if you are searching for TCE, a contaminant, use the HAZARD_CONTAMINANT field for your search, rather than the SUBJECT_TITLE field. If you are searching for site information, use the SITE_NUM field. (NOTE: Some of the textbases contain "All Sites" term under the SITE_NUM field. When you are searching for a specific site, you must also include "All Sites" if it is listed in the SITE_NUM field. As textbases are updated, the "All Sites" term is being removed.)

Depending on how a field is indexed, you can search for a word, phrase, or term:

- A word is a group of characters that does not contain spaces or punctuation (except a decimal symbol in a number).
- A phrase is two or more words separated by spaces, or in some cases, punctuation, such as waste oil or FT-03.
- A term is a word or phrase that is also a complete entry in a field. Date and number fields typically are term indexed, as are fields that hold discrete pieces of information, such as the subject/title field.

A search item is a single word, phrase, or term that you find in the AR textbase. You can specify one or more search items in a QBE box. A search item could be a single comparison, range, or proximity search request. For example, >100, or 1997, or RI Phase 2 are all search items.

4.2 Using Boolean Operators

Before we go any further in our discussion of searching, let's talk about search "theory." You will use tools called Boolean operators - **AND**, **OR**, **NOT** - to expand and limit searches.

Suppose you are looking for a document that pertains to Site FT-06 and was written by the EPA. The **AND** operator limits the search to those documents that are *both* about Site FT-06 *and* from EPA. Documents that are about Site FT-06 but not from EPA, and documents from EPA that do not pertain to Site FT-06, are excluded from the findings. Only documents that meet *both* criteria will be included. This is probably the most common type of search you will use.

Perhaps you need to find all documents that pertain to Site FT-06, from all sources, as well as all other documents from EPA. The use of the **OR** operator expands the search. Findings will include all documents that meet *either* criterion. As you can see, this will result in a much larger set of search findings.

Perhaps you need to search for all documents pertaining to Site FT-06 except those from EPA. The use of **NOT** limits the search in a different way than the use of **AND**. The findings would include only those Site FT-06 documents that meet *both* criteria - about Site FT-06 but not from EPA. In other words, the FT-06 documents from EPA would be excluded from the search findings.

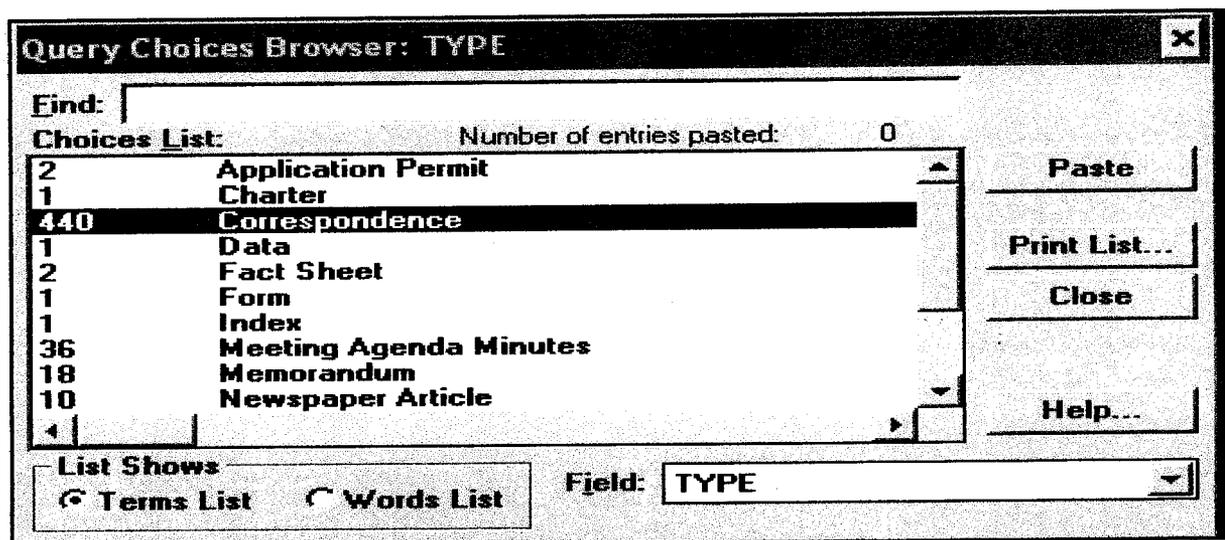
4.3 Understanding the Browse Feature

The *Browse* function is one of the most useful features of DB/SearchWorks™, allowing you to examine the actual contents of each indexed field during the search process; thus,

eliminating the guesswork in searching. You can paste items from the lists into the QBE boxes to search for documents to which these criteria pertain. Pasting is recommended because it is more accurate, and often quicker, than typing. By pasting a word or term, you guarantee that it matches information in the textbase. Otherwise, if your datafield entry is not in the correct format, it may not be recognized by the query.

While in the QBE form, you can browse through the entries in a given field either as terms or words. To browse, place the cursor in the box for the field you wish to browse, and click on the **Browse** icon or press **F3**. Terms appear in the Browser dialog box. As mentioned earlier, the lists of the sites and the hazard/contaminants found in your AR textbase in the Browser dialog boxes for these two datafields are described in Appendix A.

For example, the following screen illustrates the query choices available for pasting in the *Type* datafield. The number at the beginning of each line indicates the number of records that contain the word or term shown. You can paste terms or word into the QBE form by **double-clicking the selection** or clicking **paste**.



4.4 Finding Records

After determining your search strategy, you are ready to begin searching the textbase. When you open the textbase, you see the QBE window. Each box on the screen represents a field that you can search. There are two basic techniques that you can use to find records:

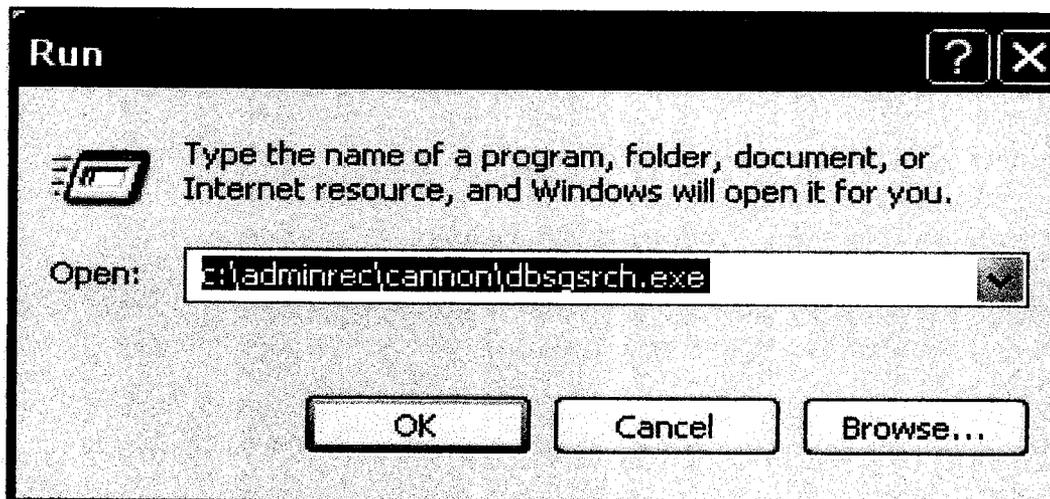
- Typing the information required in one or more field boxes, or
- Using the *Browse* feature (the *Eyeball* button from the toolbar row) to select words or terms.

To find records that satisfy *multiple conditions*, type or paste information in *two or more boxes*, then toggle the Boolean operator button in front of a box (**AND**, **OR**, **NOT**) to determine how the result of the search in that box is combined with boxes already evaluated. To toggle a Boolean operator button, click the button with the mouse or tab to a button and use the spacebar.

For example, let's find all correspondence related to Site FT-06 that was written after 1992. Start the search by opening the DB/SearchWorks™ software and beginning at the QBE screen.

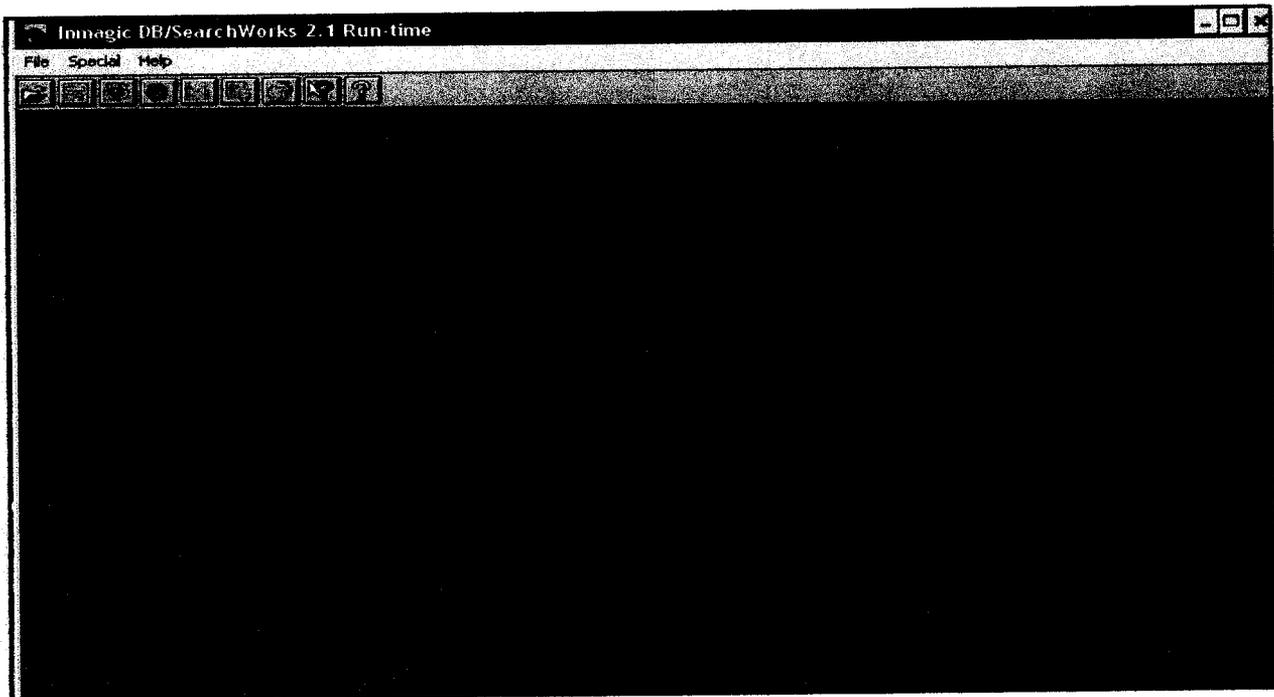
4.5 Starting the DB/SearchWorks™ Software

- a. In Windows 3.1, choose **Run** from the **Program Manager File** menu. For Windows 95/98/NT and later, click on the **Start** button and select **Run**.
- b. At the Run window, type in the path of where the DBSGRSCH.EXE file is located that has been copied on your hard drive of your computer previously from Volume 1 of the CD-ROM set. The path of the DBSGRSCH.EXE file has been typed in below where C is the drive letter. After you have identified the path, select **OK**.

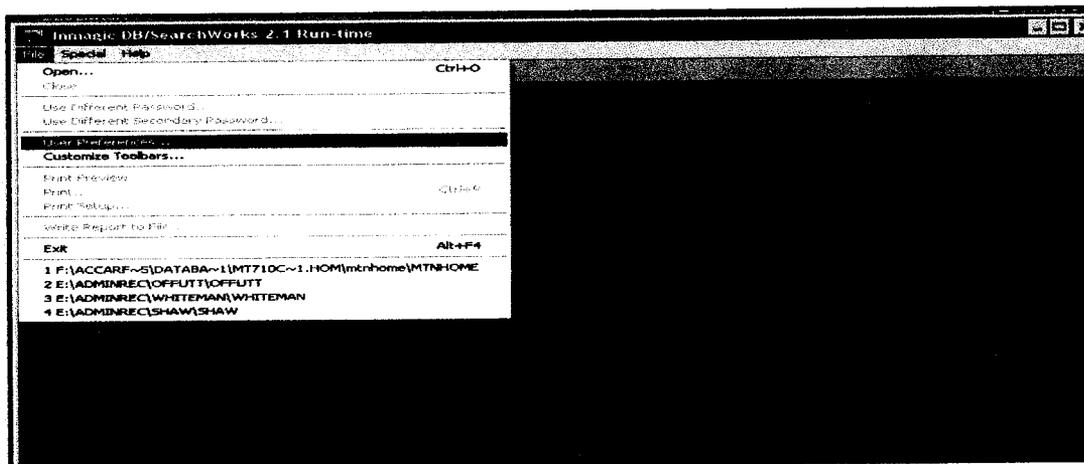


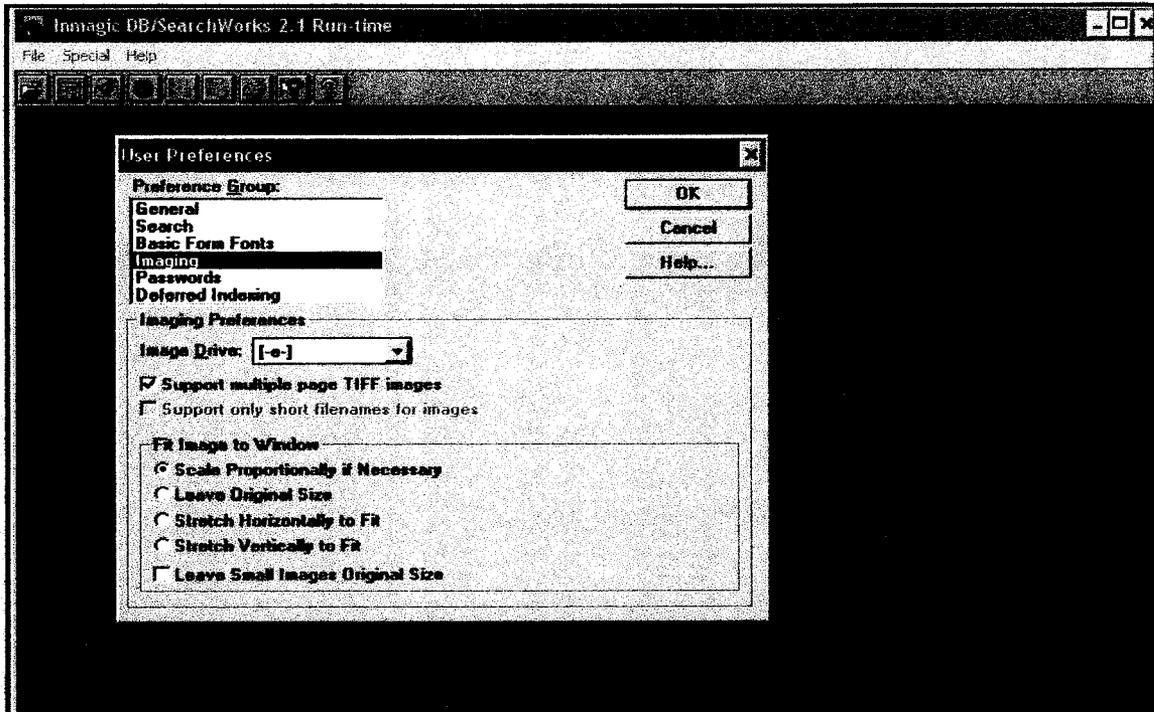
NOTE: You may also open the DB/SearchWorks™ file by locating the DBSGRCH.EXE in the folder where you copied CD#1 to your hard drive by going through “My Computer” and then **double-clicking** on the file. The DB/SearchWorks™ software will open the run-time window display as shown in the next screen.

- c. The Inmagic DB/SearchWorks™ 2.1 Run-time window will be displayed.

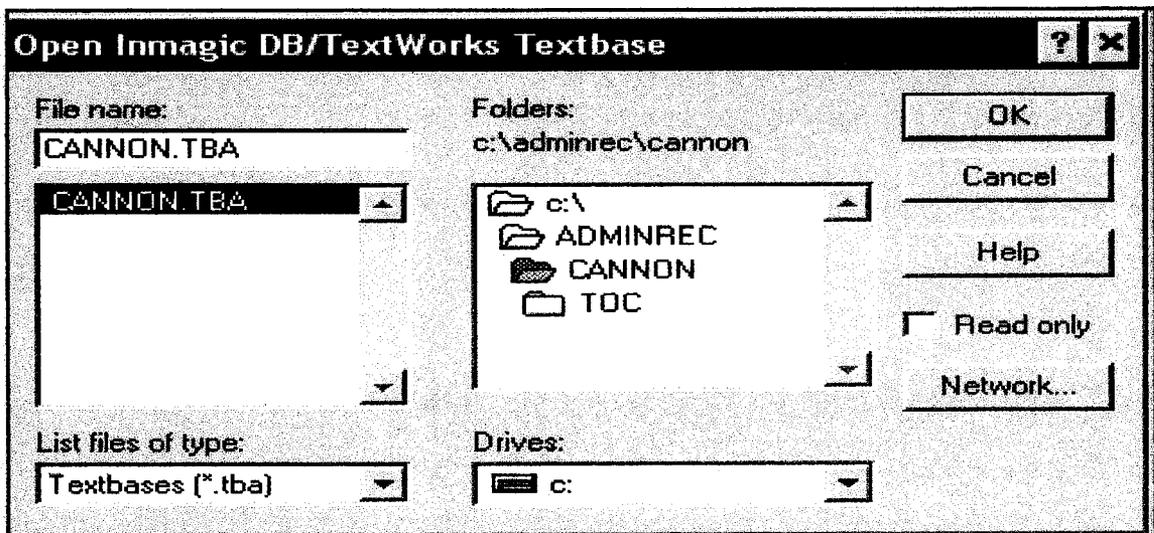


- d. **NOTE:** Before you open the cannon.tba file, make sure that you have properly identified the CD drive that you will be using to view the scanned images of the documents in the AR textbase. First, choose **User Preferences** from the **File** menu. Then, from the Preference Group, highlight Imaging word. Once you have highlighted the “Imaging” word, the imaging preferences box will appear. Use the pull down menu for the image drive to select the CD drive that you will use to view the scanned images. After you have identified the CD drive, select **OK** and you are now ready to **Open** the cannon.tba file.

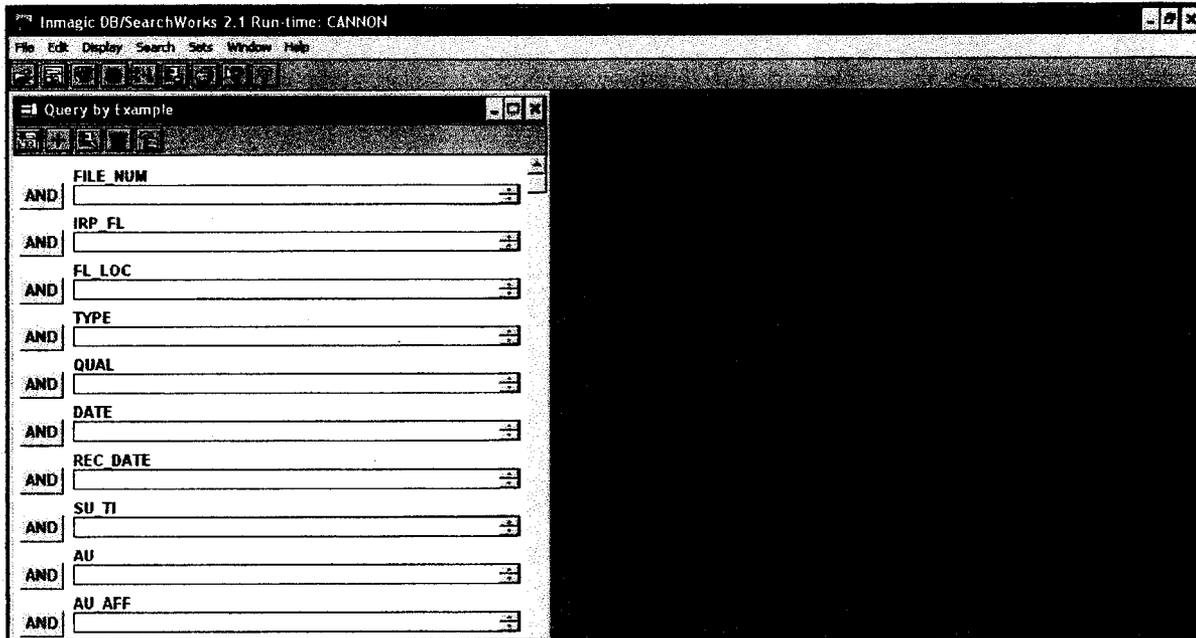




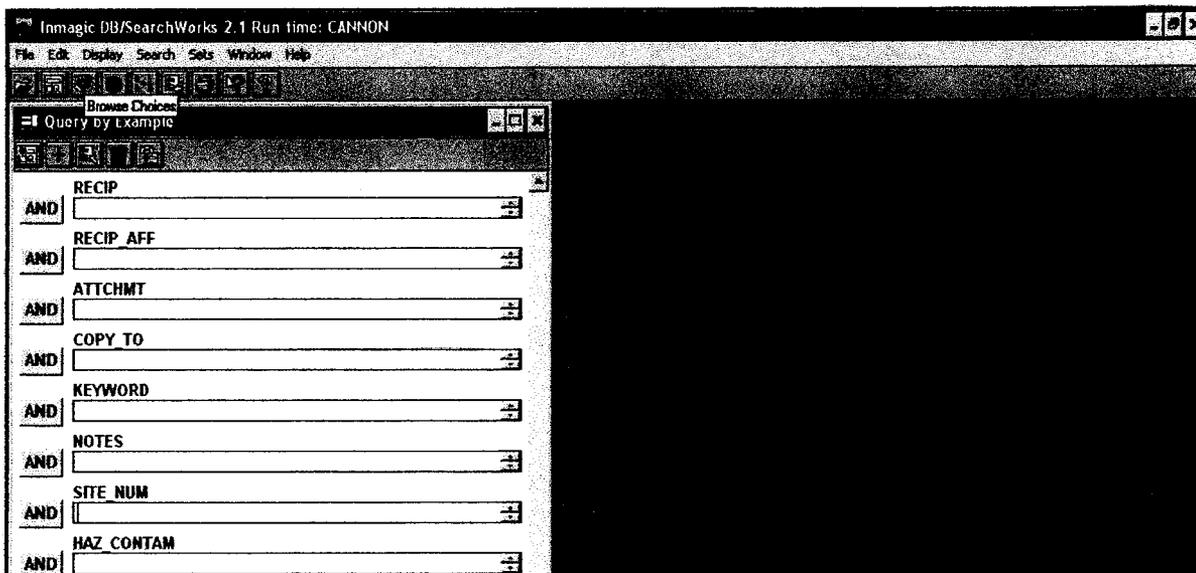
- e. Let us now continue with the sample search query provided above. Choose **Open** from the **File** menu or **Click** on the yellow folder icon on the toolbar. The Open Inmagic DB/TextWorks Textbase window appears. Select **cannon.tba** from the resulting dialog box then select **OK** to open the Cannon AFB AR/IR textbase.



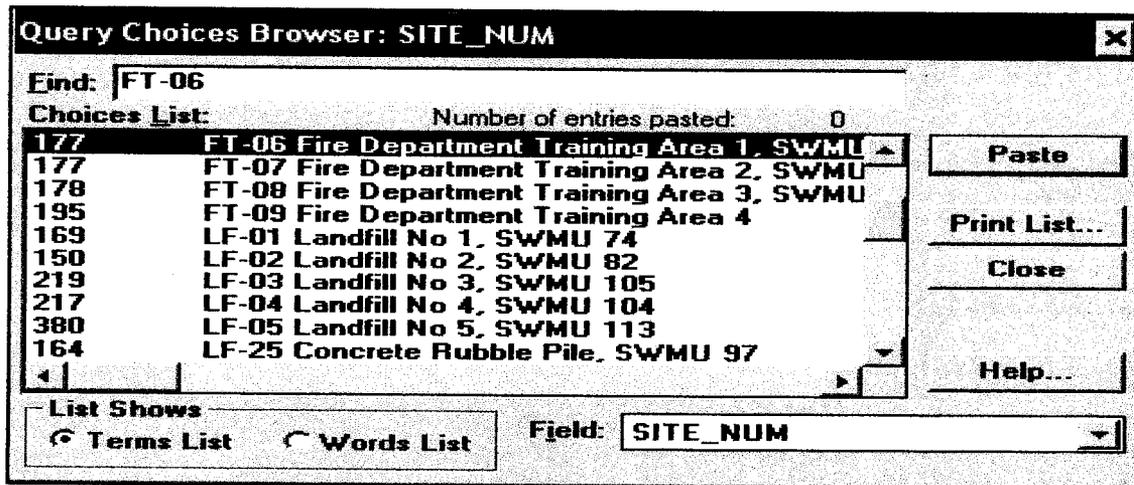
- f. The Query by Example (QBE) window will now be on your screen. Each box on the QBE screen represents a field you can search.



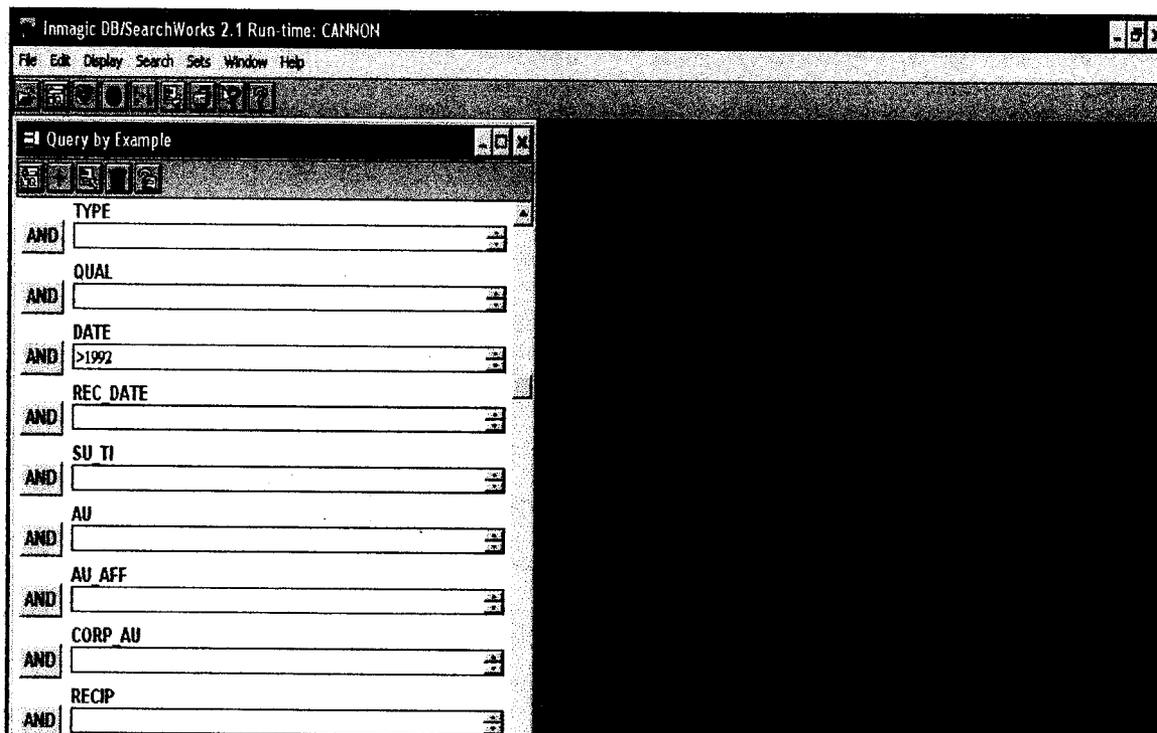
- g. The first criteria (FT-06) can be pasted in the SITE_NUM field box by using the browse function. Place the cursor in the SITE_NUM field box and select the Eyeball icon on the toolbar or press F3 to browse.



- h. The Query Choices Browser for SITE_NUM will appear. Select FT-06 from the list and choose Paste, then Close.

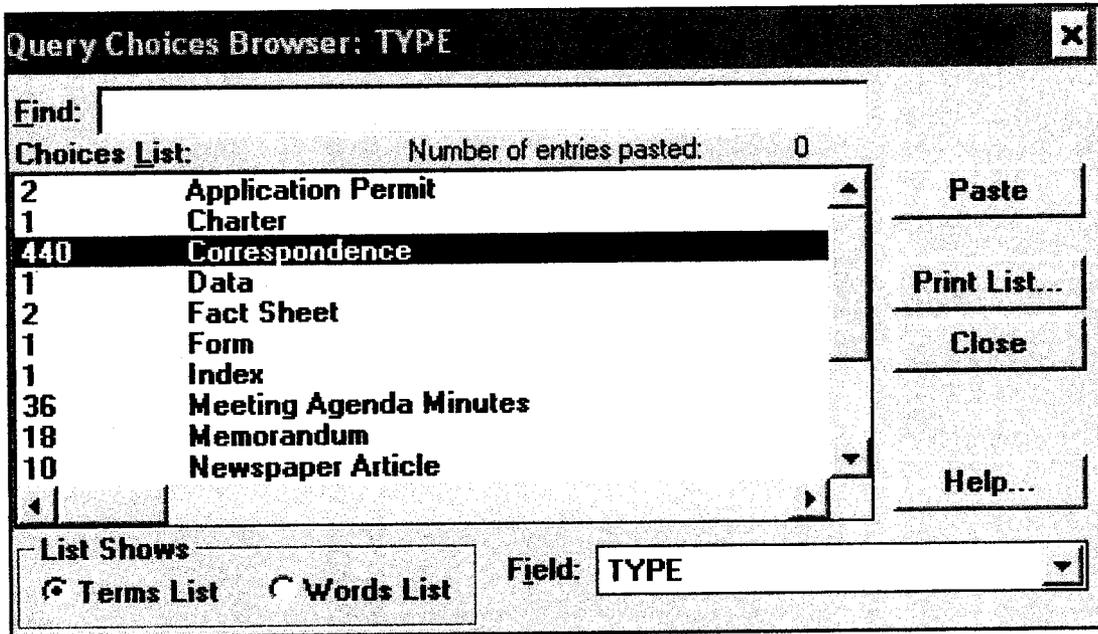


- i. The second criteria (documents after 1992) can be typed in the DATE field box. In this case, documents after 1992 are identified by using the search item >1992. Place the cursor in the DATE field box and type >1992.

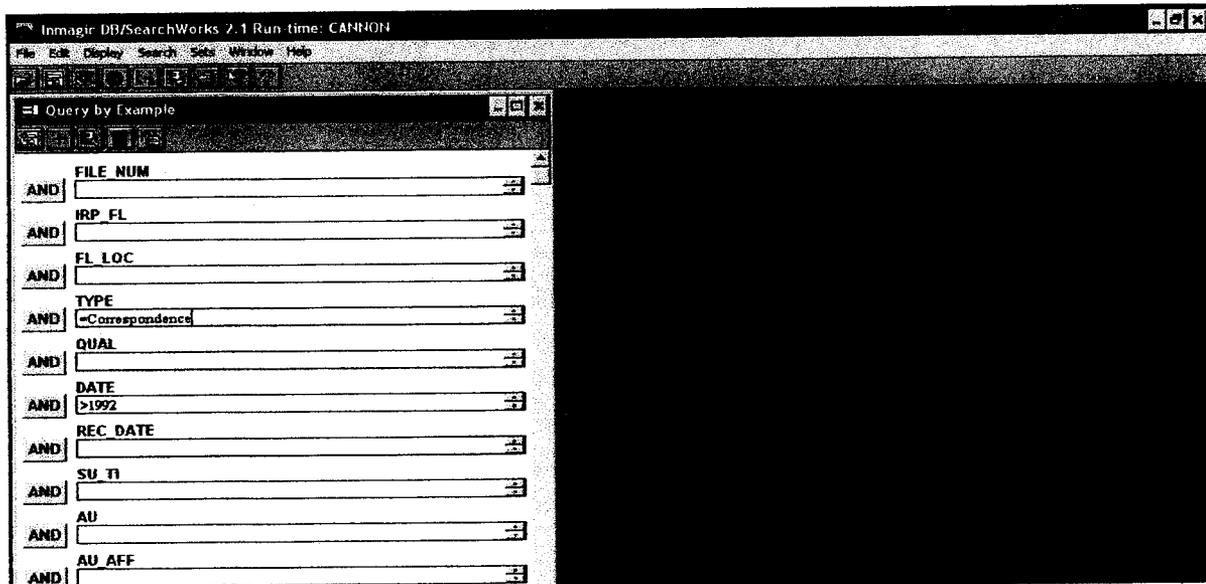


- j. The third criteria (documents that are correspondence) can be pasted in the TYPE field box using the Browse function. Place the cursor in the TYPE field box and

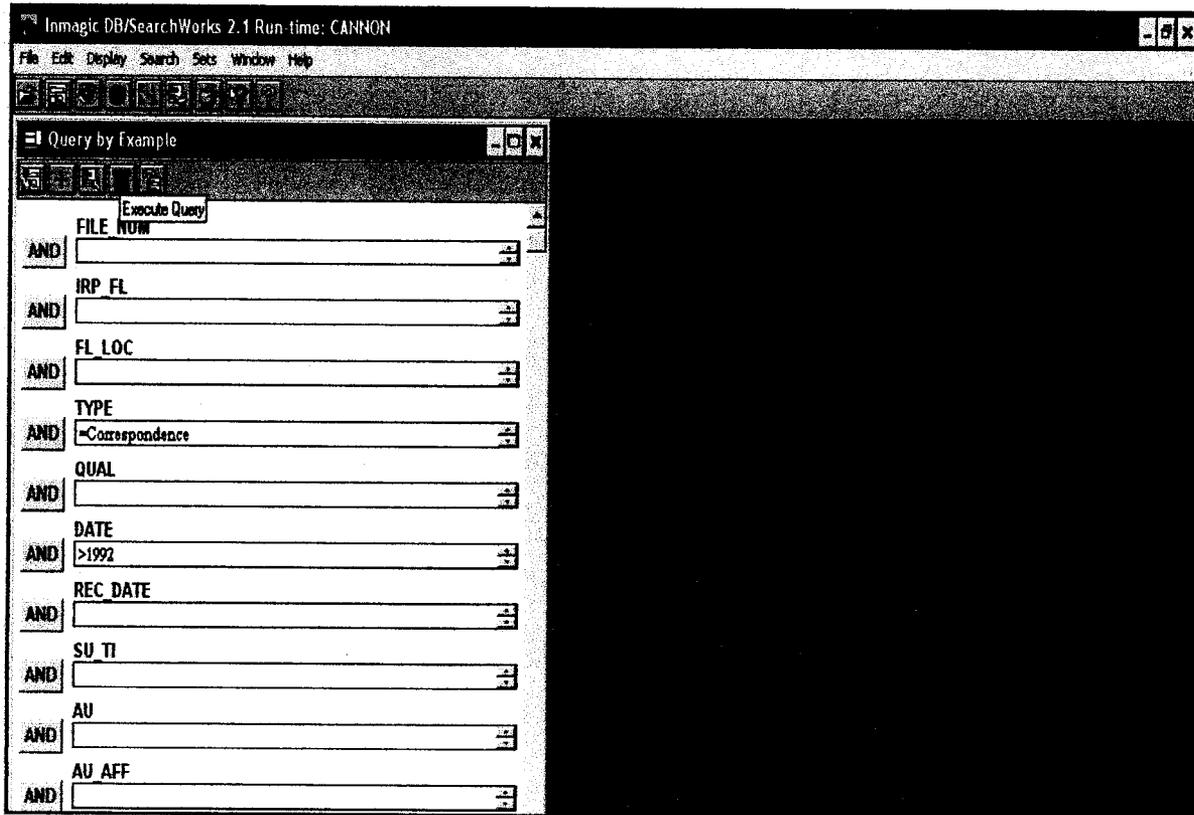
select the **Eyeball** icon on the toolbar or press **F3** to browse. The Query Choices Browser for TYPE will appear. Select **Correspondence** from the list and choose **Paste**, then **Close**.



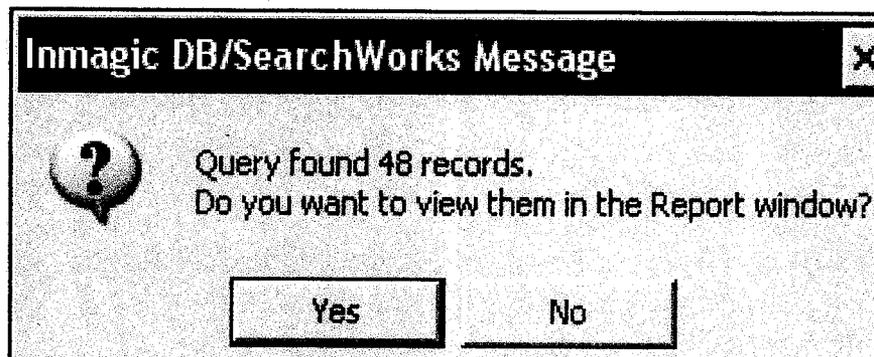
k. Now, make sure that all **Boolean operator boxes** for the three datafields are **AND** to ensure that all documents that refer to correspondence, >1992, and pertains to Site FT-06 are included in the search (according to our search criteria).



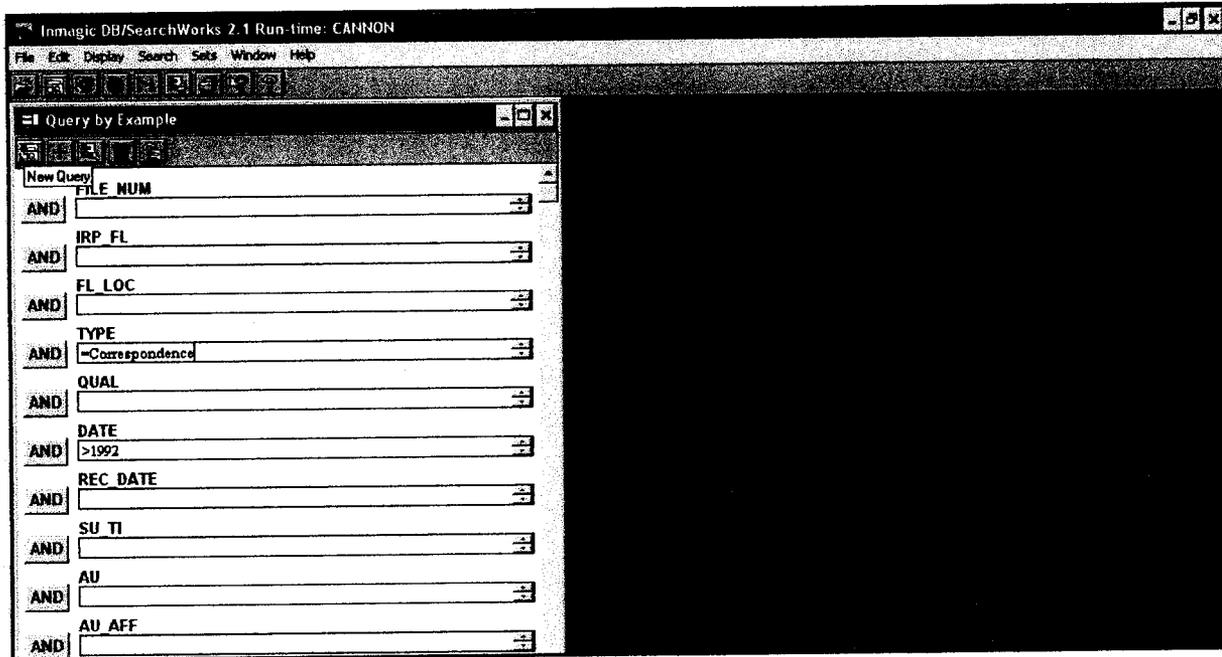
- I. To execute the query, just click the Go button on the QBE toolbar or choose **Execute Query** from the **Search** menu.



- m. After executing the query, a DB/SearchWorks™ message window appears reporting how many records met your search criteria. If there is a match, you can view them in the report window by selecting **Yes**.



- n. At any point in the query process, you can clear all the fields and enter new search criteria by clicking the **New Query** button on the QBE toolbar or choosing **New Query** from the **Search** menu.



4.6 Closing the DB/SearchWorks™ Software

You can close your DB/SearchWorks™ session at any time by choosing **Exit** from the **File** menu.

5. VIEWING AND PRINTING REPORTS

5.1 Formatted Reports

After retrieving a set of records from your query, you can view and print a report of your results in a variety of defined formats or you can view the scanned images with the selected set of records using the CDs associated with each record by removing CD#1 and replacing it with the CD that is associated with the record you would like to view (Refer to Section 6 for viewing documents.). The five available report formats were developed to meet the needs of U.S. Air Force personnel and members of the public interested in viewing AR file documents. These report formats are:

- the *ImageNum* format,
- the *EPAIndex* format,

- the *Longlist* format,
- the *Shortlist* format, and
- the *Sitelst* format.

All the reports provide basic identifying information about each AR file document, including the AR file number, subject/title, author, and document date. For the purpose of selecting AR file documents to view, the *ImageNum* report will be most useful as it also identifies which volume of the CD-ROM set holds the AR file documents you want to view.

A sample *ImageNum* report printed for our previous query example is shown below.

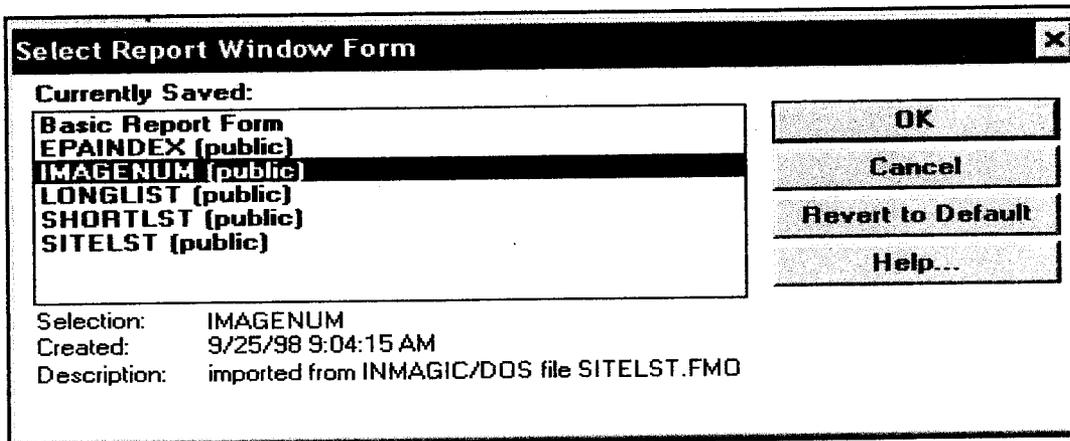
Common AR, IR CD Volume and AR/IR File Number Report Date of Report: 6/26/98				Common AR, IR CD Volume and AR/IR File Number Report Date of Report: 6/26/98			
CD Volume	AR/IR File Number	Title or Subject	Author or Corporate Author	CD Volume	AR/IR File Number	Title or Subject	Author or Corporate Author
6	499	Base Memorandum Concerning RAB Meeting, 07 Mar 96	27 SPTG/CC	7	708	Base Memorandum to RAB Members Concerning the RAB Meeting Scheduled for 07 May 97	27 SPTG/CC
6	502	NMED Letter to Base Concerning RCRA Corrective Action Authorization	New Mexico Environment Department	7	714	Base Memorandum to RAB Members Concerning the RAB Meeting Scheduled for 14 Aug 97	27 SPTG/CC
6	507	Base Letter to Mayor of Clovis Concerning RAB	27 SPTG/CC	7	731	Base Memorandum to RAB Members Transacting RAB Meeting Minutes of 9 Jun 98	27 SPTG/CC
7	695	Base Letter to NMED Responding to NMED's Request Regarding Environmental Sites Near Watercourses	27 SPTG/CC	7	735	Base Memorandum to RAB Members Concerning the RAB Meeting Scheduled for 4 Jun 98	27 SPTG/CC
7	698	Portales Municipal Schools Letter to Base Transmitting the Appointment of Chris Harvill to Serve on the RAB Board	Portales Municipal Schools	7	744	Base Memorandum to RAB Members Concerning the RAB Meeting on 17 Sep 98	27 SPTG/CC
7	699	Base Memorandum to RAB Members Concerning the RAB Meeting Scheduled for 10 Oct 96	27 SPTG/CC	7	754	Base Memorandum to RAB Members Concerning the RAB Meeting on 26 Jan 99	27 SPTG/CC
7	700	Letter to Base Transmitting the Resignation of Thomas Covington as a Member of the RAB		7	756	Base Memorandum to RAB Board Members Concerning Cancellation of 20 Jan 99 RAB Meeting Due to Inclement Weather and Rescheduled for 4 Mar 99	27 SPTG/CC
7	705	Base Memorandum to RAB Members Concerning the RAB Meeting Scheduled for 27 Feb 97	27 SPTG/CC				

5.2 Selecting Report Forms

- Choose **Select Forms** from the **Display** menu. The following window appears.

Currently Using:	Description:
Record Display... Basic Record Form	The Basic Record form shows each field in the textbase. <automatically generated>
Report Window... IMAGENUM (public)	imported from INMAGIC/DOS file SITELST.FMO (Created: 9/25/98 9:04:15 AM)
Report Printing... IMAGENUM (public)	imported from INMAGIC/DOS file SITELST.FMO (Created: 9/25/98 9:04:15 AM)

- b. To select a form for a particular operation, click one of the three buttons: **Record Display**, **Report Window**, or **Report Printing**.
- c. A dialog box displays the forms available for that operation. The basic report form provided by DB/SearchWorks™ is listed first, and then the forms designed specifically for AR file documents are listed alphabetically. The form currently in use is highlighted in the dialog box.



- d. Select a form or click **Revert to Default** to assign the textbase default form for the operation identified in the title bar of the dialog box (the default form for the **Report Window** and **Report Printing** has been set to *ImageNum*). Then click **OK**.

5.3 Printing a Report

When you have selected your preferred forms and executed a query, you are ready to print a report.

- Note the default report, *ImageNum*, includes the CD-ROM volume and AR/IR file number for each record in your query. You will need this information to view AR/IR file documents.

There are two ways start a print report.

- Click the **Print** icon on the toolbar, or

Inmagic DB/SearchWorks 2.1 Run-time: CANNON

File Edit Display Search Sets Window Help

Report: Record 16 of 48

AND	3	273	Base Letter to EPA Region VI Concerning Appendix I, Phase II Work Plan	27 CES/CEV	02 Feb 93
AND	3	275	Base Letter to EPA Region VI Concerning RFI Phase II Investigation Delay	27 FW/CC	12 Jan 93
AND	4	310	Base Letter to EPA Region VI Concerning Revised Baseline Time Schedule for RFI Phase II	27 CSG/CC	04 May 92
AND	5	377	NMED Letter to Base Concerning Discharge Plan Application	New Mexico Environment Department	24 Jun 92
AND	5	378	NMED Letter to Base Concerning RI Report for 18 SWMUs	New Mexico Environment Department	09 Oct 92
AND	6	447	EPA Region VI Letter to Base Concerning RFI Phase II Report for Appendix I SWMUs	EPA Region VI	23 Aug 94
AND	6	450	Base Letter to EPA Region VI Concerning Notice of Deficiency for RFI Phase II Report	27 SPTG/CC	23 Sep 94
AND	6	468	EPA Region VI Letter to Base Concerning Notice of Deficiency for Phase III RFI Work Plan for Appendix I SWMUs	EPA Region VI	09 Jun 95
AND	6	470	Base Letter to EPA Region VI Concerning Establishment of RAB	27 FW/CC	14 Jun 95
AND	6	471	Base Letter to NMED Concerning Establishment of	27 FW/CC	14 Jun 95

- Choose Print from the File menu.

Inmagic DB/SearchWorks 2.1 Run-time: CANNON

File Edit Display Search Sets Window Help

Open... Ctrl+O
Close
Use Different Password...
Use Different Secondary Password...
User Preferences...
Customize Toolbars...
Print Preview
Print... Ctrl+P
Print Setup...
Write Report to File...
Exit Alt+F4

1 C:\ADMINREC\CANNON\CANNON
2 C:\ADMINREC\WHITEMAN\WHITEMAN
3 C:\ADMINREC\MINOT\MINOT
4 C:\ADMINREC\BARKSDAL\BARKSDAL

AND	5	378	NMED Letter to Base Concerning RI Report for 18 SWMUs	New Mexico Environment Department	09 Oct 92
AND	6	447	EPA Region VI Letter to Base Concerning RFI Phase II Report for Appendix I SWMUs	EPA Region VI	23 Aug 94
AND	6	450	Base Letter to EPA Region VI Concerning Notice of Deficiency for RFI Phase II Report	27 SPTG/CC	23 Sep 94
AND	6	468	EPA Region VI Letter to Base Concerning Notice of Deficiency for Phase III RFI Work Plan for Appendix I SWMUs	EPA Region VI	09 Jun 95
AND	6	470	Base Letter to EPA Region VI Concerning Establishment of RAB	27 FW/CC	14 Jun 95
AND	6	471	Base Letter to NMED Concerning Establishment of RAB	27 FW/CC	14 Jun 95

6. VIEWING DOCUMENTS WITH THE INMAGIC® DB/SearchWorks™ SOFTWARE

The following instructions will guide you through retrieving, viewing, and printing AR/IR file documents. Once you have completed the search query and identified the record you would like to view, you may place the CD volume containing the record you wish to view into the CD-ROM drive.

- a. Now, go to the toolbar and you will see the button that contains a scene that is titled, “show record image”, **click** on this button and it will take you to the selected image of the record.

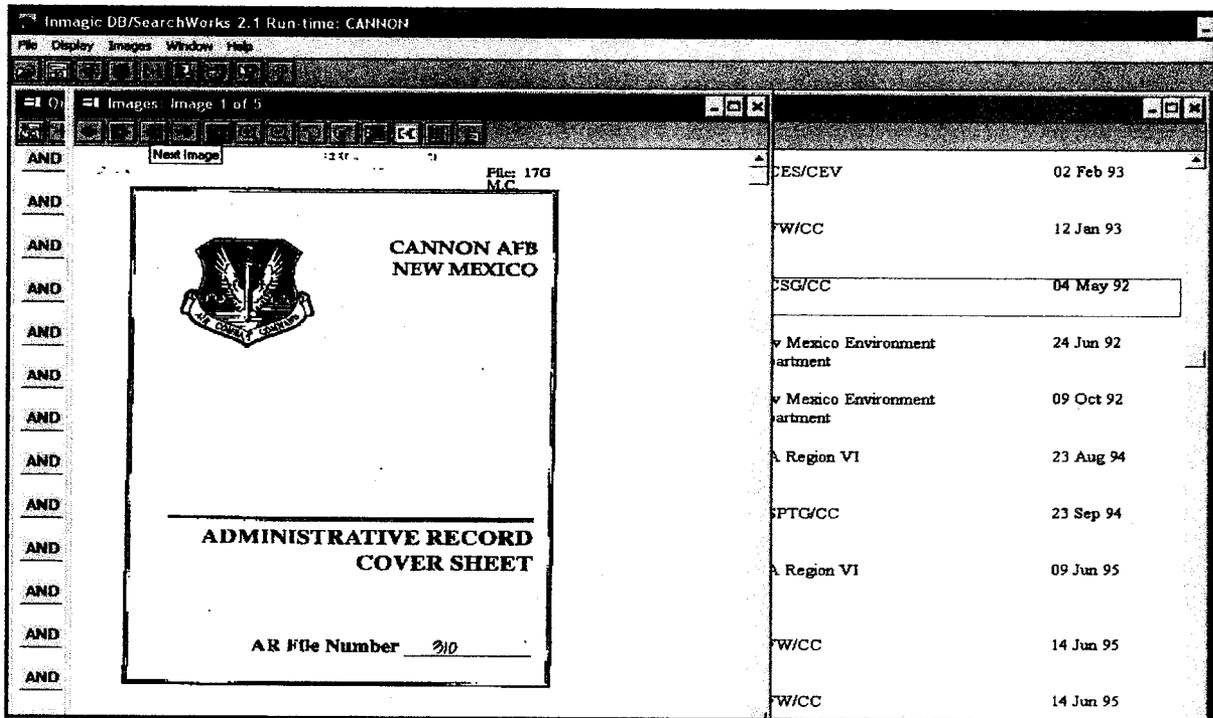
Inmagic DB/SearchWorks 2.1 Run-time: CANNON

File Edit Display Search Sets Window Help

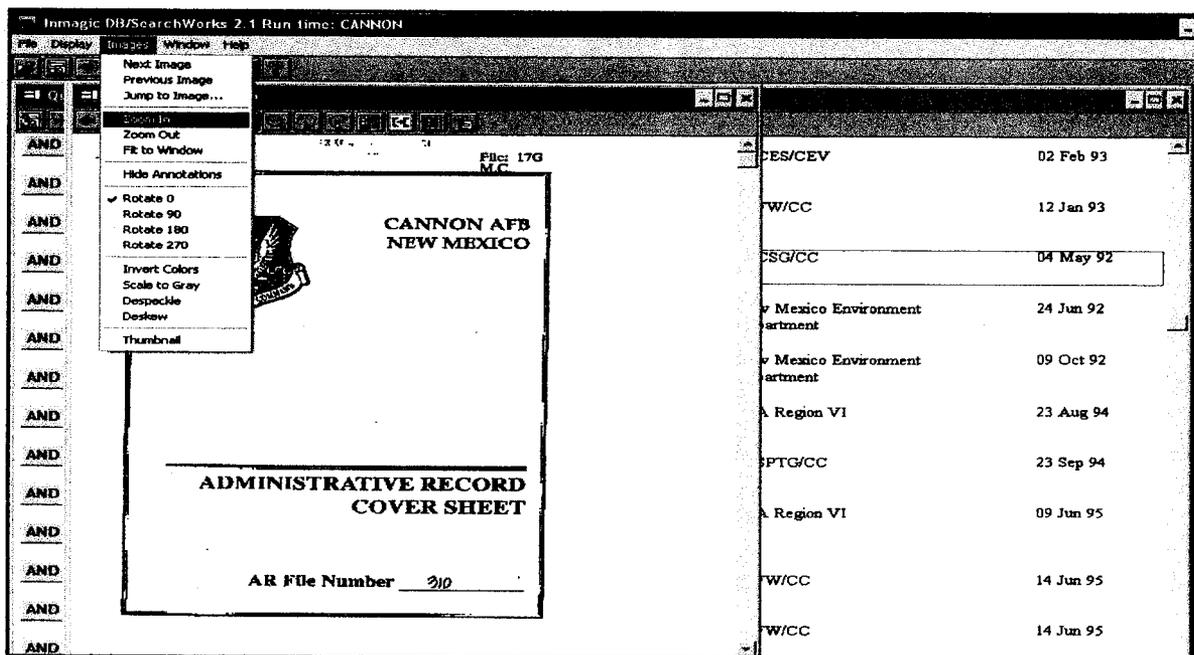
Report: Record 16 of 48

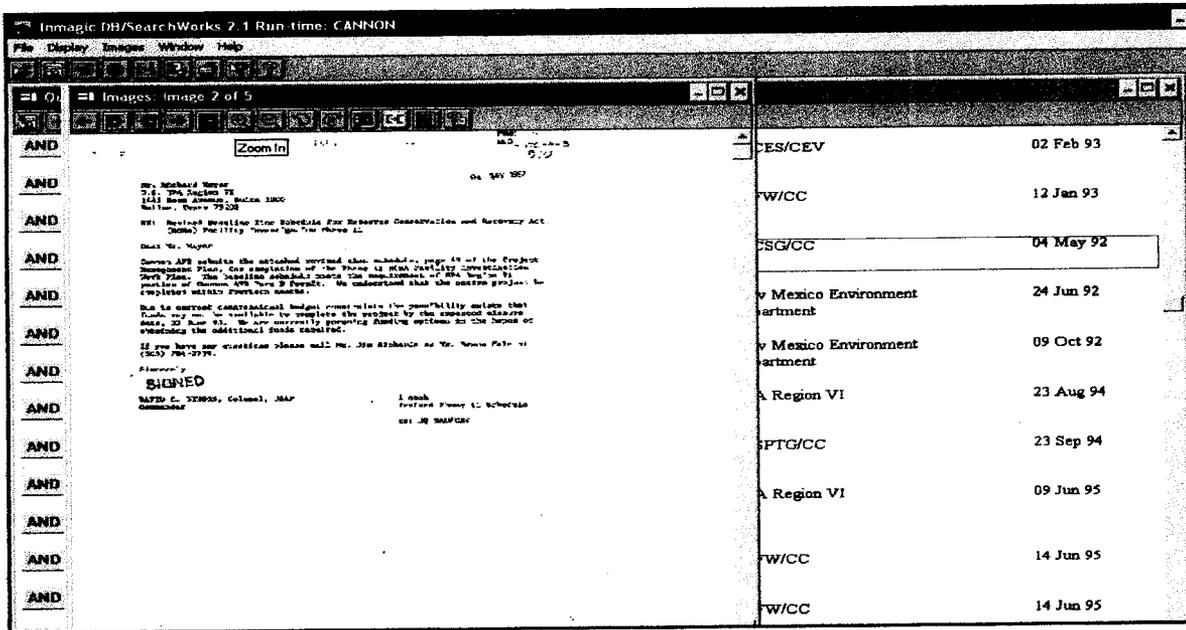
AND	3	273	Base Letter to EPA Region VI Concerning Appendix I, Phase II Work Plan	27 CES/CEV 02 Feb 93
AND	3	275	Base Letter to EPA Region VI Concerning RFI Phase II Investigation Delay	27 FW/CC 12 Jan 93
AND	4	310	Base Letter to EPA Region VI Concerning Revised Baseline Time Schedule for RFI Phase II	27 CSG/CC 04 May 92
AND	5	377	NMED Letter to Base Concerning Discharge Plan Application	New Mexico Environment Department 24 Jun 92
AND	5	378	NMED Letter to Base Concerning RI Report for 18 SWMUs	New Mexico Environment Department 09 Oct 92
AND	6	447	EPA Region VI Letter to Base Concerning RFI Phase II Report for Appendix I SWMUs	EPA Region VI 23 Aug 94
AND	6	450	Base Letter to EPA Region VI Concerning Notice of Deficiency for RFI Phase II Report	27 SPTG/CC 23 Sep 94
AND	6	468	EPA Region VI Letter to Base Concerning Notice of Deficiency for Phase III RFI Work Plan for Appendix I SWMUs	EPA Region VI 09 Jun 95
AND	6	470	Base Letter to EPA Region VI Concerning Establishment of RAB	27 FW/CC 14 Jun 95
AND	6	471	Base Letter to NMED Concerning Establishment of RAB	27 FW/CC 14 Jun 95

- b. The record you selected is automatically opened in an image window. The document page count is shown in the image window title bar. Maximize the windows on your desktop for the best image quality.

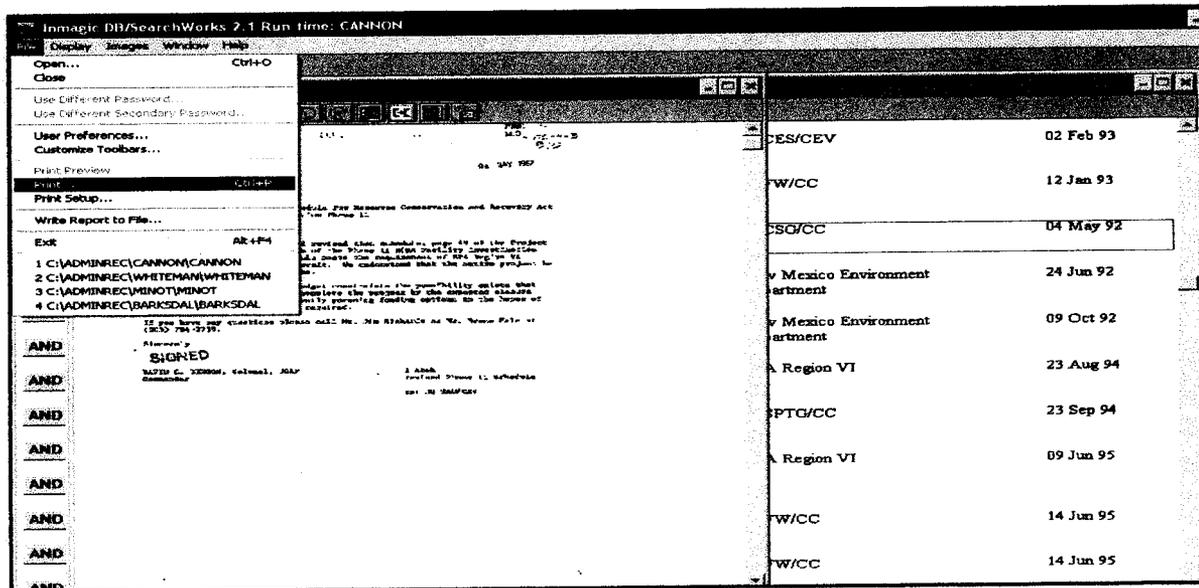


- c. Adjust the view as needed by **Magnifying** or **Rotating** the image using the options under the **Image** menu or by selecting the appropriate **Magnify** or **Rotate** icons on the toolbar.
- d.

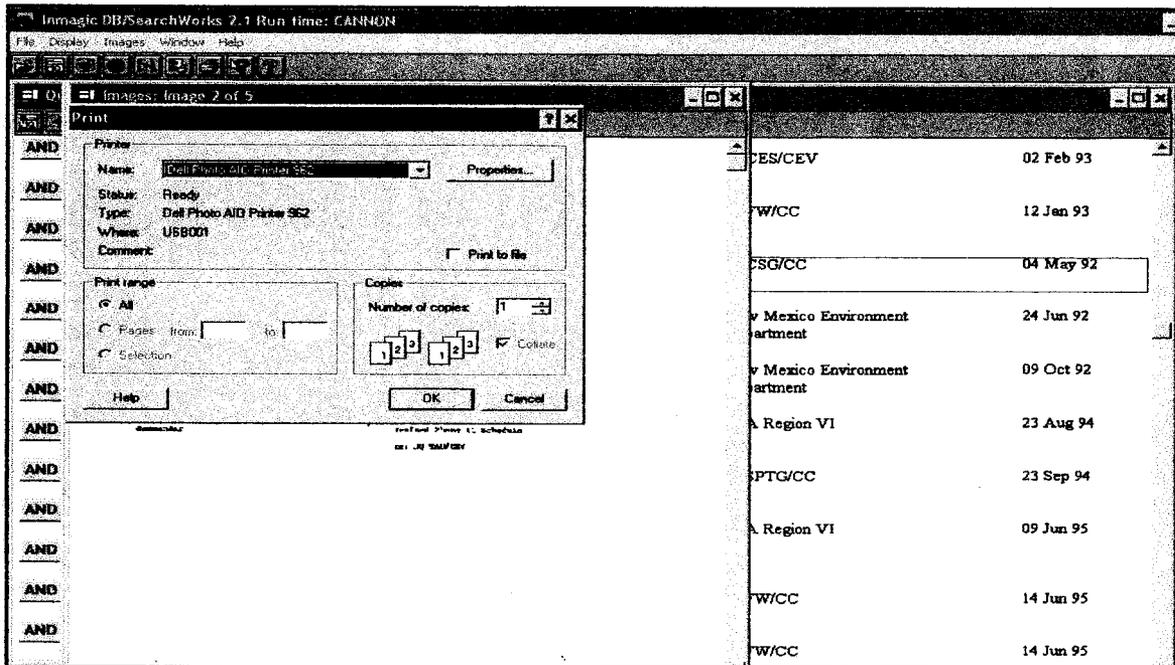




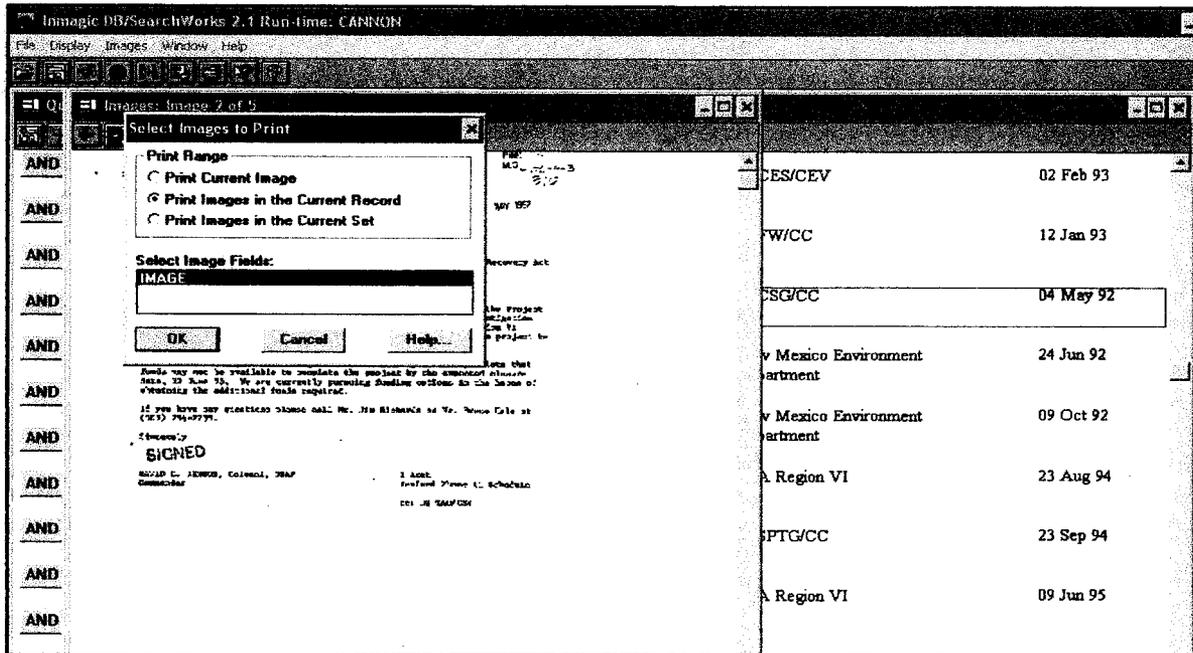
- e. Navigate through the document by using the options under the **Image** menu by selecting the "Next Image" or "Jump to Image" or by selecting the scene and arrow icons on the toolbar.
- f. To view a new document, make sure the correct CD volume is in the CD-ROM drive for the next document you wish to view and repeat the retrieval process from step a.
- g. To print one or more pages of the document, choose **Print** from the **File** menu.



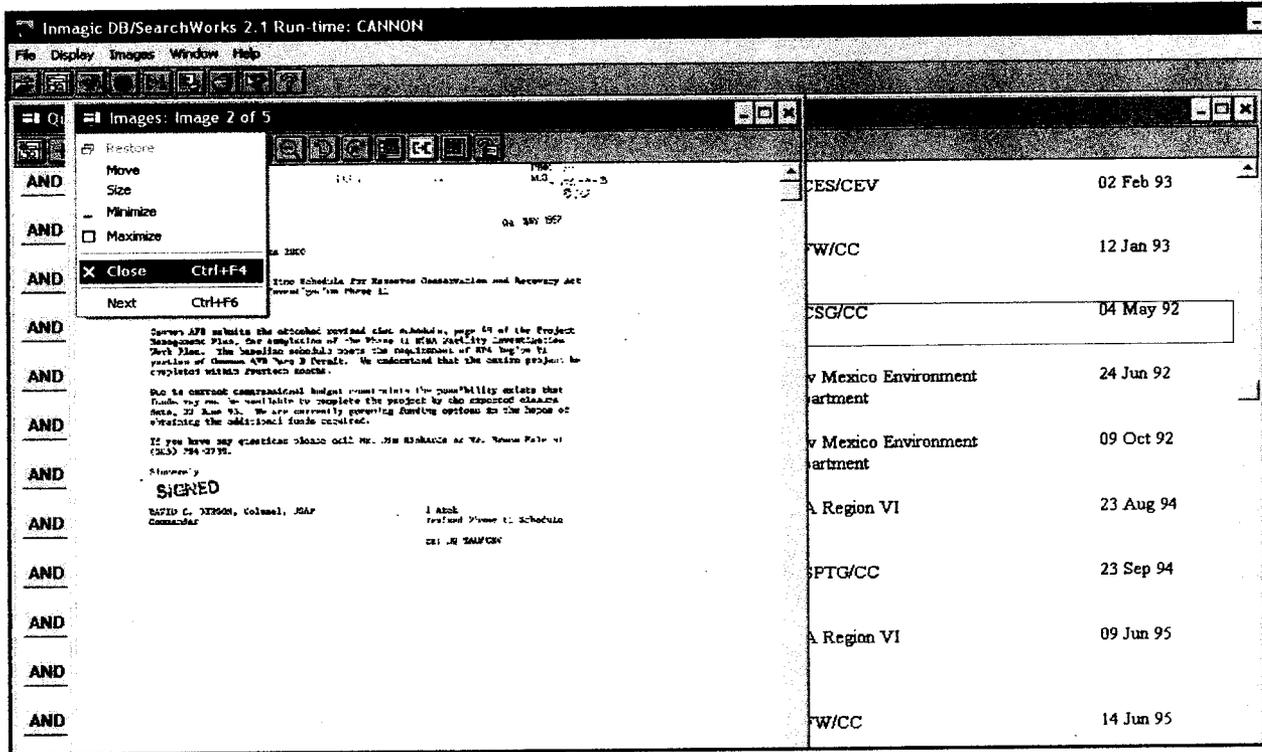
h. Choose OK and the Select Images to Print Screen will appear.



i. You can either check to print the current image or print all the images in the current AR record you are viewing or you can print out all images in the set (query).



- j. When you are done viewing documents, exit the screens by clicking on **Close** of each screen until you return to the original query by example screen and then you may start a new query.



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APPENDIX A

Sites listed in the AR Textbase:

AOC-36 Disposal Pit
AOC-D Nonfriable Asbestos Burial Pit
AOC-I Aboveground Oil Storage Tanks
DP-16 Solvent Disposal Site, SWMU 81
DP-33 Disposal Pit
DP-35 Boresight Mound, AOC F
FT-06 Fire Department Training Area 1, SWMU 78
FT-07 Fire Department Training Area 2, SWMU 106
FT-08 Fire Department Training Area 3, SWMU 107
FT-09 Fire Department Training Area 4
LF-01 Landfill No.1, SWMU 74
LF-02 Landfill No. 2, SWMU 82
LF-03 Landfill No. 3, SWMU 105
LF-04 Landfill No. 4, SWMU 104
LF-05 Landfill No. 5, SWMU 113
LF-25 Concrete Rubble Pile, SWMU 97
LF-36 Potential Old Landfill, AOC G
LF-37 Potential Old Landfill, AOC H
OT-10 Blown Capacitors Site, AOC C
OT-23 Melrose Bombing Range
OT-24 Conchas Lake Recreation Annex
OT-27 UST Near Bldg 120
SD-11a, b, c Engine Test Cell, Overflow Pit, leach Field, SWMUs 86-88
SD-11d Evaporation Pond, SWMU 89
SD-11e Oil/Water Separator No 5114, SWMU 90
SD-12 Storm Water Collection Point, SWMU 85
SD-13 Sanitary Sewage Lift Station Overflow Pit, SWMU 75
SD-15 AGE Drainage Ditch, SWMU 34
SD-17 Old Entomology Rinse Area, SWMU 96
SD-20 NE Stormwater Drainage Area, SWMU 95
SD-26 Waste Oil Tank and Overflow Capacity Tank
SD-34 Rubble Pile, AOC E
SS-18 JP-4 Fuel Spill, AOC B
SS-19 MOGAS Spill, AOC A
ST-22 Underground Waste Oil Tank
ST-25 Underground Waste Oil Tank
ST-26 UST Old Service Station
ST-26a and b Underground Waste Oil Tank, Aboveground Overflow Capacity Tank,
SWMUs 48a and 48b
ST-27 Sump, SWMU 83
ST-28 Recovered Diesel Tank No. 108

ST-29 Recovered Diesel Tank No. 121
ST-30 Inactive Underground Tank 1
ST-31 Inactive Underground Tank 2
ST-32 Inactive Underground Tank 3
SWMU 1 (OWS No 119)
SWMU 101 (Wastewater Treatment System-Effluent Discharge)
SWMU 102 (Wastewater Lagoons)
SWMU 103 (Wastewater Playa Lake)
SWMU 108 (Explosive Ordnance Disposal Training Area)
SWMU 109 (Fire Training Area No. 4, UWO/OWS Tank No. 2336)
SWMU 11 (OWS No. 179)
SWMU 110 (Fire Training Area No. 4, UWO/OWS Tank No. 2336)
SWMU 111 (Fire Training Area No. 4, UWO/OWS Tank No. 2336)
SWMU 112 (Fire Training Area No. 4, UWO/OWS Tank No. 2336)
SWMU 114 (EOD Burial Site)
SWMU 115 (Explosives Contaminated Burial Site)
SWMU 117 (Domestic Waste Pile)
SWMU 118 (Explosive Ordnance Disposal Range)
SWMU 124 (Inactive Underground Tank 1)
SWMU 125 (Inactive Underground Tank 2)
SWMU 126 (Inactive Underground Tank 3)
SWMU 127 (Sand Trap and Leach Fields at the POL Washrack)
SWMU 128 (OWS No. 4095)
SWMU 129
SWMU 16 (OWS No. 680)
SWMU 2 (Recovered Diesel Tank No. 108)
SWMU 3 (OWS No. 108)
SWMU 31 (AGE Maintenance Shop Pad)
SWMU 32 (OWS No. 186 (#1))
SWMU 33 (OWS No. 186 (#2))
SWMU 36 (MWR Auto Body Shop)
SWMU 38 (OWS No. 194)
SWMU 39 (OWS No. 195)
SWMU 4 (Recovered Diesel Tank No. 121)
SWMU 46 (OWS No. 196)
SWMU 47 (OWS No. 494)
SWMU 49 (Inactive POL Storage Tank No. 4028a)
SWMU 5 (OWS No. 121)
SWMU 50 (Inactive POL Tank No. 4028b)
SWMU 51 (OWS No. 375)
SWMU 55 (Lead Acid Battery Accumulation Point)
SWMU 57 (OWS No. 379)
SWMU 6 (POL Tank No. 129)
SWMU 61 (OWS No. 5077a)

SWMU 62 (OWS No. 5077b)
SWMU 63 (OWS No. 326 and Leach Field)
SWMU 7 (OWS No. 165)
SWMU 70 (OWS No. 326)
SWMU 71 (Recovered JP-4 Tank No. 390)
SWMU 72 (OWS No. 390)
SWMU 76 (Sludge Weathering Pit)
SWMU 77 (Civil Engineer Container Storage Area)
SWMU 79 (Underground Tank)
SWMU 8 (OWS No. 165)
SWMU 81 (Solvent Disposal Site)
SWMU 9 (Aaft Washrack Drain Sys)
SWMU 91 (Recovered Fuel Tank No. 5114)
SWMU 92 (OWS No. 5120)
SWMU 93 (OWS No. 5121)
SWMU 94 (OWS No. 5114)
SWMU 97
SWMU 98 (Sanitary Sewer Line)
UNK
WP-14 Sludge Weathering Pit, SWMU 76
WP-21 Wastewater Treatment System Lagoon

Hazards/Contaminants listed in the AR Textbase:

Airfield Pavement
Asbestos
Asphalt
Asphalt Rubble
Building Demolition Material
Concrete
Diesel
Effluent
Empty Cans
Empty Drums
Fuel
Grease
JP-4
Leaded Gasoline
Munitions
Oil
Paint Strippers
PCBs
Pesticide Containers
Pesticides

Petroleum Hydrocarbons
Practice Munitions
Refuse Rubble
Scrap Metal
Sewage
Sludge
Solid Waste
Solvents
Stormwater Runoff
Thinners
Trichloroethylene
Unexploded Ammunition
Unknown
Washdown Water
Waste Water

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