



U.S. Department
of Transportation
**Research and
Special Programs
Administration**



H M I X

Hazardous Materials Information Exchange



Sponsored by the
Federal Emergency Management Agency
and the
U.S. Department of Transportation's
Research and Special Programs Administration

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1 INTRODUCTION

The Hazardous Materials Information Exchange (HMIX) is a computerized bulletin board set up especially for the distribution and exchange of hazardous materials information.

The HMIX provides interested persons with a centralized database for sharing information pertaining to hazardous materials emergency management, training, resources, technical assistance and regulations. With the HMIX, you can retrieve the information, provide information to other users or interact with peers concerning different incident management techniques.

To serve the entire hazardous materials community, the HMIX is available 24 hours a day, 7 days a week, with the exception of short interruptions for system maintenance. Each user is allocated 60 minutes of access time per session. The system automatically tracks the time used and informs you of the time remaining.

Please note that the HMIX is not intended to provide assistance during an actual emergency.

OVERVIEW OF HMIX FEATURES

The primary features offered to the user by the HMIX are the "Bulletin Board" and the "Message Exchange".

The "bulletin board" feature allows you to view two types of information:

- * Main Board Bulletins - Provides a listing of current HAZMAT news items.
- * Topic Listings - Provides a listing of subject matter topics.

The "message exchange" feature allows you to communicate with other users by:

- * Electronic Mail - Allows you to send messages to other users and, in turn, receive mail.
- * Electronic File Transfer - Allows you to "upload" information for inclusion on the HMIX or "download" information to your computer.
- * Chat - Allows you to "talk" to other users on-line.

2 GETTING STARTED

1. To access the HMIX, all you need is a personal computer, communications software, and a modem capable of transmitting at 2400, 1200, or 300 baud

Set your modem at: No parity
 8 data bits
 1 stop bit

Specific instructions for some of the more commonly used communication software packages are provided in appendix 4.

2. Dial the access number, commercial (312) 972-3275, or FTS 972-3275, through your computer terminal using an internal modem or an external modem.

*** Please note: On November 11, 1989, the area code used to access the HMIX commercially will change from 312 to 708.

For technical assistance, contact the system operator on the toll-free number 1-800-PLANFOR (752-6367), Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m. Central Time. Illinois residents dial 1-800-367-9592.

3. This message indicates that you have successfully accessed the HMIX:

HAZARDOUS MATERIALS INFORMATION EXCHANGE
PCBoard (R) - Version 14.0/E9

Do you want color (Enter)=no?

If you press the "carriage return" or <Enter> key here you tell the system "no". If you enter "Y" or "Yes," you will be in graphics mode. Graphics mode displays the color screens. In order to view the graphics, however, you must have a graphics card and color monitor.

Note: When in Graphics mode more characters are being transferred and therefore, transmission of data will be somewhat slower.

4. Next, you will see the initial welcome and be asked for your name.

3 INITIAL WELCOME AND REGISTRATION

WELCOME
TO THE
HAZARDOUS MATERIALS INFORMATION EXCHANGE
MANAGED BY THE
FEDERAL EMERGENCY MANAGEMENT AGENCY
TECHNOLOGICAL HAZARDS DIVISION
STATE AND LOCAL PROGRAMS AND SUPPORT DIRECTORATE
500 C. Street, S.W.
Washington, D.C. 20472
&
DEPARTMENT OF TRANSPORTATION
RESEARCH AND SPECIAL PROGRAMS ADMINISTRATION
OFFICE OF HAZARDOUS MATERIALS TRANSPORTATION
400 7th Street, S.W.
Washington, D.C. 20590

What is your first name? Jane
What is your last name? Doe
Checking user's file - please wait.....

The system takes a second to scan the users' file. If your name is found in the file, you will be asked to enter your password.

If you are NOT found in the users' file, this message appears:

[Your name] not found in the user's file.
(R) to re-enter your name or (C) to continue logon as a new user?

If you are a registered user and mistyped your name, type (R)e-enter and retype your name. If you are a first-time user, type (C)ontinue and you will receive instructions on how to register.

Introduction

The EMIX is a computerised bulletin board. The system was created to provide a centralised database for Federal, State, local, and private-sector personnel to share information pertaining to hazardous materials emergency management, training, resources, technical assistance and regulations. The EMIX is not intended, however, to provide assistance during an actual emergency.

Anyone can provide information for inclusion on the EMIX. So ... if you are planning a HAZMAT conference or announcing a new training course, publicise it on EMIX.

There is no charge to use the information exchange; however it does require on-line registration for all new users.

The first and last name you use to register are the EXACT names that the board will look for in future sessions. For example, if you register as William or Patricia, the board will not recognise Bill or Pat.

Would you like to register with us <Enter> = yes?

If you answer no, you will immediately be disconnected. To begin the registration questionnaire, type a (Y)es or press the carriage return.

Registration Questionnaire

PASSWORD (One word please!)? (-----)

? (YOUR CHOICE) (Your password will not
appear on the screen.)

Reenter PASSWORD to verify? (-----)

? (.....)

City and State calling from? (-----)

? (Anytown, Anystate)

Business or data phone # is? (-----)

? (123-333-4444)

Home or voice phone # is? (-----)

? (123-333-4444)

Enter your organisation? (-----)

? (Anytown Department of Safety)

Please wait - Adding name to Quick Index File ...

After you have registered as a new user or the system has recognized your password, you will view a news bulletin.

[HAZMAT NEWS]

If you have any questions, problems, or comments about the operation of the bulletin board, please type (C)omment to Sysop at the main menu prompt, or call our toll-free numbers and leave a message.

1-800-752-6367

1-800-367-9592 (In Illinois)

Federal law requires that anyone who releases a reportable quantity of a hazardous substance into the environment must immediately notify the National Response Center (NRC). In the event of an actual emergency, immediately notify the NRC at 1-800-424-8802, or 202-267-2675 in the Washington, D.C. calling area.

For immediate advice at the scene of a chemical emergency, call CHEMTREC at 1-800-424-9300 or 202-483-7616 (in Washington, D.C.).
Note: Communication with CHEMTREC does not constitute compliance with Federal reporting requirements.

For agency-specific questions contact Laura Seabeneck (FEMA) at (202) 646-3525 or Cheryl Whetsel (DOT) at (202) 366-4448.

Main Board Bulletins updated since last call.

At this point you are free to browse the system

4 HMIx MENU

The HMIx is a menu-driven system. The menus guide the user through a series of options - paths which the user can follow through the HMIx. This system enables both the novice and experienced user to effectively access the many functions of the HMIx.

Most of the commands are listed in the EXTENDED MENU which follows the "News Bulletin". The "Extended Menu" lists the following options:

[EXTENDED MENU]

<u>Command</u>	<u>Description</u>
Viewing the Topics	
(A)bandon Topic	-Places you back at Main Board
(B)ulletin Listings	-List Main Bulletins or Subtopics
(G)oodbye	-Hang up
(H)elp Functions	-Get on-line help for these functions
(J)oin a Topic	-List Topic Menu
(X)pert Mode	-Turn off menu display
Message Exchange:	
CHAT between NODEs	-Talk to other users
(C)omment to SYSOP	-Send questions or comments to system operator
(E)nter a Message	-Send a message to other users
(O)perator Page	-To receive on-line assistance
(R)ead Messages	-Read a message
Transfer Data:	
(D)ownload a File	-Download a file to your computer
(F)ile Directories	-Lists filenames of files needed for downloading
(U)pload a File	-Send a file for inclusion on board

To make a selection, type the first letter of the command.

Type H M (with a space between) to view this extended menu listing.

The "Extended Menu" will only appear once after the "HAZMAT NEWS" bulletin. (Unless you type H M to view the listing at a command prompt.) The "Topic Menu" will be the only menu displayed thereafter. The "Topic Menu" looks similar to this:

[Topic # Menu]

B)ulletins/subtopics	E)nter a message	F)ile Directories
J)oin a topic	R)ead messages	U)pload a file
G)oodbye	C)omment to SYSOP	O)perator page
H)elp		

Type H M (with a space between) to view the "Extended Menu" of commands and descriptions.

5 CONTENTS OF HMIX

Highlighted in bold print are the subject matter topics. Each topic is divided into subtopics to allow for easy retrieval of information.

0. Main Board Bulletins

1 **Federal Training**

Subtopics Available

By Agency

1. Federal Emergency Management Agency (FEMA) (EMI and NFA)
2. Department of Transportation (DOT)
3. Occupational Safety and Health Administration (OSHA)
4. Environmental Protection Agency (EPA)
5. Other Agencies

By Topic

6. Incident Response Training
7. Preparedness/Planning/Mitigation Training
8. Enforcement Training
9. Motor Carrier Safety Training

2 **Industry and Associations**

3 **Calendar of Conferences**

Listing for Six Months

1. Current Month
- 2.

5

6. Sixth Month

4 **Instructional Material and Literature Listing**

Subtopics Available

Media

- | | |
|-----------------------------------------|-----------------|
| 1. Fire Protection & Prevention | 1. Literature |
| 2. Training | 2. Films Slides |
| 3. Transportation | 3. Software |
| 4. Laws and Regulations | 4. Videos |
| 5. State & Local Emergency Plans | |
| 6. Emergency Management/Response | |
| 7. Emergency Medicine/Decontamination | |
| 8. Ind Hygiene/Env Health/Worker Safety | |
| 9. Federal Publications | |
| 10. Waste Management | |

5 **Tollfree Numbers and On-Line Databases**

Subtopics Available

1. Federal and State Toll Free Technical Assistance
2. Private Sector Toll Free Technical Assistance
3. Federal and State Agency Online Databases
4. Commercial and Private Online Databases

6. Laws and Regulations

Subtopics Available

1. Hazardous Materials Transportation Regulations
2. Pending Transportation Legislation
3. Interpretations of the Hazardous Materials Transportation Regulations (New)
4. Interpretations of the Hazardous Materials Transportation Regulations (Archived)
5. RSPA Inconsistency Rulings
6. Environmental Protection Agency (EPA)
7. Occupational Safety and Health Administration (OSHA) Regulations
8. SARA Threshold Planning and Spill Quantities (302 List)
9. Other Regulations

7. Contacts

Subtopics Available

1. Federal Agencies
2. Federal Regional Offices
3. Professional Coalitions
4. Trade Associations
5. Research Centers
6. Environmental Groups
7. State and Local Public Interest Groups

8. Department of Transportation

DOT Programs

1. Cooperative Hazardous Materials Enforcement Development Program (COMED)
2. Federal Highway Administration, Office of Motor Carrier Safety Field Operations, -HAZMAT Division

General Topics

40. RSPA General Information
41. Outline of Title 49
42. DOT News Releases and Information Items
43. RSPA Publications Listing
44. DOT Preferred Routes
45. DOT Exemptions Which Must be Carried Aboard the Motor Vehicle
46. Hazardous Materials Information System
47. Information On Drug Law, Films and Literature
48. Motor Carrier Safety Assistance Program (MCSAP)
49. Commercial Vehicle Safety Alliance (CVSA) News
50. Downloadable Files - Training Publications

9. Federal Emergency Management Agency (Private Topic)

10. EPA Listing of Chemicals

11-20 State-specific Information

STATE	TOPIC #	STATE	TOPIC #	STATE	TOPIC #
Alabama	14	Maryland	13	South Dakota	18
Alaska	20	Massachusetts	11	Tennessee	14
Arizona	19	Michigan	15	Texas	16
Arkansas	16	Minnesota	15	Utah	18
California	19	Mississippi	14	Vermont	11
Colorado	18	Missouri	17	Virginia	13
Connecticut	11	Montana	18	Washington	20
Delaware	13	Nebraska	17	West Virginia	13
District of Columbia	13	Nevada	19	Wisconsin	15
Florida	14	New Hampshire	11	Wyoming	18
Georgia	14	New Jersey	12		
Hawaii	19	New Mexico	16	American Samoa	19
Idaho	20	New York	12	Guam	19
Illinois	15	North Carolina	14	Puerto Rico	12
Indiana	15	North Dakota	18	Virgin Islands	12
Iowa	17	Ohio	15	Western Pacific Islands	19
Kansas	17	Oklahoma	16		
Kentucky	14	Oregon	20		
Louisiana	16	Pennsylvania	13		
Maine	11	Rhode Island	11		
		South Carolina	14		

6 LOOKING AT THE FEATURES

6.1 MAIN BOARD BULLETINS

The main board "Bulletin Listing" contains current "news" items and bulletins of continuing interest. To view this listing you must be at the "Main Board Command" prompt.

Type (B)ulletin Listing at the prompt:

(# min. left) Main Board Command? B

[Bulletin Listings]	
New Bulletins and Announcements	
MM/DD/YR	1 This is an Example - this may be an announcement of a new rulemaking action, training course, news bulletin, etc.
Bulletins of Continuing Interest	
MM/DD/YR	13 Public Notice Regarding Privacy and Other Legal Matters
MM/DD/YR	14 Rules and Guidelines for Users of the HMIX Bulletin Board
MM/DD/YR	15 Private Sector Criteria - HMIX
MM/DD/YR	16 HMIX Newsletter
MM/DD/YR	17 Table of Contents

(H)elp, (1-17), Bulletin List Command?

You may view any of the bulletins by entering the number desired. Type (R)elist to view the bulletins again or press <Enter> to return to the main menu.

Main bulletins are added and purged on a regular basis. Bulletins of continuing interest to the users remain on the board indefinitely, but are updated to advise users of HMIX activities or to update the information in the bulletin.

6.2 TOPIC LISTINGS

To look at the Topic listings, type (J)oin a topic at the main board command prompt.

(* min. left) Main Board Command? J

[Topic Listings]		
Topics 11-20 contain state-specific Information:		
0) Returns You to Main Board		
1) Federal Training Courses	11) Region I	(CT,MA,ME,NH,RI,VT)
2) Calendar of Topics	12) Region II	(NJ,NY,Puerto Rico, Virgin Islands)
4) Instructional Material and Literature Listing	13) Region III	(DE,DC,MD,PA,VA,WV)
5) Tollfree (800) Numbers and On-line Data Bases	14) Region IV	(AL,FL,GA,KY,MS,NC,SC,TN)
6) Laws and Regulations	15) Region V	(IL,IN,MI,MN,OH,WI)
7) Contacts	16) Region VI	(AR,LA,NM,OK,TX)
8) Dept of Transportation	17) Region VII	(IA,KS,MO,NE)
9) Federal Emergency Management Agency	18) Region VIII	(CO,MT,ND,SD,UT,WY)
10) EPA Listing of Chemicals	19) Region IX	(AZ,CA,HI,NV, America Samoa, Guam, Western Pacific Islands)
	20) Region X	(AK,ID,OR,WA)

Topic # to join (Enter)=none?

Once the listing appears, enter the number of the topic desired, or press <Enter> to remain in the topic you are currently in.

Entering a (1) places you in Topic #1:

Welcome to the FedTrain Topic Jane!

[Topic 1]

This section offers a listing of training courses which are sponsored by the Federal Government. (Note: Some of the courses listed have been designed specifically for use by Federal and/or State employees. Others who are interested should telephone the contact listed to inquire as to course availability.)

Above is an example of the topic news bulletin. Next, you will view the "Topic Menu".

[Topic # Menu]

B)ulletins/subtopics
J)oin a topic
G)oodbye
H)elp

E)nter a message
R)ead messages
C)omment to SYSOP

F)ile Directories
U)pload a file
O)perator page

Type H M (with a space between) to view the "Extended Menu" of commands and descriptions.

Enter (B)ulletin to list the subtopics:

Each topic is further subdivided for easier access of the information.

[Federal Training]

Upcoming training courses are listed in two ways: by supporting federal agency and by topic. Enter the number on the left to view information on the subtopic of your choice.

By Agency:

1. Federal Emergency Management (FEMA) (EMI and NFA)
2. Department of Transportation (DOT)
3. Occupational Safety and Health Administration (OSHA)
4. Environmental Protection Agency (EPA)
5. Other Agencies

By Topic:

6. Incident Response Training
7. Preparedness/Planning/Mitigation Training
8. Enforcement Training
9. Motor Carrier Safety Training

Entering numbers 1 through 9 will list courses within the subtopic. Type (R)elist to view subtopics again. Press <Enter> to return to the topic command prompt and display the topic menu. Type (H)elp to receive information on how to display bulletin listings.

After looking at the subtopics in a Topic, you may go back to the main board, look at another topic or terminate the session. Typing (A)bandon to leave the topic places you back at the Main Board Command. Typing (G)oodbye will conclude the session with the HMIX.

There are two ways to view another topic.

Typing (J)oin will relist all of the topics and their respective numbers.

If you know which topic you would like to view, you may "stack" the commands. That is, Type (J)oin followed by a space and then the number of the topic you wish to look at.

A stacked command looks like this:

(* min. left) Topic Command? J 4

Several of the sections have two categories to choose from. For instance, in topic 4 you first select the subject category and then the type of media you would like to view.

[Instruction Material and Literature Listing]

This library contains literature and instructional material. Subtopics are viewed by selecting, first a subject matter category, and then the media type. For example, to view a listing of Fire Protection and Prevention literature, type 11 (without a space in between).

<u>Subject</u>	<u>Media</u>
1. Fire Protection & Prevention	1. Literature
2. Training	2. Films/Slides
3. Transportation	3. Software
4. Laws and Regulations	4. Videos
5. State & Local Emergency Plans	
6. Emergency Management/Response	
7. Emergency Medicine/Decontamination	
8. Ind. Hygiene/Env.Health/Worker Safety	
9. Federal Publications	
10. Waste Management	

All of the topics can be viewed by following the same procedures described in the examples, except for Topic 10, "EPA Listing of Chemicals".

Topic 10 allows users to search the "EPA Listing of Chemicals" by chemical name (or fraction of the name), synonym, chemical abstract number (CAS number), or transportation ID number and then prints out the items indicated below. Once in topic 10, to run the program type "OPEN" at the command prompt, then select one of the options 1 - 5.

(* min. left) Topic 10 Command? OPEN

[EPA Listing of Chemicals]

This topic provides the response community with a consolidated listing of substances recognized by the emergency response provisions of the Resource Conservation and Recovery Act (RCRA), the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and those governed by the community right-to-know provisions of the Superfund Amendments and Reauthorization Act (SARA). The listing, developed by the Transportation Systems Center under a contract with the Environmental Protection Agency, allows users to quickly identify the applicable laws under which each chemical is regulated.

If you have questions, comments, or suggestions for improvement please leave a message in this topic.

RSPA and FEMA are making this list available without verification as to its accuracy. The listing will be updated semi-annually. Listing last updated 00-00-00.

- 1) Chemical Name (Searches on entire name or fragment)
 - 2) Synonym
 - 3) Chemical Abstract Number (CAS number)
 - 4) Transportation ID Number
 - 5) Exit this program and continue with the HMIX session
- Selection (1-5): 1

If you select 1) Chemical Name and enter "ammonium nitrate" for example the following information will be printed out.

Enter a complete or partial chemical name : ammonium nitrate
Search for AMMONIUM NITRATE

Chemical Name	:	AMMONIUM NITRATE		
Synonym	:	NITRAM		
Chemical Abstract Number (CAS Number)	:	6484522		
Transportation ID Number	:	N1942		
Reportable Quantity (lbs)	:	0.00		
Threshold Planning Quan	:			
Applicable Law	:	SEC302	CERCLA	SEC313 RCRA
		N	N	Y N

Enter a + to see next record, a - to see previous record, or enter a
0 to return to main menu:

7 READING AND ENTERING MESSAGES

The HMIX offers an "electronic mail" feature which allows you to leave messages to other users, to receive private messages, and to read public messages.

7.1 Reading Messages

To read messages, type (R)ead messages at the main board or topic command.

(* min.left) Main Board Command? R

Next, the system checks messages and responds with the following:

(H)elp, (range of numbers), Message Read Command?

Here, you may enter the number of the message you would like to read or enter one of the following subcommands.

(*) - selects a specific message within the range
(F)rom - selects only messages left by you
(S)ince - selects public messages that have been sent since last
time logged on
(Y)our - selects only messages left for you
(NEXT) - reads next higher message number available
(PREV)ious - reads next lower message number available

Message numbers and the other commands above can be
stacked if desired. (i.e. 'R F Y S', etc.)

Date: 00-00-00 (time)
To: ALL
From: SYSOP
Subj: WELCOME!

Hello!

Welcome to the Hazardous Materials Information Exchange (HMIX).

If you have any questions or comments, please send a comment to the
system operator or to one of the HMIX Coordinators.

SYSOP

At the end of each message you have the following options:

<Enter>	- to read more messages or return to the message read command
(N)o	- stop reading messages
(NS)	- continue reading messages in non-stop format
(RE)ply	- allows replying to the message
(K)ill	- used to erase the message once it has been read

*** Note:

Please use (K)ill messages command to delete your private messages after having read them. You can also use the (K)ill command to delete messages you have sent to others. Note Only the sender can delete public messages.

7.2 Entering Messages

To send a message to another user, type (E)nter at the main board command. Messages can be sent to all users, to a particular group of users, or to one individual user.

(* min. left) Main Board Command? E

After selecting (E)nter, you will be asked to enter the name of the person to whom the message is to be addressed. If the message is to be read by ALL, just press <Enter> at the "TO:" prompt.

Next, up to 25 characters can be entered for a subject. If no subject is entered, you will be returned to the main menu and command prompt. The brackets above the "TO:" and "SUBJ:" indicate the maximum length of the entry allowed. Attempting to exceed the maximum entry length will result in a BEEP being returned to you and the system will wait until you either press <Enter> to enter the subject as-is, or to allow you to backspace over your current entry and modify it.

```

                                (-----)
      To (Enter) ='ALL'?
    Subject (Enter) =abort? EXAMPLE
Message Security (H) =help?

ENTER YOUR TEXT.  (ENTER) ALONE TO END  (72 CHARS/LINE, 99 LINES
MAXIMUM)
(-----)
1: Hello!
2:      The HMIX system is a unique way for hazardous materials
3: professionals to keep in touch, "to network". Please feel free
4: to add information, training programs, and activities you would
5: like to share with other users to the bulletin board.
6:

(A)bort, (C)ontinue, (D)etele, (E)dit, (H)elp, (I)nsert, (L)ist,
(S)ave Text Entry Command?
```

Message Protection

Next, you will be asked to enter a protection level for the message. A protection level command will appear as follows:

```
!
      Protection: (G)roup, (R)eceiver, (S)ender, (H)elp, (N)one

(G)roup      - allows assigning a password to the message which only
               other callers who know the common password will be
               allowed to read the message.
(R)eceiver    - makes the message private to all except you - the person
               leaving it - and the person to whom it is addressed.
(S)ender      - allows you to assign a password to the message so that
               only you can kill it later. This prevents the other
               person to whom the message is addressed from killing it.
(N)one        - means that the message will be open for all to read.
```

Note that you can NOT assign (R)eceiver protection to a message which has been addressed to ALL

After completing the above steps, you can enter your text. Each line you enter will be preceded by it's line number. Up to 72 characters per line are allowed. Typing beyond the 72 character limit will cause your text to automatically "word-wrap" down to the next line. To complete entering text, press <Enter> alone on a blank line, at which time the following command will be displayed:

(A)bort, (C)ontinue, (D)elele, (E)dit, (H)elp, (I)nsert, (L)ist, (S)ave

Type (S)ave to complete general message entry. Type (H)elp to get a complete description of message command functions.

Other Message Completion Subcommands

```
(A)bort      - abandons or cancels your message entry.
(C)ontinue   - allows you to continue entering text
(D)elele     - allows you to delete a line of text from the
               message.
(E)dit       - allows you to edit a line of text.
(H)elp       - displays this Help file.
(I)nsert     - allows inserting a line of text in front of another.
(L)ist       - relists your text entry so far to the screen.
(S)ave       - actually writes the message to disk.
(SC)         - allows saving the same message to another individual.
```

Edit

The format to (E)dit a line of text is:

old text;new text

old text - is the text you wish to replace; followed by a ";"

new text - new wording

The old text search is case sensitive - so capital letters must match exactly. If your new text causes that line to exceed 72 characters, the characters beyond 72 will be truncated from the line.

For example.

```
ENTER YOUR TEXT. (ENTER) ALONE TO END. (72 CHARS/LINE, 99 LINES
MAXIMUM)
(-----)
1: Hello!
2:      This is an exmaple of the edit function.
3:

(A)bort, (C)ontinue, (D)elete, (E)dit, (H)elp, (I)nsert, (L)ist,
(S)ave Text Entry Command?

Edit Line#? 2
(-----)
2:      This is an exmaple of the edit function.

Enter (Oldtext;Newtext) or (Enter) alone for 'no change'.

?  exmaple;example
```

*** Note: Once a message is saved, it may not be edited.

Group Messages

If you choose to send a (G)roup message, the group must be informed of the password in advance. Once the message is saved, a message number will be assigned. To let other members of the group know that there is a message for the group, enter a second message. At the "TO:" command enter the name of the group, the "SECURITY" = None, and in the text state that the group should read message number -----.

7.3 Comment to System Operator

If you wish to leave a comment or question for the system operator, you can do so by typing (C)omment to SYSOP at the main board command.

(* min. left) Main Board Command? c

Leave a comment for the sysop (Enter)=no? yes

Enter your text. (Enter) alone to end. (72 chars/line, 99 lines maximum)

(-----)

1: This is where you can leave your suggestions or questions for the
2: system operator (SYSOP). Users can also contact the SYSOP through
3: the toll-free number 1-800-PLANFOR.
4:

(A)bort, (C)ontinue, (D)elete, (E)dit, (H)elp, (I)nsert, (L)ist, (S)ave
Text Entry Command? S

Saving Comment * 0000 ...

8 ELECTRONIC TRANSFER OF DATA

To transfer data, you need communication software capable of transferring files from the system. Since each software package functions differently, you should become familiar with your communication software before attempting to download or upload files.

Definitions:

- (U)pload a file - allows sending a file from your machine to the HMIX.
- (D)ownload a file - allows transferring a file from the HMIX to your machine.
- DOS filename - A DOS FILENAME is the identifier given to a FILE saved by the disk operating system (see glossary). A filename can be from one to eight characters long and can have an extension of up to three characters separated from the filename by a period (.). When saving a file to be uploaded to the HMIX the use of .TXT is the preferred extension.
- ASCII - an acronym for "American Standard Code for Information Interchange". ASCII is one of the standard formats for representing characters so that files can be shared between programs.

Subcommands:

- (filename) - any valid DOS file name.
- (protocol) - a set of procedures or conventions that are used to formalize information transfer and error control between points.

To transfer files, the system needs to know what type of transfer protocol your software supports. If you are not sure, choose Xmodem. In most cases, it will be compatible with your software. The HMIX technicians are available to answer questions concerning the compatibility of software. They can be reached at the toll-free number, 1-800-PLANFOR.

8.1 DOWNLOADING A FILE

All of the information on the HMIX is considered in the "Public Domain" and can be downloaded by users.

To download files found in one of the topics, you must first join the topic in which the information is contained.

At the topic command, type (F)ilename to view the downloadable files. This submenu is similar to the one displayed at the (B)ulletin/Subtopic command, however, it also lists "filename", date, and file size. After choosing which file you will download, make a note of the filename.

In this case, the first subtopic in the LAWS AND REGULATIONS topic is to be downloaded; the filename is LBLT1.

(* min. left) Laws (6) Topic Command? f

[LAWS AND REGULATIONS]

These files are available for downloading. Enter D)ownload followed by the filename on the left.

If you would like to download all of these files at once, please download: LBLTW (This file is updated daily at 1:00 AM CST). The Archived filename for this topic is LBLT.EXE. Please read main board bulletin "Board Status" for further information.

Filename:	Size:	Updated:	Description:
LBLT1	1234	00-00-00	Hazardous Materials Transportation Regulations
LBLT2	1234	00-00-00	Pending Transportation Legislation
.			
LBLT9	1234	00-00-00	Other Regulations
LBLTW	1234	00-00-00	ASCII file of all lblt files

At the command, type (D)ownload. You will then be asked to enter the filename. Next, enter the letter identifying the protocol for the software you are using. The system will list the length of time it will take to transfer the file and the size of the file. For example:

(H)elp, (1-1), File List Command? D

```
Filename to Download (Enter)=none? LBLT1
Checking file transfer request. Please wait ...
(A) Ascii (Non-Binary)
(X) Xmodem (Checksum)
(C) CRC Xmodem (CRC)
(O) 1K-Xmodem (PCBoard Ymodem)
=> (N) None

Protocol Type for Transfer, (Enter) or (N)=abort? X
Download Time: .0 minutes (approximate)
Download Size: 1234 bytes (21 blocks)
Total Will Be: 1234 bytes
Protocol Type: Xmodem (Checksum)
File Selected: LBLT1
(Ctrl-X) Aborts Transfer
```

Return to your communication software package for instructions on receiving a file. The transfer request will abort if not started within 60 seconds. Once the transfer is completed, you will receive the message "Transfer Successfully Completed" and be returned to the topic command.

8.2 UPLOADING A FILE

If you have information that you would like to have included on the HMIX, it can be uploaded at the main board command. However, it will not go directly into the system files. Data sent to the HMIX is first reviewed by the system operator, edited if necessary, and then put into the appropriate topic.

Type (U)pload at the main board command. Enter the filename, transfer protocol, and a short description for use by the system operator. In the description, please include the topic and subtopic numbers where you would like the information to be placed. (In this case the file we wish to upload is called SAMPLE.TXT.)

Filename to Upload (Enter)=none? SAMPLE.TXT

```
Checking file transfer request. Please wait ...
Before beginning, enter a description of (SAMPLE.TXT).
(-----)
? Topic #/Subtopic #. (YOUR NAME)...

(A) Ascii (Non-Binary)
(X) Xmodem (Checksum)
(C) CRC Xmodem (CRC)
(O) 1K-Xmodem (PCBoard Ymodem)
=> (N) None

Protocol Type for Transfer, (Enter) or (N)=abort? X
Upload Status: Screened Before Posting
Protocol Type: Xmodem (Checksum)
File Selected: SAMPLE.TXT
(Ctrl-X) Aborts Transfer

Transfer Successfully Completed. (000 cps avg.)

Thanks for the file Jane!
```

Return to your software and follow the instructions for sending a file. As with the download procedure, you will have 60 seconds to initiate the transfer before the command is aborted. If successful, you will receive a comment, "Thank you for the file". If the task is aborted, you will be returned to the main board or topic command.

8.3 Uploading Formats

Information provided for inclusion on the HMIX should be provided in the following formats to allow for easy viewing of materials by users. Note: Dated materials are deleted by the system operator at the end of each month.

TRAINING COURSES

(For inclusion in Topic 1 or Regional Topics 11-20)

Title: Course Title

Prerequisite: Any information needed prior to enrollment in the course can be placed here (if there is no prerequisite, please do not include heading)

Description: An abstract or description of the course. Please keep the length to one paragraph (approximately 5 to 7 lines).

Cost: Include any costs, fees, or charges that will be incurred upon enrollment in the course (if there is no charge, please indicate).

Contact: Name

Address

City, State, Zip Code

Phone number (including area code)

Dates: xx/xx/xx

xx/xx/xx

xx/xx/xx

If the location changes with the date, place the location adjacent to the date, for example.

Dates: Location:

xx/xx/xx Washington, D.C.

xx/xx/xx Spokane, WA

CONFERENCE ANNOUNCEMENT OR ITEM FOR LITERATURE LISTING

(Items for inclusion in Topics 3, 4, or Regional Topics 11-20)

Title: Title of conference, symposium, meeting, training aid, book, etc.

Dates: When applicable.

Sponsor: Name of organization, association, company, etc.

Description: Brief description of conference, training document, etc.

Media: When applicable.

Cost: Price of conference or item.

Source or Contact: Name

Address

City, State, Zip Code

Telephone number (including area code)

9 ADDITIONAL FEATURES

HMIX offers additional features for your convenience. These include:

Graphics Mode

The (M)ode Graphics option turns the graphics or color displays on or off. Depending upon what type of monitor you are using, graphics may or may not enhance the display. You may choose this option at any topic command prompt.

Expert Mode

The e(X)pert mode option can be used to suppress the menu listings. If you type X at any topic command prompt, you will no longer see a menu. In addition, all of the other command options will be shortened to only the first letter. Only experienced users should invoke this command. Nevertheless, if you find yourself in expert mode and wish to view the menu, type X at the topic command line, and that will cancel the expert mode.

Chat

The CHAT option can be used to "talk" to other users. When you type CHAT, you will see a list of other nodes and other users who are currently on the system. Anyone can enter CHAT, but you can only communicate after the other person answers the request by typing CHAT. Likewise, if someone issues a CHAT request to you, you must also type CHAT to begin the process. Once CHAT has been established, be sure to allow time for the other person to respond. Lines of text are transmitted only after pressing the <Enter> key. Either user can end CHAT by typing (Q)uit to quit.

Subcommands:

(*)	- the number of the node with which you wish to CHAT
(G)roup	- places you in Group CHAT with others
(Q)uit	- quits Node CHAT
(E)nd	- also quits Node CHAT
(U)ser status	- displays the status of the other Nodes
(H)elp	- gives a quick display of these subcommands

When conversing in Node CHAT, there can be delays between the time you enter your text and the time it takes the other person to respond. Since text is only sent to the other Node when an <Enter> key or word-wrap occurs, there can be time delays of several seconds between text coming to your screen. Please WAIT until it is your turn to type! End your text with a "/go" to indicate it is the other person's turn to type - and then wait.

If you engage in a CHAT with another user, please limit your session to a reasonable length of time to allow others access to the system.

Script Questionnaire

This option allows a user to complete a script questionnaire which the system operator has made available. If you type (S)cript Questionnaire at the command prompt, you will then be provided instructions to complete the questionnaire. This feature is used to order additional copies of this User's Guide.

Operator Page

This option pages the system operator if you wish to receive assistance online. When the system operator is available, you will receive the message "Sysop CHAT active at (time) ... Hello, this is (name)". This option can be used if you have a question or problem which can be answered briefly. For other questions, please call the toll-free numbers listed in this publication.

Please note that the system operator is available Monday Through Friday between the hours of 8:30 a.m. and 5:00 p.m., Central Time.

Transfer Protocol

If you transfer data frequently and always use the same protocol, use the (T)ransfer protocol option to designate the type of protocol desired. This option automatically sets the protocol for future sessions.

10 GLOSSARY

ASCII: An acronym for "American Standard Code for Information Interchange". ASCII is one of the standard formats for representing characters so that files can be shared between programs. Also known as a text file.

BAUD RATE: The speed of transmission of data bits--data bits per second.

BIT: The smallest unit used to store information in your computer's memory (or on disk).

BYTE: The amount of space needed to store a single character (number, letter, or code).

COMMUNICATIONS SOFTWARE: Is the SOFTWARE that is needed for your computer to communicate with your modem.

DOS: This is the acronym for disk operating system.

FILE: A collection of related information. A file on a disk can be compared to a file folder in a desk drawer.

FILENAME: A FILENAME is the identifier given to a FILE saved by the disk operating system. A filename can be from one to eight characters long and can have an extension of up to three characters separated from the filename by a period (.). When saving a file to be uploaded to the HMIX the use of .TXT is the preferred extension.

HARDWARE This is any piece of physical electronic equipment. (Example: computer, modem, diskette, phone-line)

MODEM: A modem is a device that is connected to a computer (internally or externally) and a phone line. This is the piece of HARDWARE that is needed for your computer to communicate with the out-side world.

NODE. The entry point, accessible through a phone line, into the HMIX. The HMIX has 5 nodes allowing 5 users to access the HMIX simultaneously.

PROTOCOL: A set of procedures or conventions that are used to formalize information transfer and error control between points.

SOFTWARE: This is any type of program. (Example: DOS, communications software, word processing software)

WORD WRAP: This occurs while entering messages. When you reach the end of the line, the last word will automatically start on a new line.

Appendix 1

Bulletin 1 - Public Notice Regarding PRIVACY and Other Legal Matters With Respect to the HMIX Electronic Bulletin Board

>>> MUST Reading for ALL Users <<<

IN ORDER TO RETAIN THE INTEGRITY OF THE HAZARDOUS MATERIALS INFORMATION EXCHANGE (HMIX) AND ALLOW THE BROADEST DISSEMINATION OF INFORMATION THE FOLLOWING GUIDELINES HAVE BEEN ESTABLISHED.

1. PURSUANT TO THE ELECTRONIC AND COMMUNICATIONS PRIVACY ACT OF 1986, 18 USC 2510 et. seq., NOTICE IS HEREBY GIVEN THAT THERE ARE NO FACILITIES PROVIDED BY THIS SYSTEM FOR SENDING AND RECEIVING SENSITIVE OR CONFIDENTIAL ELECTRONIC COMMUNICATIONS. ALL MESSAGES SHALL BE DEEMED TO BE READILY ACCESSIBLE TO THE GENERAL PUBLIC

Do NOT place sensitive or proprietary information on this system.

NOTE: Subjects of interest to only one individual or a selected few may be left as "Receiver Only" or "Sender Only" messages. These messages must comply with item #2 of the HMIX Rules and Guidelines Bulletin. They will not normally be viewed by other users of the board. However, they will be readily accessible to the public. Normal message disposition is to "archive" all correspondence at the end of each month. Any justifiable request for information contained on the system will be granted. Furthermore, ALL messages become a part of the HMIX system and may be viewed at any time by the SYSOP, or the HMIX sponsors. If deemed appropriate, the SYSOP or the HMIX sponsors may transfer a communication from "Receiver Only" to the general notices.

2 Anyone accessing this system and leaving any message, comment, file or other form of communication grants the System Operator and/or Co-System Operator(s) (hereafter collectively known as the SYSOP) or the HMIX sponsors the specific right to read and dispose of said item in any manner that the SYSOP or the HMIX sponsor determines to be a proper disposition (including transferring between "Receiver Only" and the general notices or deleting).

3. The user understands that there is risk associated with using software downloaded from any bulletin board (BBS). In particular, any file downloaded from this bulletin board is done so entirely at the user's risk. The operators of this board offer no warranties or guarantees of ANY kind and are not liable for any damage or loss of data incurred by anyone using a file downloaded from this BBS.

4. The SYSOP of this board reserves the right to suspend, remove or deny access to this bulletin board any person who violates a board policy or for any reason deemed appropriate by the SYSOP.

Appendix 2

Bulletin 2 - Rules and Guidelines for Users of the HMIx Bulletin Board

>>> MUST Reading for ALL USERS <<<

1. DO NOT use an alias on this board. Use only your REAL name. Do NOT register more than once (using variations of your name) for the purpose of exceeding your daily allotted time limit. If you have a special need for more time on the board, please telephone or leave a message to the SYSOP briefly stating your reasons.

2. The following materials are not suitable for posting on this bulletin board:

- a. Any copyrighted material, including program listings, source or compiled code, or any portion thereof, without permission of the copyright owner. All items posted on the HMIx are considered in the public domain.
 - b. Classified materials of any kind.
 - c. Any credit card number or other financial access or credit coding information which would allow unauthorized use of any other person's credit.
 - d. Any access code, password, or confidential procedure which would aid others in gaining unauthorized access to any confidential information or file.
 - e. Any defamatory statement or materials or the use of foul language.
 - f. Any explicitly declared trade secret.
 - g. Any proprietary software.
 - h. Any commercial advertisement which suggest or may suggest endorsement of a product by the Federal Emergency Management Agency, Department of Transportation or other Government entity without its expressed written permission.
3. "Receiver Only" or "Sender Only" messages are permitted on the board, subject to the statements regarding privacy and Other Legal Matters as described in Bulletin 1. However, we encourage you to make "Public Messages" the RULE.

Appendix 3

PRIVATE SECTOR CRITERIA

Any materials submitted for inclusion on the Hazardous Materials Information Exchange (HMIX) will be reviewed based on the following criteria.

Only information pertaining to the prevention of, preparation for, or mitigation of hazardous materials incidents or other related hazardous materials topics will be accepted.

Information received to be included in one of the informational topics must be timely and a certification provided that the materials are available immediately (not developmental).

Materials provided should be submitted 1) as a text file (ASCII) and uploaded directly to the HMIX following the procedures outlined in the User's Guide or 2) typed in an appropriate format as described on page 29 and clearly legible so that the materials can be read by an optical scanner.

Information should include:

Description of where the materials should be included (Topic number and subtopic number)

Title of the course, conference, or resource document, etc.

Description or abstract

Prerequisites (when applicable)

Sponsoring Organization

Contact Person including title, address, voice phone number

Cost of goods or services

Dates (when applicable)

Location of activity

Note: Dated materials are deleted by the system operator at the end of each month.

Command	Description
Viewing the Topics:	
(A)bandon Topic	-Places you back at Main Board
(B)ulletin Listings	-List Main Bulletins or Subtopics
(J)oin a Topic	-List Topic Menu
Message Exchange:	
CHAT between NODEs	-Talk to other users
(C)omment to SYSOP	-Send questions or comments to system operator
(E)nter a Message	-Send a message to other users
(RE)ply	-Allows replying to messages
(K)ill	-Used to erase a message once read
(O)perator Page	-To receive on-line assistance
(R)ead Messages	-Read a message
Transfer Data.	
(D)ownload a File	-Download a file to your computer
(F)ile Directories	-Lists filenames of topics needed for downloading
(U)pload a File	-Send a file for inclusion on board
General:	
(NS)on-stop	-Continue reading messages/subtopics in non-stop format
CTRL X or CTRL	-To discontinue non-stop function
(X)pert Mode	-Turn off menu display
(H)elp Functions	-Get on-line help for these functions
(G)oodbye	-Hang up