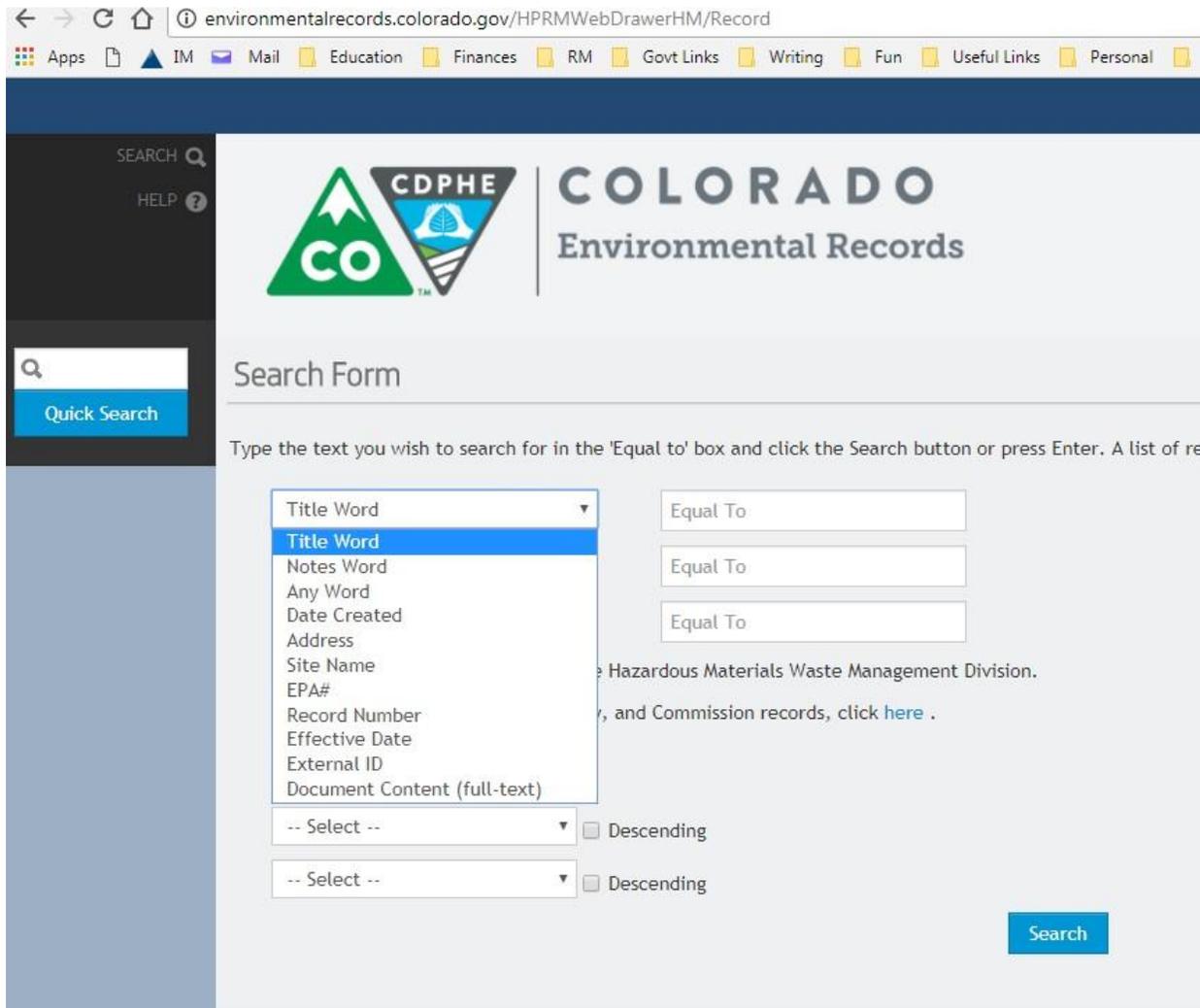




Searching records in WebDrawer

Records for facilities regulated by the Hazardous Materials Waste Management Division are organized by Site and/or Address. However, the dropdown menu offers several other options for searching that are useful for specific types of facilities. This is a guide to which types of facilities utilize these different fields and how to search them.



Simple searches

Title Word

Will search any keyword entered in the "Equal To" box that is contained in any Title in the database.

Notes Word

- Will search any keyword entered in the "Equal To" box that is contained in the database notes field.
- This field has been used in the past to capture addresses, detailed information too long to be contained in the Title field, or other pertinent information about a site or document.

Any Word

- Will search both the Title and Notes fields. Searching by "Any Word" will not return phrases or words found in documents. It only searches the metadata (information entered by record center staff about a document).

Date Created

- Will search the date of a document. You can search for a specific date, e.g. 5/1/16, or a range of dates, e.g. 5/1/17 to 5/31/17.
- This field also recognizes common terms like "today" and "yesterday."
 - E.g. you can search 8/1/17 to today to retrieve all documents entered in the system that were created in that period. It will also recognize a dash in place of the word "to," e.g. 8/1/17 - today.

More complex searches

Address

- Will search the Address field. The system searches for an exact match, and will return a message of "no results" if the query does not exactly match what is entered into the system. Therefore, use wildcards around the street name (*) when searching this field.
 - Example: to search 4824 Earhart Road, type 4824 *earhart*. This will return all documents with these terms in the Address field, regardless of whether or not directionals like North, South, and suffixes like Place, Street, etc. are included in the field.

Site Name

- Will search by the facility name.
- Like Address, this field searches for an exact match in the system, so wildcards are useful.
- Use the fewest keywords to return the maximum number of results.
 - Example: to search for the Hayden Station facility, type *Hayden*.
 - This will return any Site name including "Hayden" in the name. This facility is entered in the system as Hayden Station Fly Ash/HAY, so if you only type Hayden Station, you will get a search return of "no results."

EPA#

- Searches the EPA number associated with a facility. These are nine-digit numbers with a three- letter prefix, e.g. CON001002617.
- Use **only** the nine-digit number to search, as the alpha prefix is not included in this field. For the above example, search 001002617. Include any leading zeros.

Record Number

- Used to search for a specific document.
- If you have made an inquiry to the Record Center and received an index of files for a site, you may use this field to pull up a particular document for download.
 - Type in the Record Number as it appears on the index, e.g. SW/4.1./4 - include all periods and forward slashes.

Effective Date

- This search is rarely used by HMWMD but is associated with documents for the Air Pollution and Water Quality divisions, so it is included in the dropdown menu.

External ID

- Used to track information such as facility registration numbers and Voluntary Cleanup file codes.
- VCUP file codes are always preceded with RV, e.g. RV010613-1.

Document Content

- Searches the text of scanned documents.
- Enter keywords and click Search. However, not all records have content that is searchable, or that has been OCR'd (processed with Optical Character Recognition software).

Sorting and browsing

Use the "Sort By" field to arrange your search results. For example, to sort records by Date from newest to oldest, select **Date Created** and check the box for **Descending**.

The screenshot shows a "Search Form" with a "Quick Search" button on the left. The main form area contains three search criteria, each with a dropdown menu and an "Equal To" field. Below these is a section for "SORT BY" with a dropdown menu and two "Descending" checkboxes. The dropdown menu is open, showing options: "-- Select --", "Date Created", "External ID", "Record Number", and "Title".

Sites with many records will return multiple pages of results. Use the page numbers and arrows at the bottom of the search results page to browse through the list of records.

The screenshot shows a search results page with a list of records. The first record is "IMP ANALYSIS COUNTY LINE LANDFILL FAIRWAYS GROUNDWATER COLLECTION SUMP". Below the list is a pagination bar with a left arrow, page numbers 1 through 7, and a right arrow.