

# User's Guide to McCoy's RCRA Compliance CD

Before using *McCoy's RCRA Compliance CD*, you must agree to the terms of the [End User License Agreement \(EULA\)](#). **Distribution of this product over a computer network without a LAN or WAN license is expressly prohibited.** If you wish to obtain information about a LAN or WAN license for this product, [e-mail McCoy and Associates](#) or call us at (303) 526-2674.

This guide is designed to help you become familiar with *McCoy's RCRA Compliance CD*. Many of the topics in this guide discuss features of Adobe® Reader® that are covered in more detail in the Adobe Reader Help, which can be accessed from the Help menu. Other information in this guide introduces features that are specific to the content on this CD.

## CD Overview

### Contents

*McCoy's RCRA Compliance CD* contains the full text of *McCoy's RCRA Unraveled* and *McCoy's RCRA Reference* in Adobe® Acrobat® electronic format. To benefit from having both books on a single CD, it helps to understand the nature of each book and how they work together.

*McCoy's RCRA Unraveled* captures most of EPA's guidance on the RCRA hazardous waste regulations. To develop this book, we collected guidance from a variety of sources [i.e., *Federal Register* preambles, EPA's interpretive (RCRA Online, a.k.a. RO) documents, RCRA Hotline Q&As, EPA reports, and Office of Solid Waste and Emergency Response (OSWER) directives]. Then, we read and distilled that guidance into topical sections that discuss regulatory concepts, as well as the agency's interpretive nuances. We also have included insights shared with us by the thousands of hazardous waste professionals who have attended our RCRA seminars over the years. To make this reference more useful, we developed a keyword index that assists the reader in finding relevant information quickly. Packed with easy-to-read discussions, examples, and case studies, we believe this book is the most clear and comprehensive digest of RCRA guidance available on the planet.

*McCoy's RCRA Reference* contains the complete text of the federal hazardous waste regulations that implement Subtitle C of RCRA: 40 *CFR* Parts 260–280 and 148. The regulations within this edition are current through November 20, 2009. Some important features set this book apart from the *Code of Federal Regulations (CFR)* published by the U.S. Government Printing Office. First, we have worked diligently to make the text easier to read through better formatting and by adding indentation that allows the reader to distinguish between different levels of paragraphs, subparagraphs, etc. Second,

thousands of cross-references to sections of *McCoy's RCRA Unraveled* provide guidance and interpretation on the regulations. Finally, *McCoy's RCRA Reference* includes a keyword index generated by our hazardous waste experts, allowing the reader to locate regulations on fundamental concepts like the "derived-from rule," even though such terms are never used in the text of the regulations.

Used as a set, *McCoy's RCRA Unraveled* and *McCoy's RCRA Reference* allow users to easily find both regulations and guidance relevant to compliance topics. This powerful combination places over 25 years of hazardous waste information and expertise at your fingertips.

## **Notable Features**

In developing this CD, we were not content to simply reproduce the printed version of the two books in electronic format because this would offer little additional value to our customers beyond portability. Rather, our continuing goal with this product is to take advantage of the unique opportunities available with electronic media. To this end, *McCoy's RCRA Compliance CD* has the following notable features:

- Complete text of *McCoy's RCRA Unraveled* and *McCoy's RCRA Reference* in PDF format for broad compatibility;

- Over 40,000 hyperlinks for easy navigation to related information;
- Over 1,375 RCRA Online (RO) documents are included on the CD;
- Almost 300 *Federal Register* notices (1995 and later) are included on the CD;
- 18 Interactive FlowCharts ([more information below](#));
- Hyperlinked bookmarks (i.e., electronic table of contents) and keyword indexes;
- Formatted with larger fonts for easy on-screen reading;
- More portable format;
- All pages on the CD can be printed for reference;
- Regulations can be copied from *McCoy's RCRA Reference*;
- Full text search across *all* content on the CD; and
- Windows and Mac compatibility.

Within each of the two books included on this CD, you will find that references to sections of the federal hazardous waste regulations have been hyperlinked to take you to the text of the corresponding section within *McCoy's RCRA Reference*. Similarly, any references within the two books to sections of *McCoy's RCRA Unraveled* have been hyperlinked to take you to that section.

References to RO documents in *McCoy's RCRA Unraveled* have been linked to the copy of that RO document on the CD. Finally, any reference to a 1995 or later *Federal Register* citation within the two books has been hyperlinked to a copy of that notice on the CD.

## Using Interactive FlowCharts

An interactive version of each flowchart in *McCoy's RCRA Unraveled* is included on *McCoy's RCRA Compliance CD*. The interactive version asks you one question at a time, and based on your answers guides you to a conclusion. This step-by-step approach makes complex logic diagrams easier to use on screen. And any guidance and regs behind each step are hyperlinked so you can explore and better understand the rationale for each question or conclusion.

Entering an Interactive FlowChart is easy. When you encounter a flowchart in *McCoy's RCRA Unraveled* on the CD, simply click on the sidebar down the left side of the page, where you see the words Enter Interactive FlowChart as shown in [Figure 1](#).

Once you are in the Interactive FlowChart, use the buttons on the lower half of the page to navigate:

- On pages with a question, click on the Yes or No button.

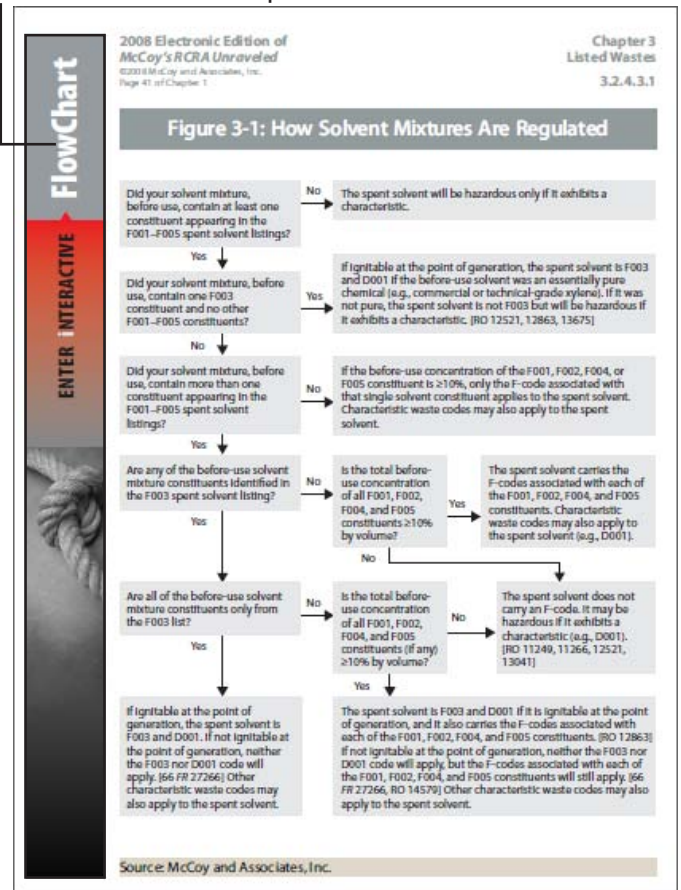
- If there is a Continue button, click on it when you are ready for additional information.

- Keep going until you reach a page where the conclusion symbol (❖) appears at the end of the text, indicating you have completed the logic diagram.

- If you need to back track through your choices, click on the Back button, which works like a Back button in a web browser (i.e., it works the same as the Previous View button on the Acrobat [page navigation toolbar](#)).
- If you want to start over, click on the Start Again button.

## Figure 1: Opening an Interactive FlowChart

Click on left sidebar to open Interactive FlowChart



- When you are finished, click on the Back To Chapter button to go back to the full-page flowchart.

## Recommendations for Using the CD

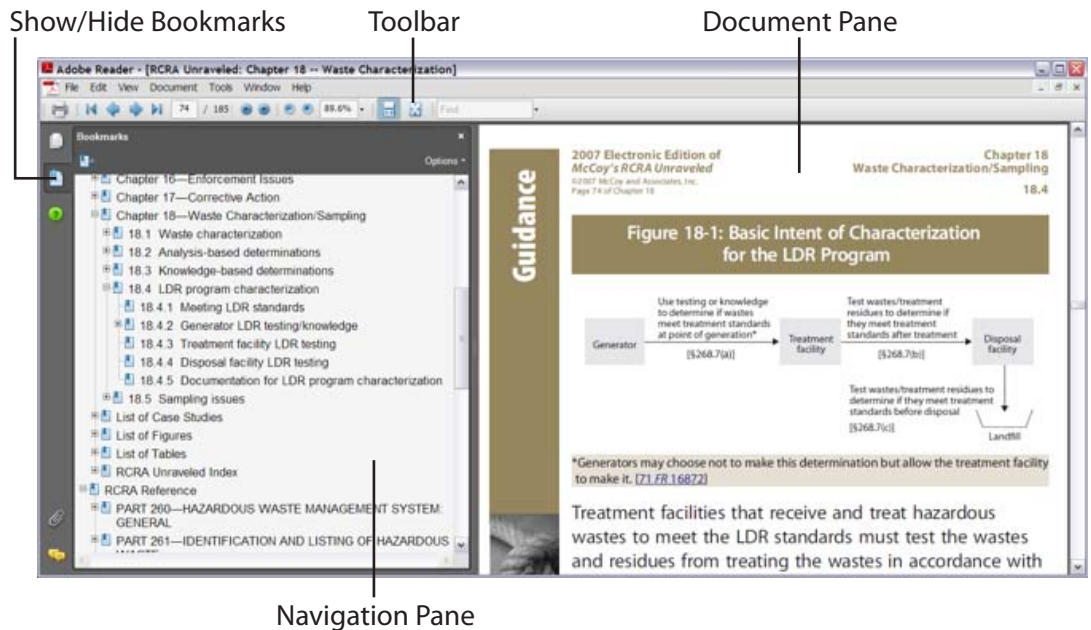
The following recommendations will help you use *McCoy's RCRA Compliance CD* more effectively.

### Adobe Reader Settings

Adobe Reader includes a variety of ways to customize the user interface. The discussion in this User's Guide focuses on Adobe Reader 8, although the CD content is compatible with any version or Adobe Reader 6.0 or higher. The interface for Adobe Reader 8 is shown in [Figure 2](#). If you are using a different version of Adobe Reader, it will usually have comparable settings and a similar user interface, but it may also have some differences.

In order to enhance navigation for this CD, we recommend that you make two changes. First, right-click on any bookmark in the Navigation Pane (shown in [Figure 2](#)) and make sure Wrap Long Bookmarks is checked in the pop-up menu. Second, enable all of the items on the Page Navigation toolbar. To do this, right-click on the toolbar (also shown in [Figure 2](#)) in Adobe Reader and choose More Tools from the popup menu. Scroll down to the Page Navigation Toolbar

## Figure 2: Adobe® Reader® Interface



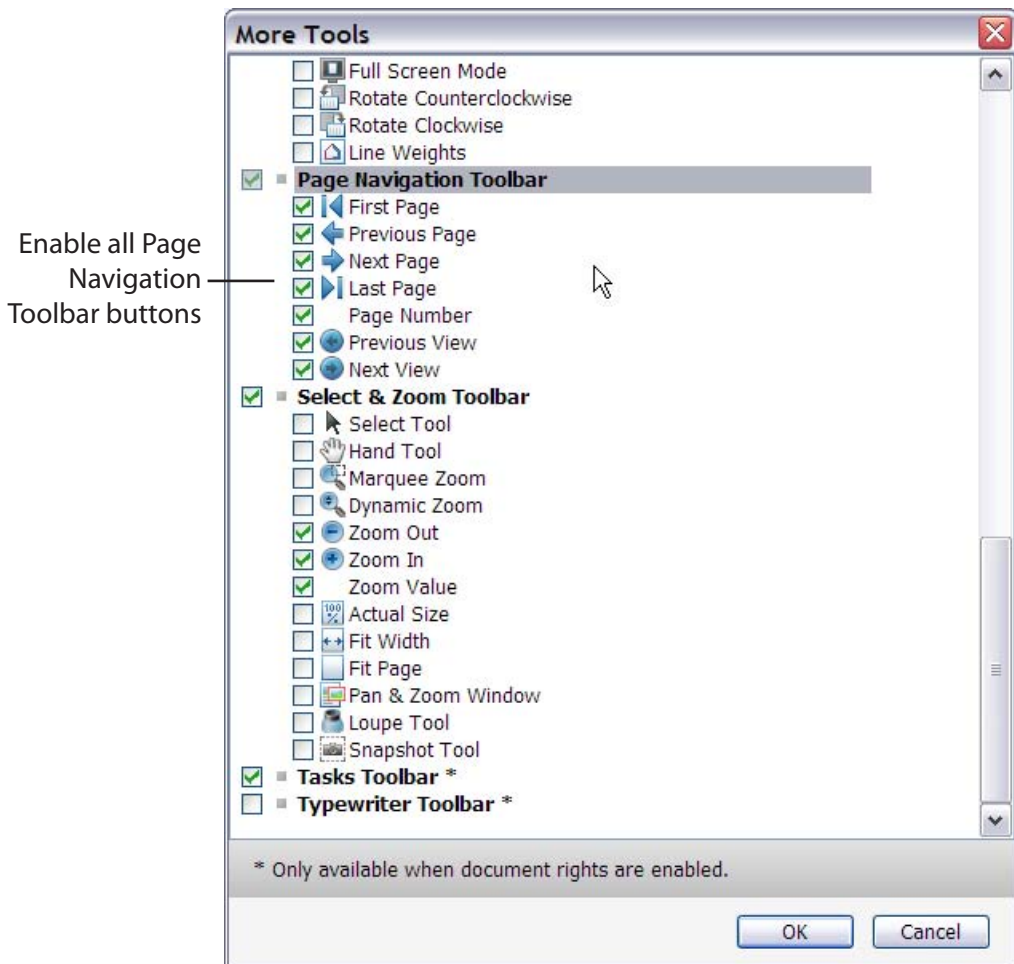
section and enable all of the buttons on this toolbar by checking them in the More Tools dialog shown in [Figure 3](#).

### Locating Information

The CD is designed with several features to make it easier to find RCRA regulations and guidance. We recommend the following approach to finding information on this CD:

- Start with the electronic table of contents (a.k.a. [Acrobat bookmarks](#)). The Acrobat bookmarks are the quickest way to locate information on a broad topic or find a specific section of the regulations.

Figure 3: More Tools Dialog



- Next use the keyword indexes. The indexes allow you to locate information in the regulations or guidance on more specific topics. You can find [more information on the indexes below](#).
- Use the [hyperlinks](#) within the content pages to quickly jump to regulatory sections and guidance related to the information on the current page.

- Use [Find](#) and [Search](#) when trying to locate very specific phrases or items, or when you wish to search the entire CD for additional information on a topic. Although the temptation is to use Find or Search as a primary means to locate information, these functions will often return more results than you desire. For specific examples of [when to use Find](#) and [when to use Search](#), see our discussion below.

## Adobe Reader Quirks

Adobe Reader is one of the most widely used pieces of software on the planet. Despite this, it has a couple quirks that merit a mention:

- In Adobe Reader, the Navigation pane (shown in [Figure 2](#)), where the [Acrobat bookmarks](#) reside, allows you to Page Up and Page Down through its contents. So does the Document pane (also shown in [Figure 2](#)). Therefore, the action of the PgUp/PgDn keys depends on which pane is selected. If you click on a bookmark, the focus stays in the Navigation pane. As a result, if you then press the PgDn key to move to the next page in the document, Adobe Reader will actually page down in the bookmarks, which is usually not what you are trying to do. To avoid this, you must click somewhere within the Document pane to select that pane before pressing PgUp/PgDn keys.
- Some of the default settings for Adobe Reader are designed to simplify the interface. However, these settings

also hide some of the more useful features, and they make Adobe Reader more difficult to use for large-scale content like *McCoy's RCRA Compliance CD*. For this reason, we suggest you follow the recommendations in the section entitled [Adobe Reader Settings](#) above.

Note that McCoy and Associates does not have any control over the behavior or development of Adobe Reader. If you have problems with Adobe Reader or suggested improvements for this software, we recommend you contact Adobe directly through their website at [www.adobe.com](http://www.adobe.com).

## Navigating the CD

The various means of navigating the contents of this CD can be divided into two categories: 1) Adobe Reader navigational controls, and 2) navigational aids built into the content.

### Adobe Reader Navigational Controls

Adobe Reader offers two main ways to navigate the content on the CD. [Figure 2](#) shows the Adobe Reader interface.

#### ***Bookmarks***

The most obvious means of navigation is the Navigation pane (see [Figure 2](#)), which has a Bookmarks tab (called a

“panel” in Acrobat lingo). Acrobat bookmarks are like an electronic table of contents for the CD. You can browse the bookmarks for sections of interest. Any bookmark with a + before it can be expanded to show subsections by clicking on the + or double-clicking on the bookmark. When you find a section of interest, click on the bookmark and you will be taken to that section. This is probably the quickest means of navigating to a broad topic of interest or a particular section of the regulations.

In addition, *McCoy's RCRA Unraveled* include three lists at the end of the bookmarks: a list of case studies, a list of figures, and a list of tables. So, if you are looking for a particular case study, figure, or table, this may be the fastest way to find it.

The Navigation pane has a Close button in the upper right-hand corner as shown in [Figure 2](#). To reopen the Bookmarks panel, click on the Show/Hide Bookmarks button (shown in [Figure 2](#)) along the upper left edge of the Navigation pane.

One thing worth noting is that each *RCRA Unraveled* chapter and *RCRA Reference* part on the CD is contained in its own PDF file. As a result, when you click on a hyperlink that takes you to a different chapter or part, the bookmark list switches back to its default state. From a user's perspective, this simply means that any expanded sections in the bookmarks list will collapse. Although

we'd love this to work differently, it is currently a technical limitation of the PDF format.

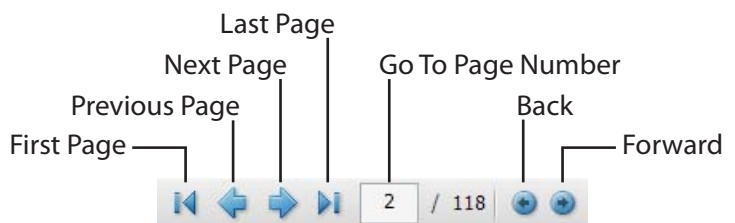
### ***Page Navigation Controls***

Three other means of navigation can be found on the Page Navigation Toolbar shown in [Figure 4](#). If you have not enabled all of the buttons on this toolbar, consult [Adobe Reader Settings](#) above for instructions on how to do this.

On the left side of the toolbar are buttons that allow you to navigate to the first, previous, next, and last page of the current PDF file. Because *McCoy's RCRA Compliance CD* is divided into several PDFs, think of these buttons as a means of navigating within the current chapter or part.

In the middle of the Page Navigation Toolbar is a control that allows you to type in a page number and press Enter to go to a specific page within the current PDF file. This portion of the toolbar also shows the total number of pages in the current PDF file.

On the right side of the toolbar are the Back and



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are the Back and

Forward buttons. Adobe Reader calls these Previous View and Next View. However, these buttons work much like the Back and Forward buttons in a web browser, allowing you to move back and forward through the history of views that you have navigated during your current CD session. So, for example, suppose you were reading guidance on a topic and clicked on a hyperlink to a section of the regulations. You could click on the Back button to return to the guidance. Unlike the previous two items on this toolbar, the Back and Forward buttons work across chapter and part boundaries.

Finally, the navigational functions described above can also be accessed via Go To under the View menu in Adobe Reader.

## **Content Navigational Aids**

The CD content also has several built-in navigational aids that can assist in finding information on specific topics.

### ***Keyword Indexes***

Both *McCoy's RCRA Unraveled* and *McCoy's RCRA Reference* include a hyperlinked keyword index. These indexes are knowledge-based, which means our regulatory experts have gone through the material and assigned appropriate keywords. This enables you to find information on terms like "derived-from rule," even though that term never appears in the regulations.

We believe the keyword indexes are very important to using this CD effectively. Because of this, the [Acrobat bookmarks](#) contain a bookmark to each of the indexes, and beneath these bookmarks are letter bookmarks to take you to specific letter headings within the parent index. Once you've reached the letter heading, simply page down to the topic you are seeking. If you are already in one of the indexes, we have also provided hyperlinked tab letters down the right side of each index page to assist in index navigation. Once you are within an index, this is the quickest way to get to a topic.

### ***When To Use the Indexes***

We recommend using the keyword indexes if you are looking for information on specific topics. Use the indexes to locate:

- *Regulations implementing specific requirements.* For example, if you want to know all the regulatory sections that implement the mixture rule, look up "mixture rule" in the RCRA Reference Index to discover that §§261.3(a)(2)(i) and (iv), and 261.3(b)(2)-(3) comprise the main portion of the mixture rule. Because all index entries are hyperlinked, you can go directly to any of these portions of the regulations with a click of the mouse.
- *Guidance on very specific topics.* For example, to find guidance on the difference between by-products and co-products, look up the primary keyword "BY-PRODUCTS" in


the RCRA Unraveled Index and find the secondary key that says "Not the same as co-products." There you will find hyperlinked references to guidance on this issue.

### ***Hyperlinks***

*McCoy's RCRA Compliance CD* includes tens of thousands of hyperlinks within the pages of the content. When you click on a hyperlink, it will take you to the page upon which the linked information appears. However, it may not change the page view or zoom options that are currently selected. Thus, if you have zoomed in on a particular portion of a page, clicking on a hyperlink may maintain the zoom level and take you to the upper left-hand portion of the page where the linked information occurs.

For this reason, we recommend that you familiarize yourself with the [page view and zoom options](#) that Adobe Reader offers (discussed below).

The following items are hyperlinked throughout the CD:

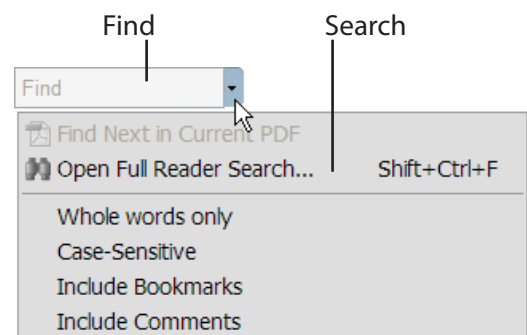
- Regulatory citations to sections of the hazardous waste regulations [e.g., [§262.34\(a\)](#)].
- References to sections in *McCoy's RCRA Unraveled*. For example, if you see a little book icon at the end of a section of the regulations followed by one or more numbers, like  [2.5.1.2](#), this would link to Section 2.5.1.2 in *McCoy's RCRA Unraveled*.

- References to RCRA Online (RO) documents (e.g., [RO 11158](#)), in *McCoy's RCRA Unraveled*. Furthermore, the RO documents have been captured and included on the CD so you do not have to be online to access them.
- References to 1995 and later *Federal Register (FR)* notices, like [60 FR 37975](#). These notices have been captured and included on the CD so you do not have to be online to access them.
- Web and e-mail addresses.

## Finding and Searching

Sometimes, you may want to locate a particular word or phrase on the CD. Or perhaps you wish to locate all information on a particular topic. In this case, the navigational aids discussed previously may not provide much help. However, Adobe Reader includes two built-in features that can be used for this task: Find and Search. These functions can be accessed via the toolbar button shown in [Figure 5](#) or via the Edit menu in Adobe Reader. In order to access Search from

**Figure 5:  
Find and Search**



the toolbar, click on the down arrow button to the right of the Find box to display the menu shown in [Figure 5](#).

## Adobe Reader Find

The Find function in Adobe Reader allows you to perform a simple text find within the current PDF file. Find will start from the current position in the document and find forward. However, Find has some notable limitations:

- Find locates matches only in the currently open PDF document. Because *McCoy's RCRA Compliance CD* is split into several PDF files, Find will locate matches only in the currently open chapter or regulatory part.
- Due to the nature of Acrobat documents, when the find phrase is split across a page boundary (i.e., the first portion of the phrase is on one page and the remainder is on the next page), Find will usually miss that occurrence.
- For similar reasons, occurrences of words that have been hyphenated across lines may be missed.

### ***When To Use Find***

Because it is a simple text find, Find is often the easiest way to locate a specific word or phrase *in close proximity to the current page* of the document. Use Find to locate:

- *RCRA Online (RO) numbers or Federal Register references for the current topic.* For example, you are reading a section in *McCoy's RCRA Unraveled* and wish to know which RO documents or *FR* sections our discussion is based upon, but you have not encountered any RO numbers or *FR* references yet. If you do a Find for the word "RO" or "FR" it will take you to the next occurrence, which is probably the basis for the preceding text.
- *Specific words within the current topic or regulatory section.* For example, you have already located the beginning of the Part 265, Subpart J tank standards applicable for 90-day tanks, but want to know what secondary containment requirements apply. You could do a Find for "secondary containment", and the third occurrence of this term is at the beginning of the secondary containment requirements.

Whenever using Find, keep in mind the [limitations detailed previously](#).

## **Adobe Reader Search**

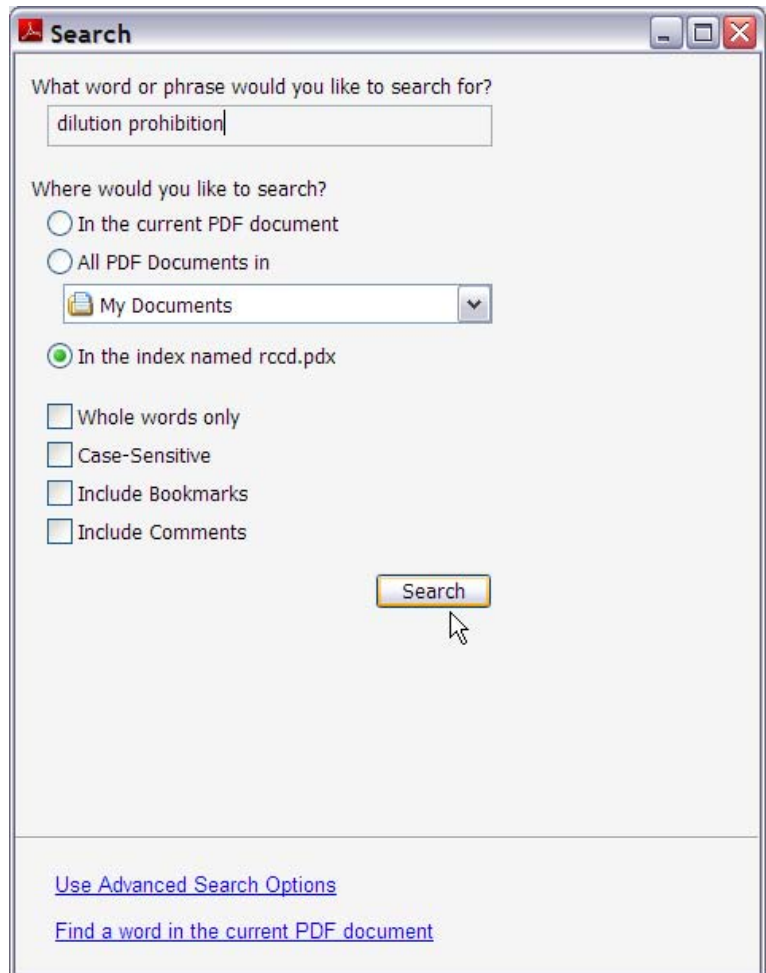
The Search function in Adobe Reader is extremely powerful. In order to fully unleash its power, the PDF file(s) must be indexed, and your Adobe Reader must have the Search plug-in installed. We have indexed all of the content on *McCoy's RCRA Compliance CD* (including the RO documents and *FR* notices), so you only need to

ensure that your Adobe Reader installation includes Search.

Search is more powerful than Find, as well as more complex. Search will locate any occurrences of the word or phrase within all indexed documents, then rank the documents based on the results.

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## Figure 6: Search Dialog



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To use Search, click on the down arrow next to the Find box on the toolbar. Then select Open Full Reader Search from the drop-down menu as shown in [Figure 5](#). When you do this, the Search dialog ([Figure 6](#)) will appear.

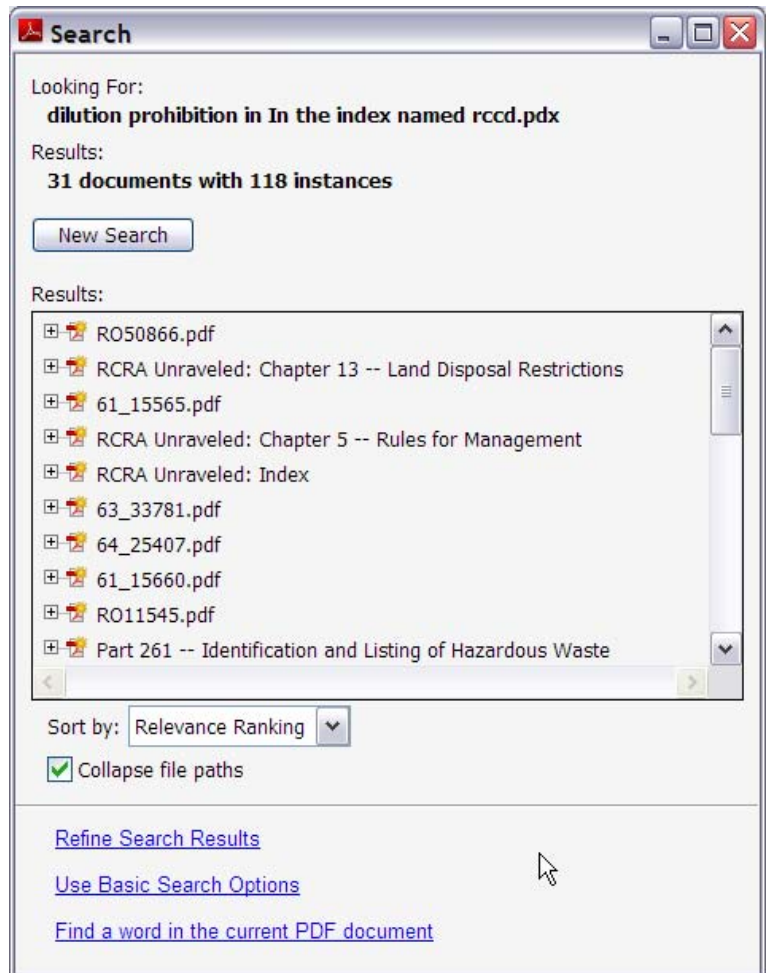
To use Search, type in a word or phrase, specify that you want to search in the index named RCCD.PDX, and click the Search button.

When the search is complete, a dialog similar to the one shown in [Figure 7](#) will appear listing all of the documents


on the CD that contain search matches. Within the list, you may see up to 6 types of listings:

- RCRA Unraveled Chapters, which will look something like "RCRA Unraveled: Chapter 13 – Land Disposal Restrictions";

Figure 7: Search Results



- RCRA Reference Parts, which look like "PART 261 – Identification and Listing of Hazardous Waste"
- RCRA Online Documents, such as "RO12345.PDF";
- *Federal Register* notices, like "65\_12345.PDF," where the first two digits are the *Federal Register* volume, and the last five digits are the first page number in the notice; and
- Keyword index listings, either "RCRA Unraveled: Index" or "RCRA Reference: Index."
- Interactive FlowChart Listings, which look like "Interactive Flowcharts."



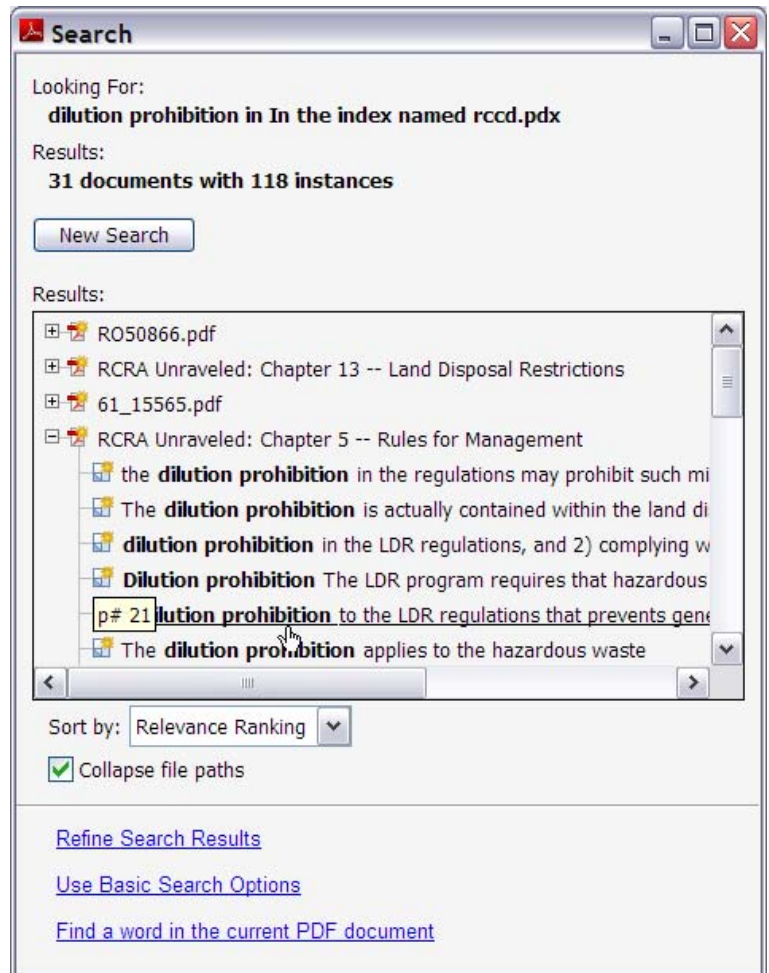
The default sort for the Search results is by Relevance Ranking, so documents higher in the list have more matches than those lower in the list. If you click on the + sign to the left of a document in your search results, it will expand the search results under that entry so you can see all matches within the document as shown in [Figure 8](#). Then, you can click on a particular match to display the page in the Document pane. Alternatively, if you click on the document entry itself (rather than the + sign before it) in the search results, it will expand the search results under that document entry, and it also will open the first result in the Document pane. When you view one of the search results, the search phrase will be highlighted on the page.

If your search returns too many results, and you want to narrow them down, you can click on the Refine Search Results link at the bottom of the [Search Results Dialog](#). This will allow you to do an additional search *within* the previous results.

In addition to the basic Search just described, Adobe Reader also has some advanced search options, available by clicking on the Use Advanced Search Options link at the bottom of the [Search Dialog](#):

- Word Stemming finds words that contain the “stem” of the specified search word. So, if you search on “test” with

Figure 8:  
Expanded Search Results



word stemming enabled, it would find all occurrences of test, testing, tested, tests, etc.

- Boolean searches are supported, including a proximity option. For more information on Boolean searches and the proximity option, consult Adobe Reader Help.

Our description of the Search function hits only the highlights. If you plan to use this function, we highly recommend that you take a few minutes to peruse the information on this function in the Adobe Reader Help, accessible from the Help menu.

### ***When To Use Search***

Although the Search function can be extremely useful, it often results in a tremendous number of matches. For this reason, we recommend you use Search only to locate extremely specific words, items, or phrases across the entire CD. Use Search to locate:

- *Additional guidance on issues similar to those discussed in a specific RO document.* For example, you have obtained RO 11261 that discusses treatment of hazardous wastes in 90-day accumulation units without a permit. This RO document provides some information, but does not answer all of your questions, so you would like to locate additional RO documents and guidance dealing with this issue. You perform a Search on "11261" and find one match in *RCRA Unraveled*. In the text nearby, you discover

that RO 14618, as well as several *Federal Register* notices, also discuss this issue.

- *A very specific phrase used in the regulations.* For example, someone has quoted the following portion of the regulations to you: "Used oil that is recycled includes any used oil which is reused," but has not given you a regulatory citation. You perform a Search on the phrase, or a portion of the phrase, to discover that the regulatory citation for this phrase is §261.6(a)(4).
- *All references to a particular regulatory section.* For example, you are interested in additional information on the §265.173(a) regulatory provision requiring containers to be closed except when adding or removing waste. You perform a search on "265.173(a)" and locate all references to this provision in both books.
- *Information that you cannot locate otherwise.* For example, you have searched through the bookmarks and keyword indexes for compliance information but haven't found anything applicable to your situation. Searching the entire CD and reviewing the results may yield additional results.

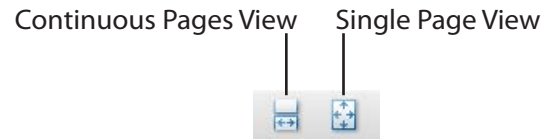
## Page View and Zoom Options

Adobe Reader offers several options and controls for the page view and zoom. Although the CD is generally designed to be viewed in single full-page view, we

recommend that you familiarize yourself with these options and controls to enhance your use of the CD.

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## Figure 9: Page Display Toolbar



### Page View Options and Controls

Adobe Reader has a pair of Page Display control buttons, shown in [Figure 9](#). These buttons work as follows:

- The Single Page View button forces Adobe Reader to display a single page at a time. Because hyperlinks within *McCoy's RCRA Compliance CD* take you to a specific page, but not a specific place on that page, this is the view we recommend.
- The Continuous Pages View button will allow you to scroll from page to page with more than one page (and the page boundary) visible on screen at the same time. If you choose to use this view, when you click on a hyperlink, the target section may not be visible on screen since the link will take you to the top of the page upon which the target section lies. This is not a problem if you are aware you may have to scroll down the page to find the target section, but can be disconcerting otherwise.

In addition, the View menu contains some additional options under Page Display.

## Zoom Controls

As mentioned previously, most of the CD content is designed to be viewed in full-page view. However, some tables and figures on the CD are fairly complex, so it was impossible to achieve that objective for those elements. This is where the Adobe Reader zoom controls, shown in [Figure 10](#), become useful.

The Zoom In and Zoom Out buttons can be used to incrementally increase or decrease the zoom. If you want to select a specific Zoom, you can enter a percentage in the Zoom Level control or use the drop-down menu on that control to specify a Zoom.

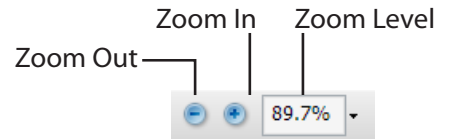
One particularly helpful Zoom tool that is not shown by default in Adobe Reader 8 is the Marquee Zoom. You can enable this tool by right-clicking on the toolbar, and choosing More Tools from the pop-up menu. When you do this, the [More Tools dialog](#) appears. If you scroll down to Select & Zoom Toolbar and check the box next to Marquee Zoom, this will enable the tool.

The Marquee Zoom tool works in two basic ways:

- First, you can simply move it over an area of the page you wish to zoom in on and click. This will zoom in on

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**Figure 10:  
Zoom Toolbar**



the page in fixed increments (i.e., just like the Zoom In button). If you hold down on the Ctrl key while doing this, the tool will zoom out incrementally instead (i.e., just like the Zoom Out button).

- Second, if you use the tool to drag a rectangle around the area you wish to zoom in on, that area will fill the Document pane of the Adobe Reader window.

Note: if you are zoomed in on a page and wish to see the entire page, the quickest way to do this is to open the Zoom Level drop-down menu and select Fit Page.

## Printing Pages

You may print any of the pages on the CD for your own use. A word of caution is in order, however.

One of our goals with *McCoy's RCRA Compliance CD* was to reformat the content for easier on-screen reading. As a result, the electronic format includes around 5,900 pages (much longer than the printed versions of these books), plus over 1,375 RO documents and 295 FR notices.

While this allows us to enhance readability and functionality, we must caution you that the default print range in Adobe Reader is to print the entire document, and some documents within the content are very long (e.g., Part 264 is over 600 pages). Thus, it would be wise to determine the page range you want to print and enter

that in the Print Range section of the Print dialog box—unless, of course, your printer holds a lot of paper!

Two easy ways are available to determine the current page for a particular chapter or part. First, you can always use the [Go To Page control](#) on the Adobe Reader toolbar, which displays the page number within the current PDF file. Alternatively, on the left side of each page header (including the one on this page), we have also provided the page number.

## Troubleshooting

### Opening the CD

**Problem: The CD does not automatically run when I place it in my CD drive. How do I start it?**

Solution:

*For Windows:* Click on the Start Button and select Run. Type: D:/html/index.html (where "D:" is the drive letter of your CD drive). Click OK for additional instructions.

*For Macintosh:* Autorun is not supported by Mac OS X. Instead, open START.PDF on the CD with Adobe Reader.

**Problem: When Adobe Reader opens, I receive a message that says: "You cannot currently view Adobe PDF files from within your web browser due to a configuration problem. Would you like Adobe Reader**

## **to fix the configuration?" How do I disable this message?**

Solution: This may occur when using older versions of Adobe Reader. Upgrading to a more recent version should eliminate this message. Alternatively, when the message appears, you can uncheck the box that says "Always perform this check when starting Acrobat." Then click on the No button. In older versions, you can also disable the warning in the Adobe Reader preferences. To do this, select Preferences from the Edit menu. In the Preferences dialog, select Options in the left pane and then uncheck Check Browser Settings When Starting Acrobat.

## **Problem: I want to run the CD from a networked drive.**

Solution: In order to run the CD from a networked CD-ROM drive, you must have a LAN or WAN license. McCoy and Associates will provide instructions for setting up the CD on a network with your license. You may contact us at (303) 526-2674 or [info@mccoyseminars.com](mailto:info@mccoyseminars.com).

## **Problem: Adobe Reader will not run properly on my computer.**

Solution: If you are having problems with Adobe Reader running on your computer, we suggest that you consult the [Adobe Reader Support](#) section on Adobe's website. If

you contact McCoy and Associates, we will do everything we can to assist you; however, Adobe is better suited to assist you with Adobe Reader issues.

## Using the CD

**Problem: When I click on a hyperlink, it does not take me to the correct place.**

Solution: Bookmarks and hyperlinks within *McCoy's RCRA Compliance CD* take you to the *page* upon which the hyperlinked section appears. However, your current view (including zoom level) is not always changed. Therefore, if you are zoomed in on a page and click on a hyperlink, it may be necessary to open the [Zoom Level](#) drop-down menu and select Fit Page to see the entire page and locate the hyperlinked material. For more information on working with [page view and zoom options](#), consult our previous discussion.

If you have already followed these steps and still cannot locate the hyperlinked material, please contact us at (303) 526-2674 or [info@mccoyseseminars.com](mailto:info@mccoyseseminars.com) and let us know the location of the hyperlink that you believe is broken.

**Problem: I can't see the bookmarks (i.e., electronic table of contents).**

**Solution:** To reopen the Bookmarks panel, click the Show/Hide Bookmarks button (shown in [Figure 2](#)) along the upper left edge of the Navigation pane.

**Problem: I've performed a Search, but I'm not sure how to navigate the results.**

**Solution:** Please consult our previous discussion on the [Search function](#).

**Problem: I am trying to copy text from *RCRA Unraveled*, but it doesn't work.**

**Solution:** Although regulatory text may be copied from *RCRA Reference*, the text of *RCRA Unraveled* is copyrighted material that cannot be copied or used outside of the CD. You may still print a copy of the page.

## Contact Us

We are committed to providing you with the best environmental compliance tools and information available. If you have any questions or comments regarding this CD, please contact us by phone at (303) 526-2674 or e-mail at [info@mccoyseminars.com](mailto:info@mccoyseminars.com). Also, please visit our website at [www.mccoyseminars.com](http://www.mccoyseminars.com) for up-to-date information regarding our seminars, publications, and other products.