



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
RESEARCH TRIANGLE PARK, NC 27711

OFFICE OF
AIR QUALITY PLANNING
AND STANDARDS

**Announcement to Miscellaneous Metal Parts and Products Survey Recipients
Electronic Survey Form Downloading Instructions
December 15, 1998**

This announcement is being sent to all Miscellaneous Metal Parts and Products survey recipients. If you are receiving this via FAX and have an e-mail address, please forward that address to llasher@rtp.pes.com; it will greatly improve our efficiency in getting information to you in a timely manner.

IMPORTANT NOTE: The return address for survey responses was inadvertently left out of the Section 114 letter. That address is provided here:

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c/o Bruce Moore, Attn: MMPP
OAQPS/ESD/CCPG (MD-13)
Research Triangle Park, NC 27711

The project team has posted a blank database containing the electronic version of the Data Collection Questionnaire. This electronic version of the Data Collection Questionnaire was developed to facilitate easier and more accurate data entry for both the facility and the EPA. Step-by-step instructions guiding you on how to download your database are provided below.

- (1) Go to the following Internet Web page: <http://MMPP.PES.COM>
- (2) Click on the Icon labeled as "Electronic Survey Form."
- (3) Follow the prompts to copy the files to your system. If you will be having several persons accessing the database at once, you will want to place it in a public location on your LAN (see your LAN administrator).
- (4) To access the database you will have to have a copy of Microsoft Access 97®. (If you do not have Access 97 but would still like to use the electronic forms, please contact George Woodall at gwoodall@rtp.pes.com, or FAX 919-941-0234, or phone 919-941-0333.) If you click on the file from Windows Explorer, Access will start and open the database file from the location where you saved it in Step 3 (it will have an MDE extension). You will be prompted to enter your initials (enter three initials) before you will be granted access to the database data entry screens. See the separate file ESURVEY.TXT for additional instructions (also saved to the same location as the database, and also available on the EPA project web page listed below).

For other information on this project, please see the EPA Web page for this project at:
http://www.epa.gov/ttn/uatw/coat/misc/misc_met.html