

# Completing the TCEQ Core Data Form

## What is the Core Data Form?

The Core Data Form (CDF) collects core data about the people, businesses, and institutions that TCEQ regulates.

“Core Data” refers to names, addresses, phone numbers, business types and other information that is shared across the agency.

## When to complete this form?

Only under the following circumstances should a Core Data Form be submitted:

- Your Core information is not yet in the Central Registry database or is incomplete
- Your information has changed from what is currently in the Central Registry database
- It is requested by the agency

You can check the status of your data in Central Registry on-line at <http://www4.tceq.state.tx.us/crpub/>.

*Note: If you are processing a new permit, change of ownership or termination additional forms besides the Core Data Form may be required. Please contact Central Registry for assistance at (512) 239-5175.*

## Where do I send this form?

- To the address on the other TCEQ forms the Core Data Form is accompanying
- To the location requested by TCEQ staff
- For an update to Core Data submit the Core Data Form to the address below:

TCEQ  
Central Registry Program MC 144  
PO Box 13087  
Austin, TX 78711-3087

## What is a Customer?

## What is a Regulated Entity?

**Customer** - An Individual or Organization responsible for one or more Regulated Entities. Examples include owners and operators of a site or an individual who holds a license.

**Regulated Entity** – This is the activity, site or thing that TCEQ regulates. The Regulated Entity is located at the actual physical address of where the regulated activity is occurring. Examples are a site, facility or license.

### Example

The following Customers own or are responsible for the corresponding Regulated Entities.

Customer	Regulated Entity
Worlds Inc	Roads Landfill
Duke Energy Field Services LP	Englewood Compression Station
Exxon Mobil Corporation	Tiger Mart 791

## What are CN and RN Numbers?

CN and RN numbers are used to identify Customers and Regulated Entities in Central Registry. These numbers do not replace other numbers (ex. Permit, Registration, Account, etc.) They can be used to easily access your information in the Central Registry database. Located at <http://www4.tceq.state.tx.us/crpub/>

Each Customer is issued a unique 11 digit identification number called a **Customer Reference Number (CN)**. These identifiers will be referred to as “CN numbers” because they start with “CN” and end with a 9 digit number (ex. CN123456789). Each Customer should have only one CN number.

Each Regulated Entity is also issued a unique 11 digit identification number called a **Regulated Entity Reference Number (RN)**. These identifiers will be referred to as “RN numbers” because they begin with “RN” and end with a 9 digit number (ex. RN123456789). Each Regulated Entity should have only one RN number.

## Do I receive a new CN or RN Number each time I submit a form?

No. A new CN or RN number is assigned only if the following conditions are met.

- The Customer has not yet been issued a CN Number in Central Registry

*A Customer may be involved with many sites and/or licenses but should only be issued a single CN Number in Central Registry.*

- The Regulated Entity does not already have a Regulated Entity Number (RN) in Central Registry

*A Regulated Entity is located at the actual physical address where the regulated activity is occurring with the exception of portable Regulated Entities and licenses. There should be only one RN number issued for each location. Once a site has an RN number, that number will stay with the site regardless of how many times it changes Customers (owners / operators).*

## Examples

### 1. Getting New CN & RN Numbers

Worlds Inc owns and operates Roads Landfill. Neither have CN or RN numbers in the Central Registry Database (search Central Registry first to confirm these numbers do not already exist).

Worlds Inc = **Customer** (owner & operator)  
*WITHOUT A CN NUMBER*  
Roads Landfill = **Regulated Entity**  
*WITHOUT AN RN NUMBER*

#### Process to get new RN and CN Numbers

- Use only one Core Data Form
- Enter Worlds Inc's information in Section II
- Enter Roads Landfill's information in Section III
- Enter the preparer's information in Section IV
- Always fill out Sections I, IV and V. (*In this example, a CN and RN number have not been issued, so leave the CN and RN fields blank in Section I*)
- It may be necessary to submit a program application when getting new CN and RN numbers

### 2. Updating Customer and/or Regulated Entity Information

Hyper Global Net Incorporated is in Central Registry as the owner/operator of the Regulated Entity – Global Net Services. A few months later Hyper Global Net Incorporated goes through a reorganization which results in changes to the information the company originally submitted to TCEQ on the Core Data Form. The changes include a company name change to Mega Hyper Global Net Inc., a company mailing address change, and a change in the Regulated Entity name to Mega Global Net Services.

Hyper Global Net Incorporated = **Customer**  
*WITH A CN NUMBER*  
Global Net Services = **Regulated Entity**  
*WITH AN RN NUMBER*

#### Process for updating CN/RN information

- Fill out a single Core Data Form. Put the Customer's and Regulated Entity's CN and RN numbers in for fields 3 and 4.
- Mark "Update to Customer Information" for field 7 and fill in only the fields that are being updated for Section II. In this example it would be the Customer's new name and new mailing address.
- Mark "Update to Regulated Entity information" on field 22 and fill out only the fields that are being updated in Section III. In this example it would be the Regulated Entity's new name.
- Make sure to always fill out Section IV and V.

### 3. Change in ownership of a Regulated Entity

*(Contact the Program Areas before attempting to use this form to process a change of ownership, other forms may be required)*

James Enterprises Co. owns and operates Maverick Electroplating. Each of these is in Central Registry and has a CN and RN number.

James Enterprises Co = Customer with a CN  
Maverick Electroplating = Regulated Entity with RN

A few months later Silicon Electroplating Inc buys Maverick Electroplating and becomes its sole owner and operator. James Enterprises Co is no longer associated with the site. Silicon Electroplating Inc is NOT in the Central Registry Database yet.

Silicon Electroplating Inc = **Customer**  
*WITHOUT A CN NUMBER*  
Maverick Electroplating = **Regulated Entity**  
*WITH AN RN NUMBER*

#### Process for Change in Ownership

- Fill out a single Core Data Form for Silicon Electroplating Inc (*new Customer*) and Maverick Electroplating (*Regulated Entity*). In Section I, leave the **CN blank** because it has not been issued yet and use Maverick Electroplating's RN Number. In Section II check "New Customer" and "Change in Regulated Entity Ownership" for field 7. Enter Silicon Electroplating Inc as the Customer Legal Name in field 9. Enter James Enterprises Co as the previous name and put the date they stopped being associated with the site.
- After the first Core Data Form has been submitted the prior owner (*James Enterprises Co*) should submit a letter to all interested program areas at TCEQ stating that they are no longer the Customer for the Regulated Entity that they sold. (Maverick Electroplating)

Note: If the change of ownership is for specific permits at a site and not the whole site, fill in the permit/registration numbers that are changing hands in the TCEQ Programs and ID Numbers field 39.

## Line-By-Line Instructions

### Section I: General Information

#### 1. Reason for Submission

- If the Core Data Form is being submitted in conjunction with a new Permit, Registration or Authorization application check the box indicating this and attach the Core Data Form to the program application.

- If the Core Data Form is being submitted in conjunction with a renewal application check the box indicating this and attach the Core Data Form to the renewal form.
- If the Core Data form is being submitted for another reason than those listed above check the Other box and briefly state why the form is being submitted.

*Example:* Updating Customer Information  
Updating Regulated Entity Information

## 2. Attachments

- If you are including other forms or information check “Yes” and BRIEFLY describe them.

*Example:* Sludge Transporter Registration  
EPA Notification Form  
Notice of Change Letter

- If the Core Data Form is being submitted by itself, check “No”

## 3. Customer Reference Number (CN)

If you have been issued a CN Number, enter it here. If this is the first time you or your company have completed this form, you will not have this number, so you should leave this space blank.

This number always begins with CN. Regardless of how many Regulated Entities this Customer is affiliated with, you will have only one Customer reference number.

## 4. Regulated Entity Reference Number (RN)

This unique number identifies the Regulated Entity and always begins with RN.

If the Regulated Entity has an 11-digit RN, list it here. (ex. RN123456789) If no regulated activity has occurred at this site before you will not have this number yet, so you should leave this space blank.

## Section II: Customer Information

### 5. Effective Date for Customer Information Changes

This is the date the changes submitted on this form took effect or the date that the new Customer took over ownership of the facility. There is no effective date for initial applications.

### 6. Customer Role

Check **ONE** box that best indicates the Customer’s relationship to the Regulated Entity. If none of the boxes fit your situation, check “Other” and write in the relationship.

## 7. General Customer Information

Check **ALL** boxes that apply.

- **New Customer**

The Customer does not have a CN Number. *In this case complete all items in Section II.*

- **Update to Customer Information**

The Customer has a CN but some of the information in Section II (*Customer Information – ex. Mailing Address, Telephone Number, etc.*) has changed and needs to be updated. *In this case only fill in the items that have changed.*

- **Change in Regulated Entity Ownership**

The Customer (permittee) for this Regulated Entity (listed in field 4) has changed (ex. Facility has been sold or is now under operational control of another entity). *In this case complete all items in Section II and fill in the previous owner’s name and end date next to field 9.*

*Note: See the instructions for Field 39 for partial changes of ownership. Also, not all permits/authorizations are transferable to a new owner. Check with the program area(s) before attempting a change of ownership with this form.*

- **Change in Legal Name**

It may be necessary to verify with the Secretary of State that a change in name alone has occurred before a change to a Customer name can be processed. Call TX SOS at 512-463-5555 for more information related to your company.

If the Customer is changing *Tax IDs or Secretary of State Filing number*, a new CN may be needed. Please contact a Central Registry representative if you are uncertain at [512-239-5175](tel:512-239-5175)

- **No Change**

No Customer information is changing (including the Customer’s relationship with the Regulated Entity). *In this case skip to Section III.*

(TCEQ withholds the right to request that all information on the CDF be filled out)

## 8. Type of Customer

Check only **ONE** box

- **Individual**

An individual is a person who is regulated by TCEQ but has not established a business.

- Sole Proprietorship – D.B.A.  
The Customer in this case is a business that is owned by only one person and has not been incorporated. This business may:
  - Be under the person’s name
  - Have its own name (“doing business as, or DBA)
  - Have any number of employees
  - Customers must register assumed names with the county
  - On the form please provide the first name, last name and dba name in this format. (ex. Bryan Smith dba Cool Cleaners)
- Limited Partnership (LP & LLP) A Texas limited partnership is a partnership formed by two or more persons, having one or more general partners and one or more limited partners. The limited partnership operates in accordance with a partnership agreement, written or oral, of the partners as to the affairs of the limited partnership and the conduct of its business. While the partnership agreement is not filed for public record, the limited partnership must file a certificate of limited partnership with the Texas Secretary of State (SOS). The Secretary of State provides a form for the certificate of limited partnership which meets minimum state law requirements.
- General Partnership A general partnership is created when two or more persons associate to carry on a business for profit. A partnership generally operates in accordance with a partnership agreement, but there is no requirement that the agreement be in writing and no state-filing requirement. General partnerships are required to file with the county in which they operate. Please submit a tax ID if you have a sales tax permit.
- Corporation  
The Customer meets all of the following:
  - Is legally incorporated under the laws of any state or country
  - Is recognized as a corporation by the Texas Secretary of State
  - Has proper operating authority to operate in Texas

**Examples of Corporations**

  - *General corporations*
  - *Subchapter S corporations*
  - *Limited liability companies (LLC)*
  - *Water supply corporations*
- Government – Federal, State, County or City  
The Customer is either an agency of one of these levels of government or the governmental body itself (ex. Blanco County, City of Houston, Texas Department of Transportation)

- Government – Other  
The Customer is a utility district, water district, tribal government, college district, council of governments or river authority. (ex. Lower Colorado River Authority).
- Other  
Fits none of the above descriptions. Some examples may be a joint venture, trust or an estate. Enter a short description of the type of Customer in the blank provided.

## 9. Customer Name

Enter the complete legal name of the Customer. Please verify that you are using the correct legal name for your company by searching for it using the Secretary of State and Texas Comptroller Websites or by calling their help lines.

Secretary of State 512-463-5555  
<http://direct.sos.state.tx.us/acct/acct-login.asp>

Texas Comptroller 1-800-252-1386  
<http://ecpa.cpa.state.tx.us/vendor/tpsearch1.html>

### Previous Name and End Date

*If the Customer name has changed due to a change in legal name please enter the prior name of the Customer and the date the name was changed in the Secretary of State. If the Customer name is changing because of a change in ownership of the Regulated Entity enter the name of the previous owner and the date the ownership changed hands.*

## 10. Mailing Address

Enter the mailing address to which TCEQ can send general correspondence (ex. The Customer’s Headquarters). This address must be recognized for delivery by the United States Parcel Service. You can check the validity of your address at [www.usps.com](http://www.usps.com)

Do **NOT** put the mailing address for the Customer’s contact for individual programs (ex. New Source Review Contact, Petroleum Storage Contact, Stormwater Contact, etc.), unless they are also the overall contact for TCEQ.

***If this address is outside the USA:*** Enter the mailing address and city if applicable. Enter all other mailing information under “Country” (field 11).

## 11. Country Mailing Information

If the address is in the USA, leave blank. If not, enter the country name, mailing zone, non-ZIP mailing codes and non-USA Postal Service features.

## 12-15. E-mail, Phone and Fax Information

Enter the communication information that would allow TCEQ to contact the Customer. Leave field 13 blank if your phone system does not use extensions or codes.

## 16. Federal Tax ID

All businesses, except some small sole proprietors and individuals should have a federal taxpayer identification number (FEIN). Enter this number here; do **NOT** use prefixes, dashes or hyphens. For more information on Federal Tax IDs please visit <http://www.irs.gov/businesses/small/article/0,,id=97872,00.html>

## 17. TX State Franchise Tax ID Number

If the Customer is a corporation or limited liability company, enter their state franchise tax ID here. Otherwise, leave this field blank. Check the State Comptroller's website at <http://ecpa.cpa.state.tx.us/vendor/tpsearch1.html> for a listing of your tax ID.

## 18. DUNS Number

If the Customer has a Data Universal Numbering System number issued by Dun and Bradstreet Corp, enter it here (usually larger companies). If not, leave blank.

## 19. TX SOS Filing Number

If the Customer has filed with the Secretary of State as a Corporation, Limited Partnership or non-profit organization they will have been issued a SOS filing number which may be entered here. If the Customer has not filed with SOS, leave blank. Search for your SOS Filing number at <http://www.sos.state.tx.us/corp/sosda/index.shtml> or call at 512-463-5555.

## 20. Number of Employees

Enter the number of employees for the Customer's entire company, including subsidiaries, at **ALL** locations, not just the location of the Regulated Entity listed above.

## 21. Independently Owned and Operated

Check "No" if the Customer is a subsidiary or part of a larger company. Otherwise, check "Yes".

## Section III: Regulated Entity Information

### 22. General Regulated Entity Information

Check only **ONE** box

- New Regulated Entity  
The Regulated Entity does NOT yet have an RN Number in Central Registry.  
*In this case complete all of Section III*
- Update to Regulated Entity Name  
The name by which your Regulated Entity is known has changed and needs to be updated. This name will be used by all program areas.

- Update to Regulated Entity Information

The Regulated Entity has an RN but some of the information in Section III (*Regulated Entity Information – ex. Mailing Address, Telephone Number, etc.*) has changed and needs to be updated. In this case only complete those items that have changed.

**Note:** *If you are changing the street address of your RN you will need to contact a Central Registry representative to determine if you need a new RN number and/or new permits/authorizations. This does not apply to portable Regulated Entities. Central Registry can be contacted at 512-239-5175.*

- No Change

No Regulated Entity information is changing.

**Note:** *If you have entered the Regulated Entity's RN Number in Section I and there is No Change to the Regulated Entity in Section III, you may skip to Section IV.*

(TCEQ withholds the right to request that all information on the CDF be filled out)

### 23. Regulated Entity Name

The name by which you want the Regulated Entity to be known or the name that it is known by. It will be used by all TCEQ programs when referring to the Regulated Entity. Make sure this name is consistent on all forms submitted to TCEQ. If the Regulated Entity name is the same as an individual, please print last name first followed by the first name.

### 24. Street Address

Enter the physical street address of the Regulated Entity. Do not provide a P.O. Box. *If the Regulated Entity has no street address, be sure to complete fields 35 and 36.*

Example Entry: 123 Bloom Street  
Hometown, TX 78711

### 25. Mailing Address

Enter the mailing address to which TCEQ can send general correspondence (ex. Headquarters at the Regulated Entities address). Do NOT put the mailing address for the Regulated Entity's program contacts (*ex. Air Contact, Waste Contact, etc.*), *unless they are also the Regulated Entity's overall contact for TCEQ.* This address must be recognized for delivery by the United States Parcel Service. You can check the validity of your address at [www.usps.com](http://www.usps.com)

### 26-29. E-mail, Phone and Fax information

Enter the communication information that would allow TCEQ to contact the Regulated Entity.

### 30-33. SIC and NAICS Codes

All Regulated Entities except Occupational Licenses should have Standard Industrial Classification (SIC) and North American Industrial Classification System (NAICS) codes. The codes should indicate the classification of what the site will ultimately be used for.

For a list of SIC codes on the Web go to:  
[www.osha.gov/oshstats/sicser.html](http://www.osha.gov/oshstats/sicser.html)

For a list of NAICS codes on the Web go to:  
[www.census.gov/epcd/www/naicscod.htm](http://www.census.gov/epcd/www/naicscod.htm)

### 34. Primary Business of this Entity

In your own words, briefly describe the primary business of this Regulated Entity. (*Gas Compression, Fleet Refueling, Rubber Manufacturing, etc.*)

### 35. Description to Physical Location

Enter specific direction of how to reach the Regulated Entity if the physical location of the Regulated Entity has no street address.

*Sample Entry:* "E on County Road 101 from US 83, turn left after 1.3 miles by the big oak tree, go 0.3 mile past the first tank on the left"

### 36. Nearest City, County, State and Nearest ZIP

If the Regulated Entity is in a city, that city will be the nearest city. If the nearest city is in another state or country, please provide that information in this blank as well

**County:** County in which the Regulated Entity is located. Enter the county with the majority of the Regulated Entity if it extends into more than one county.

**State:** This will primarily be Texas.

**Nearest ZIP Code:** Enter the ZIP code for the area that includes this Regulated Entity. If not available, give the ZIP code that is closest to this Regulated Entity—for example, the ZIP code for the city entered in the Nearest City field.

### 37-38. Latitude (N) and Longitude (W)

Enter this information if the Regulated Entity has a fixed location and the latitude and longitude are known. For larger sites use the center point of the operation. You may enter this information in either decimal or degree format. This field is required for all Water Quality programs.

### 39. TCEQ Programs and ID Numbers

Use these fields to indicate the Programs and Permit/Registrations affected by the updates on this form. For example, when using this form to update a Regulated Entity's name make sure to list the Programs and ID numbers linked to the Regulated Entity that you want updated. This will help us make

sure this form gets to the correct Program Areas as well as ensuring that the appropriate permits / registrations are updated. Updates to some program areas, including Water Quality, may only be made if the appropriate ID numbers are filled out in this section. If there are more ID numbers than space will allow, list them on a separate sheet and attach it to the Core Data Form.

### Partial Changes of Ownership

If you are submitting this form to process a change of ownership, section 39 can be used to indicate a partial ownership change of the permit/registrations located at a Regulated Entity. For example, Maverick Electroplating (Regulated Entity) is owned by James Enterprises Co (Customer). James Enterprises Co is regulated by TCEQ for having two petroleum storage tanks at Maverick Electroplating. At some point Maverick Electroplating sells part of its operation to Silicon Electroplating, including one of the PST tanks. When Silicon Electroplating submits a Core Data Form to inform us of the change of ownership they need to indicate the permit number(s) for the petroleum storage tank that they are taking over ownership for in this section. If this is not done, TCEQ will assume that Silicon Electroplating is taking over ownership of both of the petroleum storage tanks at the Regulated Entity.

## Section IV: Preparer Information

### 40-45. Name, Title, Phone Numbers, E-mail

Give all information for the person who actually completed the form. If TCEQ staff has questions they will contact this person.

## SECTION V: Authorized Signature

### 46. Name and Signature

Depending on the updates requested and the Program Areas involved, TCEQ rules and statutes may restrict who can sign this form. Please refer to the reference regulation to determine signature authority. You can find the rule for your permit/reg type at: <http://www.sos.state.tx.us/tac/index.shtml>. For further assistance, please see the program area signature requirements and contact information list on the next page.

If the CDF is being filled out as a result of an investigation, the CDF can be completed by the investigator but should be signed by the responsible party. In cases where there is no responsible party (ex. abandoned sites, spills) or the responsible party cannot be located (ex. off-site) the CDF should not be signed.

For Water Quality authorizations (CAFO, Wastewater, Storm Water, and Sludge permits and registration), by signing the core data form, the person signing is certifying that they are authorized under **30 Texas Administrative Code §305.44** to sign and submit this document, and can provide documentation in proof of such authorization upon request.

## Program Area Signature Requirements and Contact Information

TCEQ Program Area	Signatory Regulations (who can sign this form)	Program Area Phone Number
Air New Source (AIRNSR)	Applicant	(512) 239-1250
Air Operating Permits (AirOP)	Applicant	(512) 239-1250
Brownfields (BSA)	Applicant	(512) 239-5894
Concentrated Animal Feeding Operations (CAFO)	30 TAC Ch. 305.44(a)	(512) 239-4671
Dam Safety	Applicant	(512) 239-0400
Districts/Utilities	30 TAC Ch. 213.4(d)	(512) 239-4691
Dry Cleaners	Owner or Operator	(512) 239-2160
Edwards Aquifer (Austin)	30 TAC Ch. 213.4(d) / 213.23(d)	(512) 339-2929
Edwards Aquifer (San Antonio)	30 TAC Ch. 213.4(d) / 213.23(d)	(210) 490-3096
Enclosed Container Registration	30 TAC 335.6 (a,b,c)	(512) 239-3696
Industrial Hazardous Waste Permits (IHW)	Applicant / Preparer	(512) 239-2334
Industrial Hazardous Waste Registrations (IHW)	Applicant / Preparer	(512) 239-6413
Industrial Hazardous Waste --Corrective Action	Applicant	(512) 239-2343
Innocent Operator Program (IOP)	Applicant	(512) 239-5894
Licensing	Applicant	(512) 239-6300
Medical Waste On-Site Treatment Registration	Owner or Authorized Operator	(512) 239-3969
Medical Waste Transporter Registration	Owner or Authorized Operator	(512) 239-3696
Municipal Solid Waste (MSW)	Applicant / Permittee	(512) 239-2334
On-Site Sewage Facilities	Owner	(512) 239-0914
Petroleum Storage Tank (PST)	Owner or Operator	(512) 239-2160
Public Water Supply (PWS)	30 TAC Ch. 305.44(a) / 290.469	(512) 239-4691
Sludge – Registration & Permits	30 TAC Ch. 305.44(a)	(512) 239-4671
Sludge - Transporters	30 TAC Ch. 312.142	(512) 239-6001
Storm Water	30 TAC Ch. 305.44(a)	(512) 239-4671
Tires	Applicant	(817) 588-5800
Underground Injection Control	Applicant	(512) 239-2334
Used Oil Registration	Applicant	(512) 239-3393
Waste Water	30 TAC Ch. 305.44(a)	(512) 239-4671
Water Rights (WAM)	Applicant	(512) 239-4691
Water Quality (WQ)	30 TAC Ch. 305.44(a)	(512) 239-4671
Voluntary Cleanup Program (VCP)	Applicant	(512) 239-5894

To provide comments and/or suggestions on how to improve Central Registry, please take a quick survey. [Exit...](#)