



HOW TO SEARCH TCEQ RECORDS ONLINE

TCEQ [Central File Room Records Online](#) provides the public access to available electronic records and reflects records managed by the TCEQ's Central File Room (CFR.) Records not managed by the CFR are managed directly by the TCEQ program area and not available through TCEQ Records Online. If you are unable to locate records through TCEQ Records Online, please submit a Public Information Request (PIR.)

Quick Guide:

- [Step 1: Access](#)
- [Step 2: Searching](#)
 - [Record Series Search](#)
 - [Full Text Search](#)
 - [Address Search](#)
 - [Central Registry RN Search](#)
 - [Primary ID Search](#)
 - [Regulated Entity Name Search](#)
 - [Secondary ID Search](#)
 - [Quick Search](#)
 - [Reviewing Search Results](#)
 - [Search Within](#)

Step 1: Access

To access the TCEQ Records Online Central File Room (CFR) inventory, please visit <https://records.tceq.texas.gov>.

Step 2: Searching

Prior to conducting a search, the CFR recommends obtaining as much metadata on the records being sought by first accessing the [TCEQ's Central Registry \(CR\)](#). Doing so will provide metadata, such as Regulated Entity numbers, and other specific ID numbers that can then be searched for within TCEQ Records Online.

Initiating a Search:

The Basic Search screen will allow a user to search by the core metadata of a record. You may choose to search by Record Series, Address, Central Registry RN, Primary ID, Regulated Entity Name, Secondary ID, or Quick Search. You may also search by using any combination of these search options.

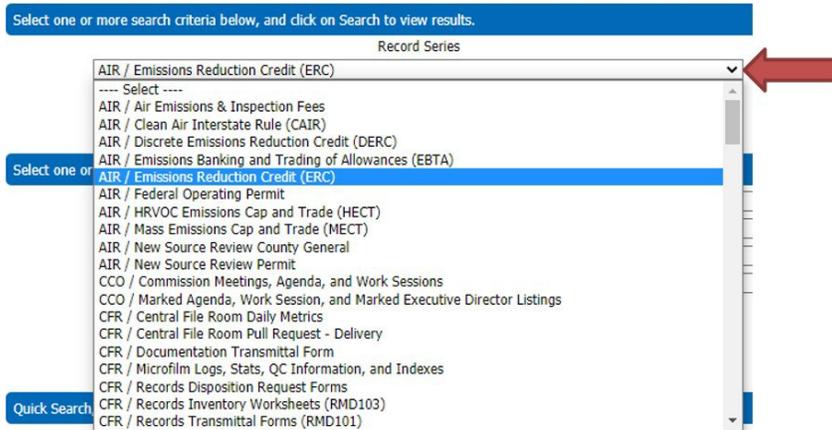
Tip: A search can be narrowed considerably by identifying a Record Series while also searching by Regulated Entity Name, Regulated Entity Number, or Primary ID.

Record Series Search

A record series is a group of logically related records that are used and filed as a unit by a program area.

Please note the Document Type search option is not recommended. Not all relative records will populate within this option.

1. Click on the drop-down arrow to open the listing of **Record Series** managed by the CFR.



Select the Record Series you are interested in researching. In the example below AIR/HRVOC Emissions Cap and Trade (HECT) record series was selected.



- You may search only using a Record Series selected, skip to [number 5](#), but the results may be too vast.
 - or
 - You may continue and narrow your search by including the Document Type.
2. OPTIONAL: Click on the **Media** drop-down arrow to open the listing of all media types of TCEQ records. Media is the medium that the record may available i.e., Paper, Microfilm, Microfiche, Electronic. The types of media are not specific to the Record Series or Document Type.



- **Electronic:** Many records in an electronic format are available for public view. Some electronic records, which may contain confidential information, will not populate, and will require you to submit a Public Information Request (PIR.)
 - **Fiche (microfiche), Microfilm, Optical Disc (CD), Paper, Tape (VHS):** These records require a PIR. Some Air Permitting records may be available without a PIR. If you are unsure, email cfreq@tceq.texas.gov.
3. When you have made your selection(s), click the **Search** button.

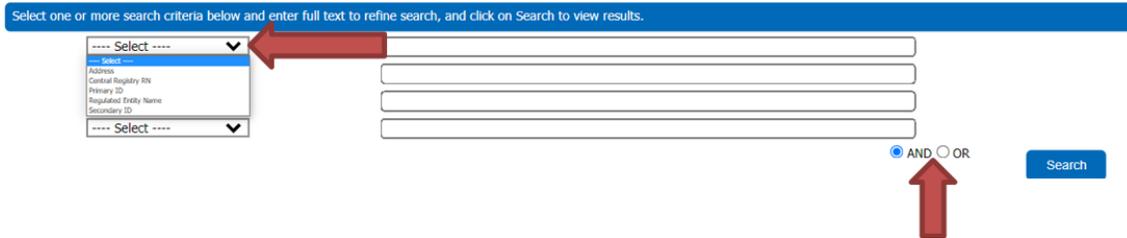


4. Go to [Reviewing Search Results](#) for guidance on evaluating/narrowing results.

Full Text Search

Under the Full text search option, you can search using up to four criteria, in any combination which include: Address, Central Registry RN, Primary ID, Regulated Entity Name, and/or Secondary ID.

Select one or more search criteria below and enter full text to refine search, and click on Search to view results.



If one or more criteria are selected, the search will default as **AND**. If you would like to increase the number of results for more than one criterion, select **OR**.

- **AND** searches find all the search terms: Lamar AND Brodie AND Guadalupe return only results that contain all three search terms. Very limited results.
- **OR** searches find one term or the other: Lamar OR Brodie OR Guadalupe returns all items that contain any of the three search terms. Returns many results.

I. Address

You may search using the address for the entity.

Select one or more search criteria below and enter full text to refine search, and click on Search to view results.

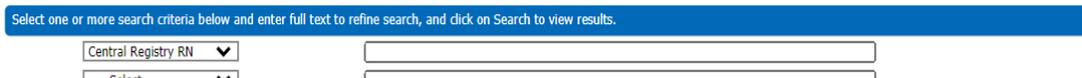


- Search is not case sensitive, i.e., street names do not have to be capitalized correctly.
- Do not use punctuation marks or special characters, even if they appear in the address.
- Try using common abbreviations, i.e., HWY for Highway or S for South.
- Search results will include all physical addresses that include the information you enter.
 - For example, if "Lamar" is entered for the street address and "Austin" for the city name, the search results could include:
 - 8130 N LAMAR BLVD
 - 11000 N LAMAR BLVD
 - 4708 S LAMAR BLVD
 - 400 S LAMAR BLVD

II. Central Registry RN

The Regulated Entity Number may be least effective in a search since site names may change over time.

Select one or more search criteria below and enter full text to refine search, and click on Search to view results.



- How to search for an RN, <https://www.tceq.texas.gov/downloads/agency/data/lookup-data/how-to-search-for-an-rn.pdf>.

III. Primary ID

A unique program identifier specific to the record series.

Example: Primary ID number 10205 is for the WST/Petroleum Storage Tank Registrations Record Series.

Select one or more search criteria below and enter full text to refine search, and click on Search to view results.

Primary ID

IV. Regulated Entity Name

The site name where the regulated business activity for the entity occurs.

Select one or more search criteria below and enter full text to refine search, and click on Search to view results.

Regulated Entity Name

- Search is not case sensitive i.e., street names do not have to be capitalized correctly.
- If decimal points, ampersands, or hyphens appear in the name, try searching with and without them.
- When information cannot be found, try using common abbreviations i.e., CO for "Company" or LTD for "Limited."
- Your search results will include all names that include the text you entered. For example, if you enter "XYZ" then your search results could include:
 - XYZ CO
 - XYZ DRY CLEANING
 - ZIGGYS XYZ MART

V. Secondary ID

A second unique program identifier that is specific to the record series. Example: Petroleum Storage Tank (PST) Number for WST/Leaking Petroleum Storage Tank.

Select one or more search criteria below and enter full text to refine search, and click on Search to view results.

Secondary ID

Quick Search

Users can perform Quick Searches within the database to find all information within the file room inventory that contains a key search word. This feature will search all metadata and documents for the search term.

Example: If the term "EXX" is entered a user will retrieve results for any metadata or electronic documents with "Exxon," "ExxonMobil," etc.

Quick Search, enter full text to refine search, and click on Search to view results.

Search

Reset

- The number of results may be quite extensive when utilizing the Quick Search feature; using additional metadata such as a Record Series, Primary ID, or Address is recommended.

Reviewing Search Results

TCEQ Records Online will allow users to navigate 2,000 records within a single search. If the search yields greater than 2,000 results, you may need to either refine the initial search or use the [Search Within](#) function of the application.

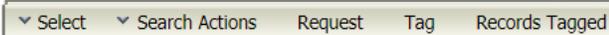
If results to your search are available, you will see a results table like below. If there are no results, you may wish to submit a PIR.

Page 1 of 11

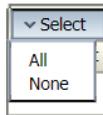
Select	Search Actions	Request	Tag	Records Tagged	Content ID	Record Series	Primary ID	Secondary ID	Document Type	Title	Begin Date	End Date	Volume Number	Litigation Hold	Regulated Entity Name	Media	Description	Security Group	Actions
<input type="checkbox"/>					1332448	AIR / HRVOC Emissions	10021031		Certifications	Certifications	5/2/2005 12:00AM	5/2/2005 12:00AM	P3519	Yes	ARKEMA CROSSBY PLANT	Electronic		Public	
<input type="checkbox"/>					1364816	AIR / HRVOC Emissions	10021019	101137	Certifications	Certifications	9/25/2006 12:00AM	9/25/2006 12:00AM	P0258		EQUISTAR CHEMICALS I	Electronic		Public	
<input type="checkbox"/>					1270522	AIR / HRVOC Emissions	10021019	101137	Certifications	Certifications	12/21/2007 12:00AM	12/21/2007 12:00AM	P0258		EQUISTAR CHEMICALS I	Electronic		Public	
<input type="checkbox"/>					1364816	AIR / HRVOC Emissions	10021019	105071	Certifications	Certifications	11/19/2010 12:00AM	11/19/2010 12:00AM	P0258		EQUISTAR CHEMICALS I	Electronic		Public	
<input type="checkbox"/>					1364816	AIR / HRVOC Emissions	10021019	108429	Certifications	Certifications	11/8/2013 12:00AM	11/8/2013 12:00AM	P0258		EQUISTAR CHEMICALS I	Electronic		Public	
<input type="checkbox"/>					1314272	AIR / HRVOC Emissions	100210674		Certifications	Certifications	5/3/2005 12:00AM	5/3/2005 12:00AM	P0260		CHOCOLATE BAYOU CD	Electronic		Public	
<input type="checkbox"/>					1314272	AIR / HRVOC Emissions	100210608		Certifications	Certifications	5/2/2005 12:00AM	5/2/2005 12:00AM	P1710		MARATHON PETROLEUM	Electronic		Public	
<input type="checkbox"/>					1365928	AIR / HRVOC Emissions	100210665	101128	Certifications	Certifications	9/25/2006 12:00AM	9/25/2006 12:00AM	P3067		MORGANS POINT GOMP	Electronic		Public	
<input type="checkbox"/>					1365928	AIR / HRVOC Emissions	100210665	105408	Certifications	Certifications	11/19/2010 12:00AM	11/19/2010 12:00AM	P3272		MORGANS POINT GOMP	Electronic		Public	
<input type="checkbox"/>					1365928	AIR / HRVOC Emissions	100210665	108460	Certifications	Certifications	11/8/2013 12:00AM	11/8/2013 12:00AM	P3272		MORGANS POINT GOMP	Electronic		Public	
<input type="checkbox"/>					1365914	AIR / HRVOC Emissions	100210806	101141	Certifications	Certifications	9/25/2006 12:00AM	9/25/2006 12:00AM	P0367	Yes	INTERCONTINENTAL TE	Electronic		Public	
<input type="checkbox"/>					1365914	AIR / HRVOC Emissions	100210806	101141	Certifications	Supplemental	9/25/2006 12:00AM	9/25/2006 12:00AM	P0367	Yes	INTERCONTINENTAL TE	Electronic		Public	
<input type="checkbox"/>					1365914	AIR / HRVOC Emissions	100210806	105113	Certifications	Certifications	11/19/2010 12:00AM	11/19/2010 12:00AM	P3140	Yes	INTERCONTINENTAL TE	Electronic		Public	
<input type="checkbox"/>					1365914	AIR / HRVOC Emissions	100210806	108463	Certifications	Certifications	11/8/2013 12:00AM	11/8/2013 12:00AM	P3140	Yes	INTERCONTINENTAL TE	Electronic		Public	
<input type="checkbox"/>					1365928	AIR / HRVOC Emissions	100211879	101110	Certifications	Certifications	8/29/2006 12:00AM	8/29/2006 12:00AM	P1713	No	SHELL OIL DEER PARK	Electronic		Public	
<input type="checkbox"/>					1365928	AIR / HRVOC Emissions	100211879	101110	Certifications	Certifications	9/25/2006 12:00AM	9/25/2006 12:00AM	P1713	No	SHELL OIL DEER PARK	Electronic		Public	
<input type="checkbox"/>					1314276	AIR / HRVOC Emissions	100211879	101110	Certifications	Supplemental	9/25/2006 12:00AM	9/25/2006 12:00AM	P1713	No	SHELL OIL DEER PARK	Electronic		Public	
<input type="checkbox"/>					1365928	AIR / HRVOC Emissions	100211879	105095	Certifications	Certifications	11/19/2010 12:00AM	11/19/2010 12:00AM	P1713	No	SHELL OIL DEER PARK	Electronic		Public	
<input type="checkbox"/>					1365928	AIR / HRVOC Emissions	100211879	105095	Certifications	Supplemental	11/19/2010 12:00AM	11/19/2010 12:00AM	P1713	No	SHELL OIL DEER PARK	Electronic		Public	
<input type="checkbox"/>					1365947	AIR / HRVOC Emissions	100211879	108151	Certifications	Certifications	11/8/2013 12:00AM	11/8/2013 12:00AM	P1713	No	SHELL OIL DEER PARK	Electronic		Public	

Page 1 of 11

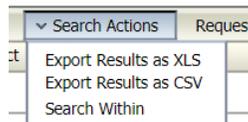
On the top left of the results table, the following options are available:



1. **Select:** Select **All** results or unselect results checked off by choosing **None**.



2. Search Actions:



- **Export Results as XLS.**
 - Results will be listed in an Excel spreadsheet.
- or
- **Export Results as CSV.**
 - Results will be listed in a text format separated by commas.
- or

- **Search Within:** Choosing this option will open a new window to narrow the results of your original search. Skip to [Search Within](#) in this guide for more information on utilizing this search.

Security Group: matches 'Public' AND Record Series: matches 'AIR / HRVOC Emissions Cap and Trade (HECT)' AND Document Type: matches 'Certifications' AND Media: matches 'Electronic'

Search Within (Reset) Search Results Search Form

Metadata Search

Search Within (Reset)

Type: Matches No Selection

Security Group: Matches No Selection

Record Series: Matches No Selection

Document Type: Matches No Selection

Series Title: Matches No Selection

Primary ID: Contains

Secondary ID: Contains

Tertiary ID: Contains

Begin Date: From To

Release Date: From To

Regulated Entity Name: Contains

Regulated Entity Name: Contains

Delivery Text Line #: Contains

City Name: Contains

Zip Code: From To

Current Location: Contains

Full-Text Search

Enter search terms

Results Options

Results Per Page: 50 Sort By: (Business Date) Descending

Search Within (Reset)

3. **Request:** Only Air Permitting physical records may be requested, i.e., Fiche (microfiche), Microfilm, Optical Disc (CD), Paper, or Tape (VHS). If requested records may contain confidential information, you will be directed to submit a [Public Information Request](#).

4. **Tag:** Tagging Records is used when you would like to see only a selected number of results on your screen. Note: A session will terminate if the browser is closed or after one hour of inactivity; clearing all tags.

- Select the records you would like to tag by clicking the boxes within the Select column.

Select	Content ID	Record Series	Primary ID
<input type="checkbox"/>	1332449	AIR / HRVOC Emissions	100210301
<input type="checkbox"/>	1264856	AIR / HRVOC Emissions	100210319
<input checked="" type="checkbox"/>	1270523	AIR / HRVOC Emissions	100210319
<input checked="" type="checkbox"/>	1264851	AIR / HRVOC Emissions	100210319
<input checked="" type="checkbox"/>	1264835	AIR / HRVOC Emissions	100210319
<input type="checkbox"/>	1314273	AIR / HRVOC Emissions	100210574

- Click on **Tag**.

Select	Content ID	Tag	Record Series	Primary ID
<input type="checkbox"/>	1332449		AIR / HRVOC Emissions	100210301
<input type="checkbox"/>	1264856		AIR / HRVOC Emissions	100210319
<input checked="" type="checkbox"/>	1270523		AIR / HRVOC Emissions	100210319
<input checked="" type="checkbox"/>	1264851		AIR / HRVOC Emissions	100210319
<input checked="" type="checkbox"/>	1264835		AIR / HRVOC Emissions	100210319
<input type="checkbox"/>	1314273		AIR / HRVOC Emissions	100210574

- The total number of records tagged will be detailed.

Select	Content ID	Tag	Record Series	Primary ID
<input type="checkbox"/>	1332449		AIR / HRVOC Emissions	100210301
<input type="checkbox"/>	1264856		AIR / HRVOC Emissions	100210319
<input checked="" type="checkbox"/>	1270523		AIR / HRVOC Emissions	100210319
<input checked="" type="checkbox"/>	1264851		AIR / HRVOC Emissions	100210319
<input checked="" type="checkbox"/>	1264835		AIR / HRVOC Emissions	100210319
<input type="checkbox"/>	1314273		AIR / HRVOC Emissions	100210574

- Click on **# Records Tagged**.

Select	Content ID	Tag	Record Series	Primary ID
<input type="checkbox"/>	1332449		AIR / HRVOC Emissions	100210301
<input type="checkbox"/>	1264856		AIR / HRVOC Emissions	100210319
<input checked="" type="checkbox"/>	1270523		AIR / HRVOC Emissions	100210319
<input checked="" type="checkbox"/>	1264851		AIR / HRVOC Emissions	100210319
<input checked="" type="checkbox"/>	1264835		AIR / HRVOC Emissions	100210319
<input type="checkbox"/>	1314273		AIR / HRVOC Emissions	100210574

- Only those records tagged are now visible.

Select	Content ID	Record Series	Primary ID
<input type="checkbox"/>	1270523	AIR / HRVOC Emissions	100210319
<input type="checkbox"/>	1264851	AIR / HRVOC Emissions	100210319
<input type="checkbox"/>	1264835	AIR / HRVOC Emissions	100210319

5. Click on the **Content ID** to view the selected record.

Select	Content ID	Record Series	Primary ID
<input type="checkbox"/>	1270523	AIR / HRVOC Emissions	100210319

- If the record is available for public view on TCEQ Records Online, it will open.
- If the record is not available for public view on TCEQ Records Online, a second window with the record Content Information will open.

Content Information

Content Information

Filing Criteria

Record Series: WA / Water Rights Applications

Record Series Code: APP

Document Type: Correspondence

Title: Correspondence

Security Group: Public

Media: Paper

Item Type: Folder

Primary ID: 0002

Secondary ID: APP

Tertiary ID:

Begin Date: 1/1/2013 12:00AM

End Date:

Volume Number: 001

Additional Information

Description:

Page Count: 0

Physical Location

Assigned Location: A102

Current Location: A102

Previous Location:

Shelf Location:

CFR Check In Date:

CFR Check Out Date:

Checked Out Flag:

Hold Information

Litigation Hold:

Litigation Hold Date:

Central Registry

Regulated Entity Number: RN104609870

Regulated Entity Name: WR 0804 OF THE NICHES RIVER BELOW LAKE PALESTINE

Central Registry Additional ID:

Legacy Address: NICHES RIVER LUFKIN TX 75901 ANGELINA

Address Type: RN_GEO_LOC

Physical Address: NICHES RIVER LUFKIN TX

Delivery Point Line 2:

City Name: TX

State Code: ANGELINA

Territory Name:

Zip Code:

Zip Plus 4:

Country Code: USA

- A [PIR](#) is required to view this record.
 - Tip: Including the **Content ID** and **Regulated Entity Number** for the record you are requesting in the PIR can speed up your request.

- Content ID** located within your search results.

Select	Content ID	Record Series
<input type="checkbox"/>	1270523	AIR / HRVOC Emissions

- Regulated Entity Number** is located within the Content Information window under Central Registry:

Central Registry

Regulated Entity Number: RN104609870

Regulated Entity Name: WR 0804 OF THE NICHES RIVER BELOW LAKE PALESTINE

Search Within

Search Within filters results by using additional search criteria within the current search results.

- In the search results screen, click the **Search Actions** drop-down list and choose **Search Within**.

Select	Content ID	Record Series	Primary ID	Secondary ID	Document Type	Title
<input type="checkbox"/>	1313659	AIR / HRVOC Emissions	102537289	401134	Certifications	Certification
<input type="checkbox"/>	1270523	AIR / HRVOC Emissions	102537289	401134	Certifications	Certification

2. A new window will open.

Security Group: matches 'Public' AND Record Series: matches 'AIR / HRVOC Emissions Cap and Trade (HECT)' AND Document Type: matches 'Certifications' AND Media: matches 'Electronic'

Search Within | Reset

Metadata Search

Type	Matches	<input type="text"/>	No Selection	<input type="text"/>
Security Group	Matches	<input type="text"/>	No Selection	<input type="text"/>
Record Series	Matches	<input type="text"/>	No Selection	<input type="text"/>
Document Type	Matches	<input type="text"/>	No Selection	<input type="text"/>
Source Title	Matches	<input type="text"/>	No Selection	<input type="text"/>
Primary ID	Contains	<input type="text"/>	No Selection	<input type="text"/>
Secondary ID	Contains	<input type="text"/>		
Tertiary ID	Contains	<input type="text"/>		
Begin Date	From	<input type="text"/>	To	<input type="text"/>
Release Date	From	<input type="text"/>	To	<input type="text"/>
Regulated Entity Number	Contains	<input type="text"/>		
Regulated Entity Name	Contains	<input type="text"/>		
Delivery Text Line 1	Contains	<input type="text"/>		
City Name	Contains	<input type="text"/>		
Zip Code	From	<input type="text"/>	To	<input type="text"/>
Current Location	Contains	<input type="text"/>		

Full-Text Search

Enter search terms

Results Options

Results Per Page: Sort By: Release Date

Search Within | Reset

- You may:
 - Enter metadata identified within your search results.
 - Enter a specific [Secondary ID](#) to narrow the search and exclude unnecessary records.
 - Narrow your search based off on media type i.e., Electronic or Paper.
 - Search within the electronic documents for keywords or dates.
- Go to [Reviewing Search Results](#) for guidance on evaluating results.