



TCEQ Core Data Standards

What are the TCEQ Core Data Standards?

The TCEQ Core Data Standards provide criteria for agency programs to use when entering data into all agency legacy systems. These standards make it easier for the legacy systems to be tied together for use in Central Registry, promote consistency across program areas, and aid in ending data "silos."

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1. Punctuation Standards

Punctuation should not be used unless absolutely necessary. Special situations where this rule may not apply are described in the table below. Acceptable punctuation marks and special characters are also listed.

Acceptable Punctuation	Rules Governing Use
Ampersand (&)	Can be used in place of the word AND (e.g., CROWN CORK & SEAL CO INC)
Decimal (.)	Use a period only when indicating a decimal (e.g., 3.4 MI W OF MARTIAN WAY). A period is not used with abbreviations, suffixes, or prefixes (ex. MR not MR.). A decimal, not a fraction, is used to indicate a portion of a mile (ex., 1.33 MI", not 1 $\frac{1}{3}$ MI).
Hyphen (-)	Use only (1) to indicate a street number range (e.g., 100-105 MAIN S) or (2) when it is part of the legal name of the organization per SOS. (e.g. WAL-MART)
Plus Sign (+)	Use a + sign only as part of a proper name. So A+ DRY CLEANERS is acceptable only if this is how the name was given by the customer. It is NOT acceptable as an abbreviation.

The following characters should not be used in Central Registry:

Unacceptable Punctuation	Use Instead
Pound Sign (#)	Do not use the # sign in front of a number (e.g., BP OIL 45623, not BP OIL #45623).
Apostrophe (')	Omit the space where an apostrophe would appear (e.g., TOMS SHOE SHOP, not TOM'S SHOE SHOP).
Commas (,)	Leave a single space between words (e.g., EXXON INC, not EXXON, INC).
All Other Punctuation	Do not use any other punctuation in Central Registry.

2. Abbreviation Standards

Care should be taken when using abbreviations because they can create inconsistencies in the data. Abbreviations should only be used in the case of space limitations or in certain instances where the abbreviation is in common usage. No other abbreviations should be used. Follow the guidelines below.

- A list of allowed abbreviations is listed in Appendix A in cases of space limitations.
- Omit the space in personal names that include spaces (e.g., “Mac Donald” or “Mc Donald” should be entered as “MACDONALD” or “MCDONALD”).
- Remove “THE” from the front of the Regulated Entity name, unless it is part of the true Organization Name (e.g., “THE OLYMPIAN”, not “THE CHEVRON STATION”).
- List ordinal numbers (e.g., “1ST” or “FIRST”) in the name or address of a Regulated Entity consistent with the way it is provided by the Organization on the forms submitted or as verified.

3. Regulated Entity/Alternate Regulated Entity Standards

A “**Regulated Entity**” is the activity, place, or other thing in which TCEQ has an environmental interest. A Regulated Entity identifies a single location where a regulated activity is occurring. Examples are sites, facilities, and licenses.

- The Regulated Entity/Alternate Regulated Entity name is the name of the particular location or operation, not the Customer Name.
- A Regulated Entity/Alternate Regulated Entity name should not have INC, CO, LP, etc. in the name.
- **Do not use generic Regulated Entity names.** Make sure there is something unique and identifying in the name of a Regulated Entity (see chart below).

Non-Standard	Standard
Bayport Plant	EXXON MOBIL BAYPORT PLANT
Channelview Facility	CHANNELVIEW FACILITY 236
Jiffy Lube	JIFFY LUBE YAGER LANE

4. Customer Name Standards

A “**Customer**” is an Individual or Organization responsible for one or more Regulated Entities.

In order to distinguish an Individual from an Organization, the following definitions should be used:

Individual – A person that is of interest to the Agency due to that person’s interactions with one or more Regulated Entities (e.g., a person who is responsible for a site).

Organization – A business, governmental body, association, or other entity (corporation, partnership, trust, etc.) that owns, operates, is responsible for, or is otherwise affiliated with a Regulated Entity. Organizations represent legal entities and may have organizational endings in their names (CO, INC, etc.).

Two forms of a customer’s name may be kept in the Central Registry database. They are the Customer’s Legal Name and the Customer’s Individual/Organization Name.

Customer Legal – The Legal Name of an Individual must be entered as used by the individual in a government issued ID. The Legal Name of an Organization must be verified and entered into the system as it is shown on the [Texas Secretary of State \(SOS\)](#) website. If the Customer Name cannot be located in SOS, it should be verified and entered as shown on the [Texas Comptroller of Public Accounts \(CPA\) website](#). *If the Customer’s name cannot be located on either the SOS or CPA website, the Program Area-specific policy should be used to identify the correct Customer Name for use in the databases.* Per Agency Standard, the Legal Name of a Customer should be entered in “Title Case” with all applicable punctuation. In the case of a space limitation, refer to Section 2 for abbreviation standards.

Customer Individual/Organization Name – The Individual/Organization Name will be how Customer Names are primarily kept in the Agency’s databases. The formatting of the Customer’s Name will be the Customer’s Legal Name after the application of the Agency’s Core Data Standards.

e.g., *Legal Name* = John A. Smith Jr.
Individual Name = SMITH, JOHN A JR

e.g., *Legal Name* = Faraday’s Cookie World, Inc.
Organization Name = FARADAYS COOKIE WORLD INC

Assumed Names / DBA’s As of June 10, 2009, by order of the Deputy Director of OPR, the Agency will no longer prepare authorizations in the name of an Assumed Name. All authorizations (i.e., permits, registrations, etc.) should be prepared in the name of the legal entity and there should be a direct match between the Agency’s Customer Name and that entity’s Tax ID number, as applicable. The Customer’s Legal Name should also be used in the Individual/Organization and Legal Name fields instead of using Doing Business As (DBA) Names.

5. City, Town, County, and Special District Name Standards

There are distinct patterns to use when naming governmental entities. In most cases, these patterns are simply the way they are referred to in common speech. These are shown below:

City – The word “City” should be first, followed by the word “of”, then the name of the city (e.g., CITY OF HOUSTON). A division of the city such as the City of Houston Fire Department is to be considered a Regulated Entity owned by the City of Houston.

Town – The rules for Towns are the same as for Cities. (e.g., TOWN OF FLOWER MOUND).

Regulated Entities (City Department or Division)	Customers (City Name)
CITY OF AUSTIN WATER WORKS	CITY OF AUSTIN

Regulated Entities (City Department or Division)	Customers (City Name)
CITY OF TAYLOR PARKS AND RECREATIONAL DEPARTMENT	CITY OF TAYLOR
CITY OF GEORGETOWN POLICE DEPARTMENT	CITY OF GEORGETOWN
TOWN OF FLOWER MOUND WATER DEPARTMENT	TOWN OF FLOWER MOUND

County – The County’s name should be followed by the word County.

Regulated Entities (County)	Customers (County)
TRAVIS COUNTY PARKS AND RECREATION DEPARTMENT	TRAVIS COUNTY
TAYLOR COUNTY WASTE DISPOSAL DEPARTMENT	TAYLOR COUNTY
HARRIS COUNTY PUBLIC HEALTH DEPARTMENT	HARRIS COUNTY

School and Other Districts – The name of the school is the Regulated Entity and the name of the school district is the name of the Customer. Refer to Appendix C for standard abbreviations.

Regulated Entities (School)	Customers (School District)
COVINGTON MIDDLE SCHOOL	AUSTIN ISD
REAGAN HIGH SCHOOL	AUSTIN ISD
ROUND ROCK HIGH SCHOOL	ROUND ROCK ISD

6. Government Agency, Military, and Organization Name Standards

Federal, State, and Military Organization names **MUST** be spelled out in full and **NOT** abbreviated, unless the Agency submits the information to us as an abbreviation and that abbreviation is in common use. Also, abbreviations can be used in cases of space limitations. The CPA website should be used to verify State Agency Names. The CPA

and SOS websites should both be used to verify Organization Names. The current name shown by SOS/CPA should be reflected in TCEQ data.

7. Organizational Endings

Central Registry will accept organizational endings in an organization’s name as registered with SOS. The acceptable organizational endings are:

Organizational Ending Name	Organizational Ending Name Abbreviation
Associated Associates Association	ASSOC
Company	CO
Corporation	CORP
Incorporated	INC
Limited	LTD
Limited Company	LC
Limited Liability Company	LLC
Limited Partnership	LP
Professional	PA
Professional Corporation	PC
Professional Limited Liability Company	PLLC

8. Individual Name and Co-Owner Standards

The standards below are to be used by nonintegrated programs when there is only one name field in their legacy system.

Individual – If there are only two names that make up the full name, do not use any commas. If there is a compound name, always put a comma after the last name. If there is a suffix, the suffix should follow the last name, then a comma followed by the first name.

Non-Standard	Standard
William Smith	SMITH WILLIAM
James Earl Jones	JONES, JAMES EARL
William Smith Jr.	SMITH JR, WILLIAM

The standards below are to be used by nonintegrated programs when there is more than one name field in their legacy system.

Use the following data entry format if there are multiple name fields used in the legacy system (e.g., First Name Field, Last Name Field).

First Name and Middle Name are 15 characters each. Last Name is 28 characters.

Suffix is 5 characters and Prefix is 3 characters.

Do not use periods in prefixes and suffixes (e.g., SR not S.R.)

9. Contact Name Standards

A “**Contact**” is a person who serves as the liaison to TCEQ for one or more Additional IDs. Every Contact will have a specific role in relation to the additional ID (Owner Contact, Billing Contact, Technical Contact, etc.). A different set of Contact Roles will be available depending on the Program Area.

- All Contact Names and Contact Information should be entered using only capital letters to ensure consistency throughout the agency.
- The Organization Name field for Contacts should be used to capture the name of the company that the Contact works for, not the company that they represent.
- The Job Title field should be used to capture the name of the position that the Contact holds at their company.
- The Prefixes and Suffixes most commonly used in Central Registry are listed below. The full list is available in the drop down in the Central Registry application.

Prefixes

- DR
- MR
- MRS
- MISS
- THE HONORABLE
- REVEREND
- SISTER
- SGT
- COL
- GEN
- CAP
- LT
- LTC
- MAJ
- MSGT

Suffixes

- I
- II
- JR
- SR
- III
- IV
- V
- CPA
- CPM
- DDS
- DVM
- ESQ
- JD
- MD



TCEQ GENERAL INFORMATION

TCEQ Division

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10. Mailing Address and Directional Standards

- All addresses must be verified using the US Postal Service address “look-up” website located at zip4.usps.com/zip4/welcome.jsp
- Abbreviate address prefixes and suffixes using the standard abbreviations listed in **Appendix B**.
- Use format of PO BOX., NOT P O BOX when a Post Office Box mailing address is used.
- Make sure to spell the word “Highway” for State and US Highways and use IH for Interstate Highways.
- Abbreviate both one letter and two letter directional symbols.
- Omit spaces in two-character directional symbols (e.g., NE not N E).
- Do not abbreviate the street name when the name of a street is the same word as a directional indicator (e.g., 123 EAST ST, *not* 123 E ST).

Nonstandard	Standard
7101 West HWY 71 Suite B1	7101 W HIGHWAY 71 STE B1
7525 Hwy 290 E	7525 E HIGHWAY 290
5312 North Interstate 35	5312 N IH 35
10001 Research Suite A	10001 RESEARCH BLVD STE A
12885 North Hwy 183 Suite 206	12885 N US HIGHWAY 183 STE 206

- Do not use any portion of the City, County, or Regulated Entity name in the address field.
- Do not put meaningless data in the address field or physical location description: (e.g., Unknown, N/A, Unobtainable, Not a Street Address, etc.)

11. Geographic Location Standards

The Geographic Location of a Regulated Entity represents the actual physical location of where the regulated action is taking place.

Use the guidelines for mailing addresses. Additionally:

- A Physical Address needs to contain the geographic location of the Regulated Entity.
- **Latitude and Longitude are required.**
- **Do not use PO Boxes for a Regulated Entity's Physical Address.**
- Do not use Rural Routes. These were replaced with road names by the US Postal Service.
- Use highway names only if it is the official street name.
- The following rules apply when using addresses denoting an intersection:
 - List street names in alphabetical order (e.g., ARLINGTON RD & WILSON BLVD).
 - List alphabetical street names before numerically designated streets and highways (e.g., GLEEBE RD & 2ND ST).

Appendix A - Standard Abbreviations

- Academy - ACDMY
- Accountant - ACCNT
- Agency - AGCY
- Airport - ARPRT
- American Samoa - AS
- Annex - ANX
- Arsenal - ARSNL
- Associates - ASSOC
- Attorney - ATTY
- Authority - ATHRTY
- Avenida - AVE
- Board - BD
- Branch - BR
- Building - BLDG
- Bureau - BUR
- Bypass - BYP
- Calle - CLL
- Caminito - CMT
- Center - CTR
- Central - CTRL
- Certificate of Convenience and Necessity - CCN
- Chemical - CHEML
- Cleaners - CLNR
- Commission - COMM
- Concourse - CONCRS
- Construction - CONSTRCTN
- Contractor - CONTR
- Corte - CT
- Court - CT
- Courts - CTS
- Crescent - CRES
- Disposal - DSPSL
- D.C. - DC
- Department - DEPT
- Disposal - DSPSL
- District - DIST
- Division - DIV
- Electric - ELECTR
- Engineer - ENGR
- Exchange - EXCH
- Extension - EXT
- Gardens - GDNS
- Grocery - GROCY
- Hardware - HDWR
- Headquarters - HDQTRS
- Hospital - HOSP
- Industrial - IND
- Industry - INDUST
- International - INTRNTL
- Institute - INST
- Insurance - INS
- Laboratory - LAB
- Landfill - LNDFL
- Landing - LNDG
- Lumber - LMBR
- Machine - MACH
- Management - MGMT
- Manufacturing - MFG
- Market - MKT
- Marshall Islands - MH
- Memorial - MEML
- Metropolitan - METRO
- Mobile Home Park - MHP
- Mount - MT
- Municipal - MNCPL
- National - NATL
- Number - NO
- Office - OFC
- Palau - PW
- Park - PARK
- Plant - PLNT
- Plaza - PLZ
- Power & Light - P&L
- Professional Association - PA
- Professional Corporation - PC
- Railroad - RR
- Railway - RLWY
- Refinery - RFNRY
- Representative - REP
- Saint - ST
- Sand & Gravel - S&G
- School - SCHL
- Senator - SEN
- Service - SVC
- Service Station - SS
- Sewage Treatment Plant - STP
- Society - SCTY
- Station - STA
- Substation - SUBSTA
- Surveyors - SURVYR
- System - SYST
- Tankfield - TKFLD
- Terminal - TRMNL
- Terrace - TER
- Township - TWP
- Trailer - TRLR
- Transportation - TRNSPRTN
- Transporter - TRNSPRT
- Treatment - TRTMNT
- University - UNIV
- Via - VIA
- Vista - VIS

Appendix B - Standard Abbreviations

- Alley - ALY
- Apartment - APT
- Avenue - AVE
- Boulevard - BLVD
- Camino - CMN
- Causeway - CSWY
- Circle - CIR
- Circulo - CIR
- County - CNTY
- Crossing - XING
- Drive - DR
- Expressway - EXPY
- Freeway - FWY
- Highway - HWY
- Lane - LN
- Loop - LOOP
- Mile - MI
- Motorway - MTWY
- Northeast - NE
- Northwest - NW
- Overpass - OPAS
- Park - PARK
- Parkway - PKWY
- Paseo - PAS
- Pass - PASS
- Room - RM
- Row - ROW
- Southeast - SE
- Southwest - SW
- Square - SQ
- Street - ST
- Suite - STE
- Throughway - TRWY
- Trafficway - TRFY
- Trail - TRL
- Turnpike - TPKE
- Underpass - UPAS
- Walk - WALK

Appendix C – Standard District Abbreviations

Use these common district name abbreviations for the Customer or Regulated Entity name fields in your legacy system. NOTE: If you have an organization name field and legal name field for customers, use the abbreviation in the organization name field and spell out the district name in the legal name field.

- Conservation and Reclamation District - CRD
- Consolidated Independent School District - CISD
- Emergency Service District - ESD
- Flood Control District - FCD
- Fresh Water Supply District - FWSD
- Groundwater Conservation District - GCD
- Independent School District - ISD
- Levee Improvement District - LID
- Mobile Home Park - MHP
- Municipal Utility District - MUD
- Municipal Water Authority - MWA
- Public Utility District - PUD
- Public Water Supply - PWS
- Sewage Treatment Plant - STP
- Publicly Owned Treatment Works - POTW
- Solid Waste Consolidated District - SWCD
- Solid Waste Management District - SWMD
- Special Utility District - SUD
- Underground Water Conservation District - UWCD
- Waste Water Treatment Plant - WWTP
- Water Conservation District - WCD
- Water Control and Improvement District - WCID
- Water Improvement District - WID
- Water Pollution Control Plant - WPCP
- Water Supply Corporation - WSC
- Water Treatment Plant - WTP

Have questions? Contact Central Registry via phone at 512-239-5175 or by email at registry@tceq.texas.gov