# **Program:**

The TCEQ Remediation Program abbreviation (ex: VCP, IOP, IHWCA, MSD).

#### Site ID:

The site identification number is issued by a TCEQ Remediation Program and noted on the TCEQ outgoing correspondence.

### Received/Sent Date:

The date that the document was received or sent by the TCEQ Remediation program. The received date and document date may differ for incoming documents. Outgoing documents have the same received and document date.

#### **Direction:**

Direction indicates if the document is being received by the TCEQ Remediation Program or being sent to the applicant/responsible party. Incoming is being sent to the TCEQ by the applicant/responsible party. Outgoing is being sent to the applicant/responsible party by the TCEQ.

# **Communication Type:**

Description of what the document pertains to. Please refer to the TCEQ Remediation Program Communication Types list for the plain language names of communication types by program *here*.

### **Document Date:**

The date the document was generated (i.e. the date on the document) by the applicant/responsible party or the TCEQ Remediation Program.

### **Communication ID:**

The number used to track the specific incoming or outgoing document submitted to or generated by the TCEQ Remediation Program. A communication ID is generated for each incoming and outgoing document. Also known as Comm ID and Tracking Number.

#### **Site Name:**

The name of the site or facility based on the description that the applicant/responsible party provided to TCEQ Remediation Program at the time the site came into its respective program, and/or the name the TCEQ assigned the site upon accepting it into a Remediation Program.

#### Address:

The physical address of the site, which is usually verified with the USPS by the applicant/responsible party or the TCEQ Remediation Program. It typically includes one street number and a street name. If this field is blank, please refer to the Address Description field.

# **Address Description:**

The address description provides additional details about the location of the site. This could be multiple street numbers for larger sites with multiple parcels. It could also be a description of the intersections of where the site is located. If this field is blank, please refer to the Address field.

# City:

The city the site is located in. If the site is not within a city limit, the nearest city will be listed.

# County:

The county that the site is located in.