

TCEQ Core Data Standards

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1. Punctuation Standards

Punctuation should not be used unless absolutely necessary. Acceptable punctuation for special situations is described in the table below:

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). Do not use a period with abbreviations, suffixes, or prefixes (e.g. MR not MR.). A decimal, not a fraction, is used to indicate a portion of a mile (e.g. 1.33 MI", not 1½ 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, SAFETY-KLEEN) Note: the examples given are not an all-inclusive list, contact a Central Registry specialist for guidance.
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.

Unacceptable punctuation marks and special characters that should not be used in Program Area databases (IDA, PARIS, WUD, Title V, etc.) or Central Registry are described in the table below.

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 or 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. Note: the examples given are not an all-inclusive list, contact a Central Registry specialist for guidance.

2. Abbreviation Standards

Abbreviations should only be used in the case of space limitations or when the abbreviation is in common usage. No other abbreviations should be used. Follow the guidelines below.

- For space limitations, reference Appendix C.
- Omit the space in personal names (e.g. “Mac Donald” or “Mc Donald” should be entered as “MACDONALD” or “MCDONALD”).
- Remove “THE” from the beginning of the Regulated Entity name, unless it is part of the Legal name of their Organization per SOS/CPA. In SOS the name is (“THE OIL CAN INC.”), correct entry is (e.g. “THE OIL CAN”).
- List ordinal numbers (e.g. “1ST” or “FIRST”) for the Regulated Entity name when it is part of the legal name of the organization per SOS/CPA.
- Addresses should be verifiable with USPS, reference Appendix B.

3. 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 (e.g. CO, INC, etc.).

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.* 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 and/or Appendix A for abbreviation standards.

Customer Individual Name - The Individual must be entered as used by the individual in a government issued ID.

Customer Organization Name - The Organization Name 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](#). The formatting of the Customer’s Name will be the Customer’s Legal Name without punctuation.

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 10th, 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. The Customer's Legal Name should also be used instead of using Doing Business As (DBA) Names in any part of the name.

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

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 considered a Regulated Entity owned by the City of Houston.

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

Town - The rules for Towns are the same as for Cities (e.g. 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 D 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

5. Government Agency, Military, and Organization Name Standards

Federal, State and Military Organization names MUST be spelled out in full and **NOT** abbreviated, unless the 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.

6. Customer Organizational Indicators

Central Registry will accept organizational indicators in an Organization's name as registered with SOS/CPA. The acceptable organizational indicators can be found in Appendix A.

7. Individual Name and Co-Owner Standards

The standards below are to be used by non-integrated 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

8. Regulated Entity/Alternate Regulated Entity Standards

A “**Regulated Entity**” is a person, organization, place, or thing that is of environmental interest to TCEQ where regulatory activities of interest to the Agency occur or have occurred in the past. Examples are sites, facilities and licenses.

- The Regulated Entity/Alternate Regulated Entity name is the name of the particular location, person, or operation, not the Customer Name.
- A Regulated Entity/Alternate Regulated Entity name should not include Organizational indicators in the name. (e.g. INC, CO, LP, COMPANY or COMPANIES, etc.).
- Do not use generic Regulated Entity names. Select a unique RE name identifier. (see chart below).

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

- Include identifier numbers that are part of the name used by the organization to make the Regulated Entity unique.
(e.g. 7 ELEVEN 1611 25758)
- **No Official Regulated Entity /Alternate Regulated Entity Name** Some sites have no official Regulated Entity/Alternate Regulated Entity name; therefore assign a descriptive name such as the entity’s lot size, street address, or other identifier particular to the entity (e.g. “6.22 Acre Warehouse Property”). See chart below).

Regulated Entity Description	Regulated Entity Name
6.22 ACRE WAREHOUSE PROPERTY	6.22 ACRE WAREHOUSE PROPERTY

Multiple Street Numbers for One Location If there are multiple street numbers for one location, contact the Regulated Entity to determine which number will be used consistently as the street address by all programs. (e.g. Between 300, 301, 303, and 400 Owl Hollow, it has been determined that 300 Owl Hollow will serve as the street address for this entity).

Place the remaining street numbers in the Regulated Entity Physical Location Description Section.

Physical Location Field - LOT COVERING TWO BLOCKS RANGING FROM 300-400 OWL HOLLOW

9. Mailing Address and Physical Location Description

- All addresses must be verified using the US Postal Service address “look-up” website located at <http://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.
- Abbreviate both one letter and two letter directional symbols. (e.g. S for South and SW for Southwest).
- 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).
- Do not put meaningless data in the address field or physical location description: (e.g. Unknown, N/A, Unobtainable, Not a Street Address, See Lat/Long, etc.)

10. Geographic Location Standards

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

Use these guidelines for mailing addresses:

- A Physical Address needs to contain the geographic location of the Regulated Entity.
- **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.
- 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).

The standards for Contacts are to be used by non-integrated 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 SR.)

Acceptable Contact Prefixes and Suffixes are listed in the table below:

11. 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 (e.g. as in the case of a consultant.)
- The Job Title field should be used to capture the name of the position that the Contact holds at their company.

CONTACT TYPE	ACCEPTABLE ABBREVIATIONS
PREFIX	CAP COL DR GEN LT LTC MAJ MISS MR MRS MSGT REVEREND SGT SISTER THE HONORABLE
SUFFIX	CPA CPM DDS DVM ESQ I II III IV JD JR MD SR V

12. Appendices

Appendix A

Customer Organizational Indicators

Abbreviations should only be used in the case of space limitations or when the abbreviation is in common usage, otherwise the Name should be reflected as it appears in SOS/CPA.

Entity Type	Organizational Indicator	Acceptable Abbreviations
For Profit Corporation	Company Companies Corporation Incorporated Limited	Co Co Corp Inc Ltd
Limited Liability Company	Limited Liability Company Limited Company	LLC LC / Ltd Co
Limited Partnership	Limited Partnership Limited Limited Liability Limited Partnership	LP Ltd LLLP
Nonprofit Corporation	May use any that can be used by For Profit Corporation	Co Corp Inc Ltd
Professional Association	Professional Association Associated Associates Association	PA ASSOC ASSOC ASSOC
Professional Corporation	Professional Corporation Company Corporation Incorporated Limited	PC Co Corp Inc Ltd
Professional Limited Liability Company	Professional Limited Liability Company	PLLC

Appendix B

Standard Address Abbreviations

Full list located at [USPS Street and Secondary Unit Abbreviations](#)

Standard Address Names	Acceptable 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
Path	PATH
Plaza	PLZ
Road	RD
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 Abbreviations

Abbreviations should only be used in the case of space limitations or when the abbreviation is in common usage, otherwise the Name should be reflected as it appears in SOS/CPA. A full list located at [USPS business word abbreviations](#).

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

Appendix D

Standard District Abbreviations

Use these common district name abbreviations in the Customer or Regulated Entity name fields. *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.*

Common District Names	Acceptable Abbreviations
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
Limited District	LD
Mobile Home Park	MHP
Municipal Management District	MMD
Municipal Utility District	MUD
Municipal Water Authority	MWA
Public Utility District	PUD
Public Water Supply	PWS
Publicly Owned Treatment Works	POTW
Sewage Treatment Plant	STP
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