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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 (ex. MR not MR.). A decimal, not a fraction, is used to indicate a portion of a mile (ex., 1.33 MI”, not 1⅓ 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 Central Registry 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 Central Registry 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 **A**.
* 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 **C**.

**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 (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)](http://direct.sos.state.tx.us/acct/acct-login.asp) 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](https://ourcpa.cpa.state.tx.us/coa/Index.html)*. 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. T*he 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 **B** 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)](http://direct.sos.state.tx.us/acct/acct-login.asp) 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](https://ourcpa.cpa.state.tx.us/coa/Index.html)*.* 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](https://direct.sos.state.tx.us/acct/acct-login.asp)/CPA. The acceptable organizational indicators can be found in Appendix **B.**

**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 the activity, place or other thing in which the 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 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 FROM300-400 OWL HOLLOW |

**9. Mailing Address and
Directional Standards**

* 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 **C.**
* 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. (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).

|  |  |
| --- | --- |
| **Non-Standard** | **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 put meaningless data in the address field or physical location description: (e.g. Unknown, N/A, Unobtainable, Not a Street Address, 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.)***

**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.
* Acceptable Contact Prefixes and Suffixes are listed below.

|  |  |
| --- | --- |
| **Prefixes** | **Suffixes** |
| DR | I |
| MR | II |
| MRS | JR |
| MISS | SR |
| THE HONORABLE | III |
| REVEREND | IV |
| SISTER | V |
| SGT | CPA |
| COL | CPM |
| GEN | DDS |
| CAP | DVM |
| LT | ESQ |
| LTC | JD |
| MAJ | MD |
| MSGT |  |

**Appendix A**

**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*](http://pe.usps.com/text/pub28/28apg.htm)*.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Academy | ACDMY | District | DIST | Park | PARK |
| Accountant | ACCNT | Division | DIV | Partnership | PRTNRSHP |
| Agency | AGCY | Electric | ELECTR | Plant | PLNT |
| Airport | ARPRT | Engineer | ENGR | Plaza | PLZ |
| American Samoa  | AS | Exchange | EXCH | Power & Light | P&L |
| Annex | ANX | Extension | EXT | Professional Association | PA |
| Arsenal | ARSNL | Gardens | GDNS | Professional Corporation | PC |
| Associates | ASSOC | Grocery | GROCY | Railroad | RR |
| Attorney | ATTY | Hardware | HDWR | Railway | RLWY |
| Authority | ATHRTY | Headquarters | HDQTRS | Refinery | RFNRY |
| Avenida | AVE | Hospital | HOSP | Representative | REP |
| Board | BD | Industrial | IND  | Saint | ST |
| Branch | BR | Industry | INDUST | Sand & Gravel | S&G |
| Building | BLDG | International | INTRNTL | School | SCHL |
| Bureau | BUR | Institute | INST | Senator | SEN |
| Bypass | BYP | Insurance | INS | Service | SVC |
| Calle | CLL | Laboratory | LAB | Service Station | SS |
| Caminito | CMT | 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 |
| Concourse | CONCRS | Market | MKT | Terminal | TRMNL |
| Construction | CONSTRCTN | Marshall Islands  | MH | Terrace | TER |
| Contractor | CONTR | Memorial | MEML | Township | TWP |
| Corte | CT | Metropolitan | METRO | Trailer | TRLR |
| Court | CT | Mobile Home Park  | MHP | Transportation | TRNSPRTN |
| Courts | CTS | Mount | MT | Transporter | TRNSPRT |
| Crescent | CRES | Municipal | MNCPL | Treatment | TRTMNT |
| Disposal | DSPSL | National | NATL | University | UNIV |
| D.C | DC | Number | NO | Via | VIA |
| Department | DEPT | Office | OFC | Vista | VIS |
| Disposal | DSPSL | Palau | PW | Warehouse | WRHSE |

**Appendix B**

**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 | CompanyCompaniesCorporationIncorporatedLimited | CoCoCorpIncLtd |
| Limited Liability Company | Limited Liability CompanyLimited Company | LLCLC / Ltd Co |
| Limited Partnership | Limited PartnershipLimitedLimited Liability Limited Partnership | LPLtdLLLP |
| Nonprofit Corporation | May use any that can be used by For Profit Corporation | CoCorpIncLtd |
| Professional Association | Professional AssociationAssociatedAssociatesAssociation | PAASSOCASSOCASSOC |
| Professional Corporation | Professional CorporationCompanyCorporationIncorporatedLimited | PCCoCorpIncLtd |
| Professional Limited Liability Company | Professional Limited Liability Company | PLLC |

**Appendix C**

**Standard Address Abbreviations**

*Full list located at* [*USPS Street and Secondary Unit Abbreviations*](https://www.usps.com/send/official-abbreviations.htm)

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

**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.*

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