How to Use Central File Room Online

Central File Room Online allows users to perform the following functions by searching for basic information on many of the facilities, organization, and people regulated by the TCEQ:

- Search the Central File Room inventory

- Request Copies of Records

- Access available electronic records

Please note that this system will reflect records managed by the TCEQ Central File Room, there are a number of records managed in other areas of the TCEQ. Users unable to locate information to fulfill their search request should contact the Central File Room for guidance 512-239-2900.

Definitions

- Central File Room Online: The TCEQ online application that allows users to search the Central File Room inventory, request copies of records, and access electronic records.

- Record Series: A set of files or documents maintained together as they are relevant to a particular TCEQ subject or function.

   Example:
   - Petroleum Storage Tanks
   - Districts
   - Voluntary Cleanup Program

- Document Type: Each record series is made up of different types of records; the most common types of documents include Correspondence, Permits, Maps, and Reports.

- Media: The format that the record is available in; for example Paper, Microfilm, Microfiche, Electronic.

- Regulated Entity Name: The site name where the regulated business activity for the entity occurs.

- Central Registry RN: The Regulated Entity Number

- Primary ID: Permit, registration, or other program identifier

- Address: The address for the entity, if no address is available the location of the entity is captured in the database.

- Secondary ID: A unique ID that may be relevant to the record series.

Example:
- o Air NSR, OP, Compliance: Account Numbers (if applicable)
- o Leaking Petroleum Storage Tanks: PST Number
- o Districts: Mud Number

- Customer Name: The owner or operator (or both) for the entity.

- Region: The region and county the entity is located in. When searching for a particular county or region it is necessary to use the application "Expanded Search" option to find information.

Search Guidance

To find a specific customer name:

- Search with part of the name of the customer only if you have no other options. This search can produce a list that includes many names that are not of interest to you. *See also* "Guidance for searching by name."

To find a specific regulated entity:

- If you know the required information, the fastest ways to find your facility's records are:
  - o Use a permit number or registration number to search by Program and Program ID.
  - o Search by Regulated Entity Reference Number. It should be noted that not all of the Central File Room records area managed by RN, in some instances this data is not referenced in the application.

- Searching with part of the name of the regulated entity usually is least effective, because site names change over time. *See also* "Guidance for searching by name."

- If only part of a name if know use the Expanded Search option to review available information within the database.

Guidance for searching by name:

- This search is not case sensitive. (You don't have to capitalize the name correctly.)

- If decimal points, ampersands, or hyphens appear in the name, try searching with and without them. We enter them in our records if the name is provided to us with them in it. Don't enter periods, commas, other punctuation marks, or special characters, even if they do appear in the name. We do not enter them in our records.

- Try using common abbreviations. For example:

- o CO for "Company"
- o LTD for "Limited"
- o INC for "Incorporated"
- o N for "North"

- 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:

  - o XYZ CO
  - o XYZ DRY CLEANING
  - o XYZ INC
  - o XYZ OF CUT AND SHOOT
  - o XYZ LTD
  - o XYZ PETROLEUM AND REFINING
  - o ZIGGYS XYZ MART

- If only part of a name if know use the Expanded Search option to review available information within the database.

- When the results appear, look at the top of the page for the total number of records found.

- Users have the option to show up to 75 results on each page.

- To navigate through the pages of results, use the navigation links that appear above the list.

Guidance for searching by address / location:

- This search is not case sensitive. (You don't have to capitalize the name of the street correctly.)

- Don't enter periods, commas, other punctuation marks, or special characters, even if they do appear in the address. We do not enter them in our records.

- Try using common abbreviations. For example:

  - o HWY for Highway
  - o ST for Street
  - o S for South

- Your search results will include all physical addresses that include the information you entered. For example, if you enter "Lamar" for the street address and "Austin" for the city name, then your search results could include:

  - o 8130 N LAMAR BLVD
  - o 11000 N LAMAR BLVD
  - o 4708 S LAMAR BLVD
  - o 400 S LAMAR BLVD

- This query will also search for the street address field within the physical location description. When this happens, you may get results outside the original search criteria. For example, if you enter "Lamar Boulevard" for the street address and "Austin" for the city name, then your search results could include:

  - 9616 N Lamar Blvd, Austin, Tx in Travis County
  - 2100 S Lamar Blvd, AUSTIN TX in Travis County
  - 1801 East Lamar Boulevard in Tarrant County

- If only part of a name if know use the Expanded Search option to review available information within the database.

- When the results appear, look at the top of the page for the total number of records found.

- Users have the option to show up to 75 results on each page.

- To navigate through the pages of results, use the navigation links that appear above the list.

Guidance for searching by region / county:

- This search is not case sensitive. (You don't have to capitalize the name of the street correctly.)

- Use the Expanded Search option to search by Region Name, Region Number, or County Name.

Guidance for using the Expanded Search feature:

- The Expand Search feature allows users to apply rules to their search criteria; for example that the search field Contains, Begin With, Ends With a keyword or number. This feature is useful for partial match searches when you are not sure of the exact match criteria.

- To access the Expand Search feature, alternate-click in the field where search syntax should be inserted. This opens a field-specific menu with options related to that field.

Steps for Using Expand Search.

1. Alternate-click in the specific field in which to insert search keywords or numbers.
2. Click Expand Search option (opens Expand Search pop-up).
3. Click desired option and enter search criteria in the text box located at bottom. Some options such as Null, do not require entering criteria.
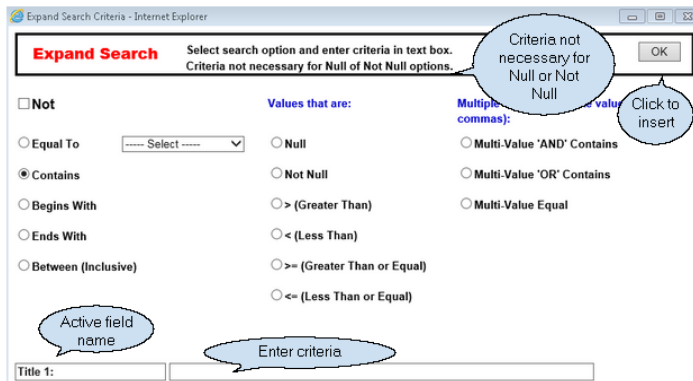
4. Click OK button (inserts search criteria and syntax into active field).

5. To close and cancel Expand Search click the 'X' icon at the upper right corner.

Guidance for accessing electronic records:

- The "Links" field on the search results screen identifies whether electronic documents are available for your search.

- When the "E" under links is red electronic documents are available, otherwise it will be black.

- Hover your mouse over the "E" and the number of electronic documents available will be reflected.

- When you click on the "E" a window will open listing the available electronic documents. These documents can be opened if you click on the file name. Depending on your computer setting these records will open in your internet explorer or the program that is accessible with the file.
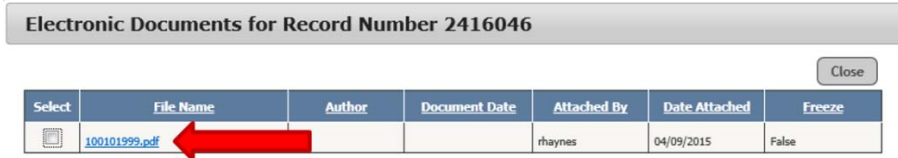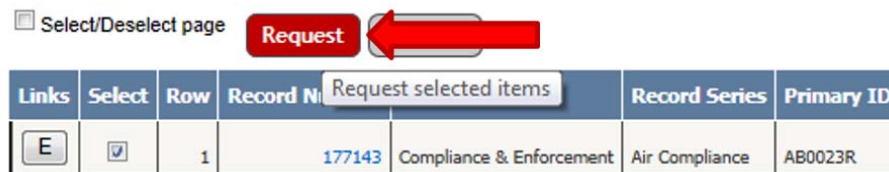

Guidance for requesting records:

- When records are not available in electronic format they can be requested to be pulled for review, or copied and sent to your attention (fee may apply)

- In your search results select the records needing to be requested.
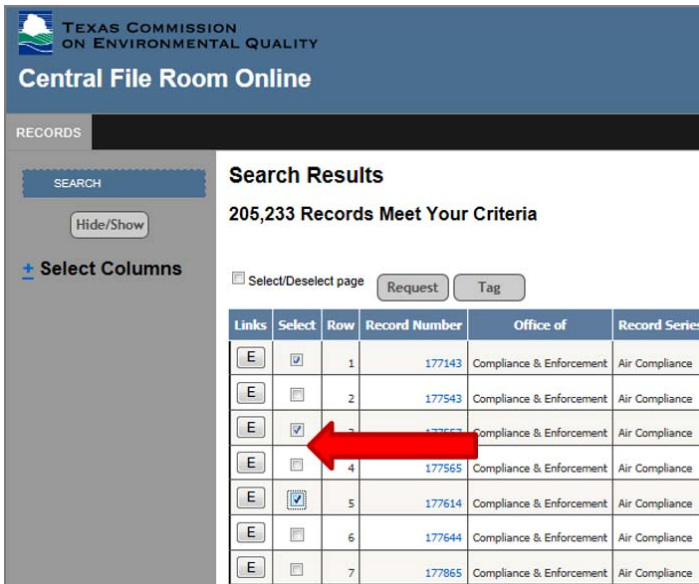
- With all of your selection identified click on the "Request" option.

- Complete the request form by providing your name, e-mail, and phone number.
- On the form identify whether you will be visiting the TCEQ campus to review your records by choosing the "Central File Room" option on top of the form.

Texas Commission on Environmental Quality
Sept. 1, 2015

When copies of information are needed choose the "Copy and Sent" option. Please note that if you are requesting copies of records it is recommended that you provided necessary to complete all fields in the form; address, city, state...etc.

- In order to prevent a user from placing multiple requests the Central File Room application allows users to tag records needing to be requested. All tag records can be requested at one time at the conclusion of the Central File Room application session. Please note that once you close the application items tagged will be removed from the request queue.