Texas Commission on Environmental Quality

How to Use Central File Room Online

Central File Room Online ("CFR Online") allows users to perform the following functions by using basic information on the many facilities, organizations, and people regulated by the TCEQ:

- Search the Central File Room inventory
- Request Copies of Records
- Access available electronic records

CFR Online reflects records managed by the TCEQ's Central File Room; all publicly available physical records are displayed as well as TCEQ's growing volume of publicly available electronic records.

Some records are directly managed by TCEQ's program areas and not available through CFR Online. Users that are unable to locate information may contact the Central File Room for guidance at 512-239-2900.

Quick Guide:

I. Definitions
II. Search Guidance
III. Accessing Electronic Records
IV. Requesting Records

I. Definitions

- Address: The address for the entity as identified within Central Registry.
- CFR Online: The TCEQ's online portal which allows the public to search, request copies, and access the Central File Room's inventory of publicly available records.
- Central Registry RN: The Regulated Entity Number.
- Document Type: A subset to records series, grouping similar types of documents; some common examples being Correspondence, Permits, Maps, and Reports.
- Media: The medium that the record is available in; for example: Paper, Microfilm, Microfiche, Electronic.
- Primary ID: A unique program identifier specific to the record series.

  Example:
  - Registration Facility ID number for the series WST / Petroleum Storage Tank Registrations
- Record Series: A set of records grouped and maintained together as they are relevant to a particular TCEQ subject or function.

  Examples:
  - AIR / New Source Review Permit
  - OCE / On-Site Sewage Facilities
- Region: The region and county the entity is located in, the database manages this information by Region Number.
- Regulated Entity Name: The site name where the regulated business activity for the entity occurs.
- Secondary ID: A second unique program identifier that is specific to the record series.

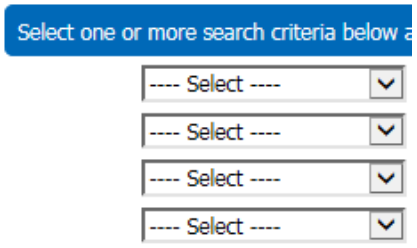
  Examples:
  - Permit number for AIR / New Source Review Permit
  - PST Number for WST / Leaking Petroleum Storage Tank

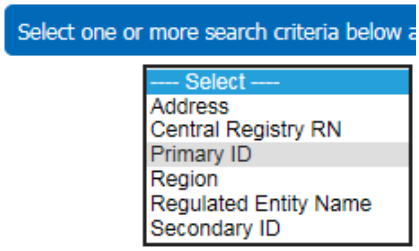
II. Search Guidance

Prior to conducting a search, the Central File Room recommends obtaining as much metadata on the records being sought by first accessing the TCEQ's Central Registry (CR). Doing so will provide metadata, such as Regulated Entity numbers and other specific ID numbers, that can then be searched for within CFR Online.

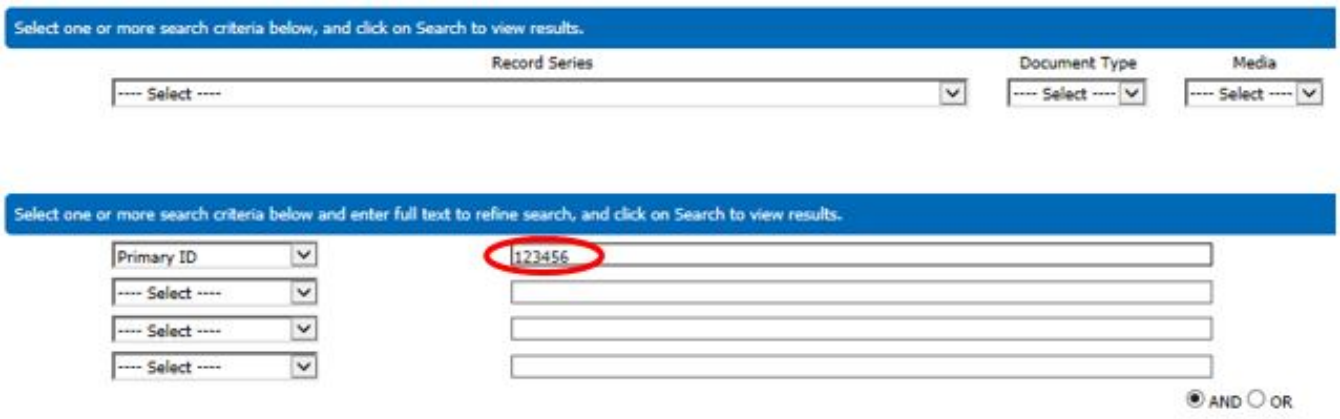
Finding a Specific Regulated Entity:

- The most accurate way to obtain information is by using the subject's specific metadata, such as Central Registry RN, Primary ID, and Regulated Entity Name, etc., within your search criteria. The Primary and Secondary IDs are different for different divisions within TCEQ. Select the metadata for the record through the Search Screen primary drop downs:

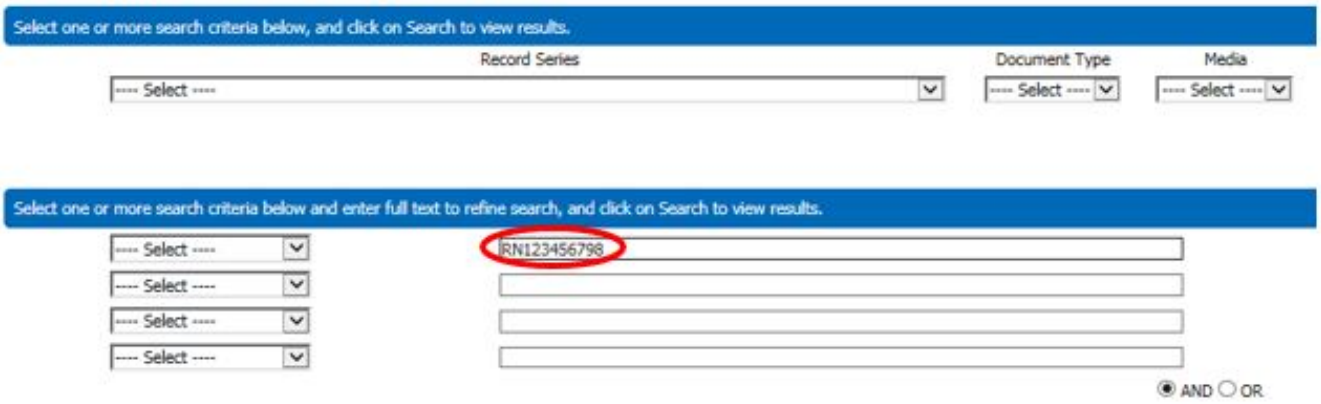




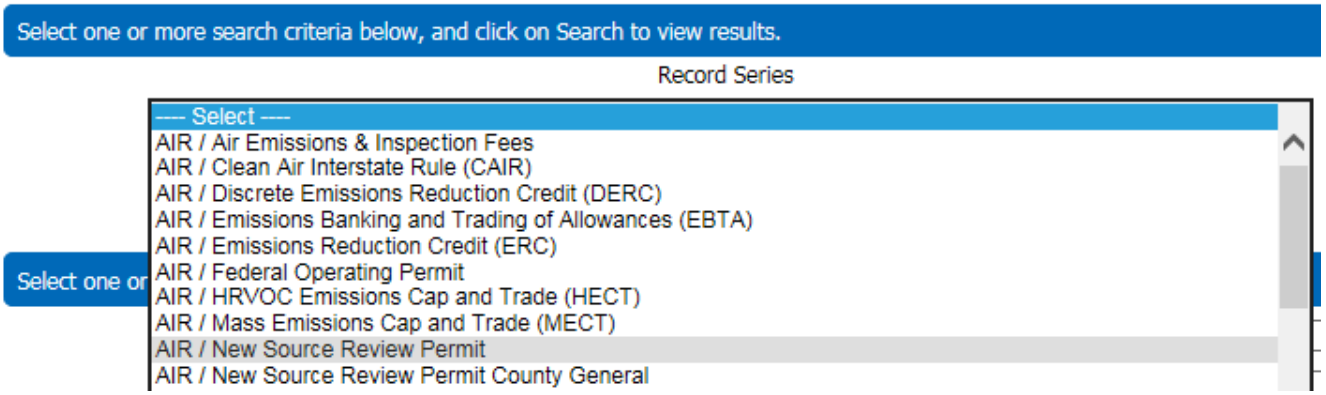
- Search for information under the Primary ID field. The Primary and Secondary IDs are different types of data for different programs within TCEQ. Search a permit or registration number by entering the Central Registry Additional ID information under the Primary ID field:



- Search by Regulated Entity Number (Central Registry RN).

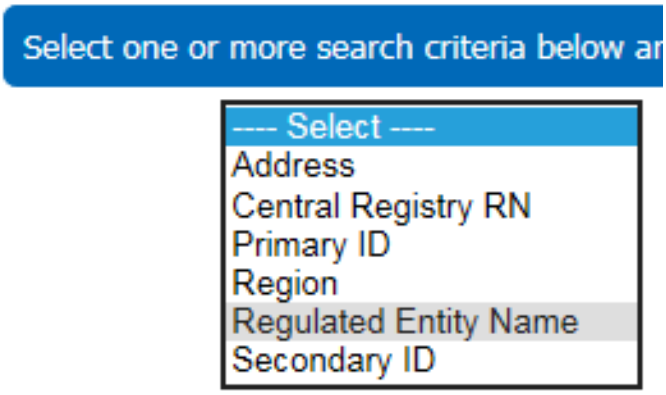


- Searching with part of the name of the regulated entity usually is <u>least</u> effective, because site names change over time. Also see "Searching by Regulated Entity Name," below.
    - A search can be narrowed considerably by identifying a Record Series while also searching by Regulated Entity Name, Address, or Region.



Searching by Regulated Entity Name:

- On the Basic Search Screen choose the “Regulated Entity Name” option and enter the name of the Regulated Entity:



- 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.
- When information cannot be found try using common abbreviations:
    - CO for "Company"
    - LTD for "Limited"
    - INC for "Incorporated"
    - 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:
    - XYZ CO
    - XYZ DRY CLEANING
    - ZIGGYS XYZ MART

Searching by Address or Location:

- This search is not case sensitive (You do not have to capitalize the name of the street correctly).
- Do not enter periods, commas, other punctuation marks, or special characters, even if they do appear in the address.
- Try using common abbreviations:
    - HWY for Highway
    - ST for Street
    - S for South
- Search results will include all physical addresses that include the information you entered. For example, if "Lamar" is entered for the street address and "Austin" for the city name, the search results could include:
    - 8130 N LAMAR BLVD
    - 11000 N LAMAR BLVD
    - 4708 S LAMAR BLVD
    - 400 S LAMAR BLVD

  This query will also search for the street address field within the physical location description. When this happens results outside the original search criteria would appear.

Searching by Region Number:

- The database recognizes regions by the Region Number; region ID's can be found at:

  https://www.tceq.texas.gov/about/directory/region/reglist.html

Searching by Secondary ID:

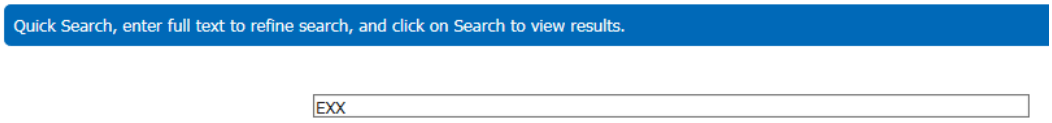
- The Agency may utilize additional reference information within the database depending on the record series; e.g. Project Number, MUD Number, etc. Please contact the Central File Room for information on how a specific Record Series is managed within it to determine whether there are any applicable additional IDs.

Quick Search:

Note: The "Quick Search" feature's ability to search within documents is limited by the quality of Optical Character Recognition and whether a document has been indexed. Upon rollout of the system (December 2017), not all currently available documents will have been indexed and it may take 2 to 3 months (March 2018) before all the currently existing electronic records are indexed.

- Users can perform Quick Searches within the database to find all information within the file room inventory that contains a key search word. This feature will search all metadata and documents for the search term.

  Example: If the term "EXX" is entered a user will retrieve results for any metadata or electronic documents with "Exxon," "ExxonMobil," etc.



  The number of results may be quite extensive when utilizing the Quick Search feature, using additional metadata such as a Record Series, Primary ID, or Address is recommended.

Reading Search Results:

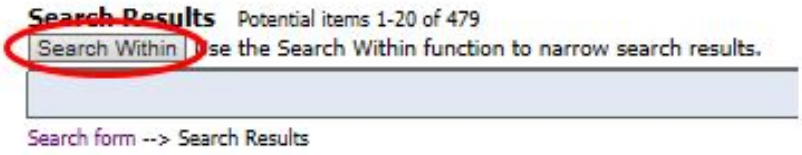
- When the search results display, look at the top of the page for the total number of records found:

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

Search Within:

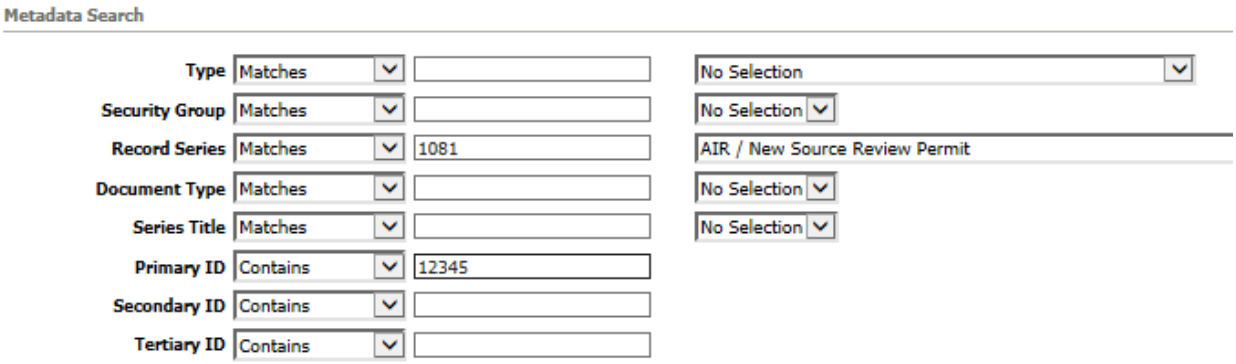
- CFR Online will allow users to navigate 2,000 records within a single search; if the search yields greater than 2,000 results, the user may need to either refine the initial search or use the "Search Within" function of the application. "Search Within" filters results by using additional search criteria within the current search results.

  Click the "Search Within" button in the search results screen:

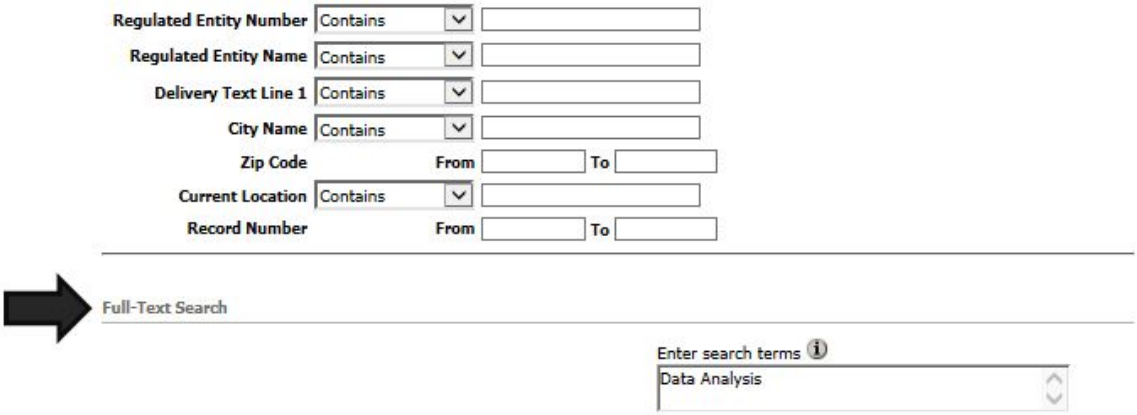


- A separate pop up window will be displayed that will allow a user to enter metadata identified within their search results.

  Example: The user is filtering results by a particular Record Series, and Primary ID:

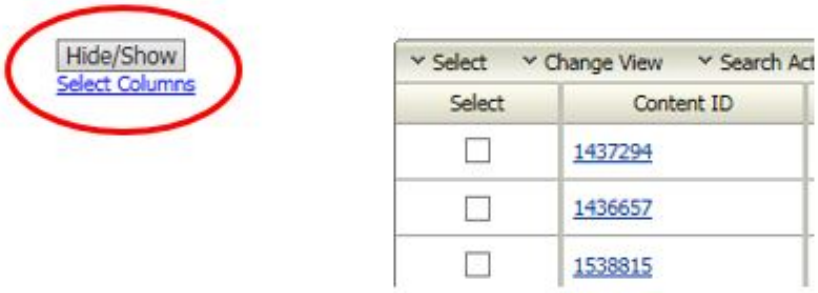


- "Search Within" also allows the user to search within the electronic documents for keywords. This feature has the same limitations provided in "Guidance for Using Quick Search," above.

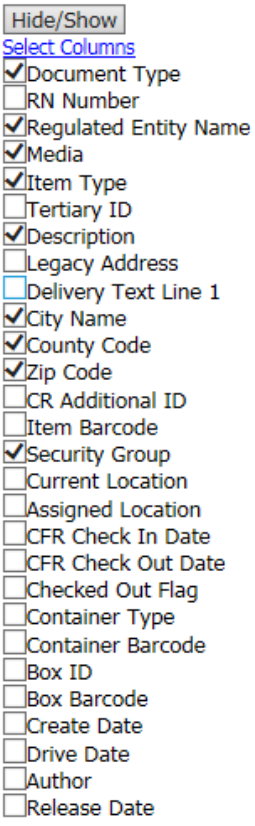


Additional Metadata:

- Additional metadata fields can be displayed within the search results. Click the "Select Columns" link to review the available metadata fields that can be displayed:



- Select the columns desired to be displayed, and then click the "Hide/Show" button. The field "Delivery Text Line 1" is for an entity's address:

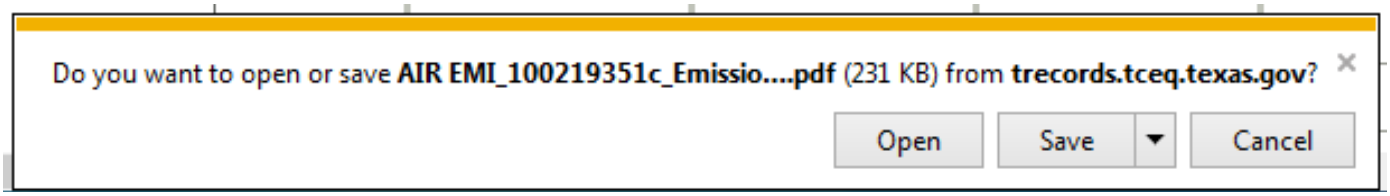


III. Accessing Electronic Records

Some agency documents are available in electronic format through CFR Online. These documents will have a "Media" type of "Electronic."

- To open an electronic document, click on its "Content ID" within the Search Results:

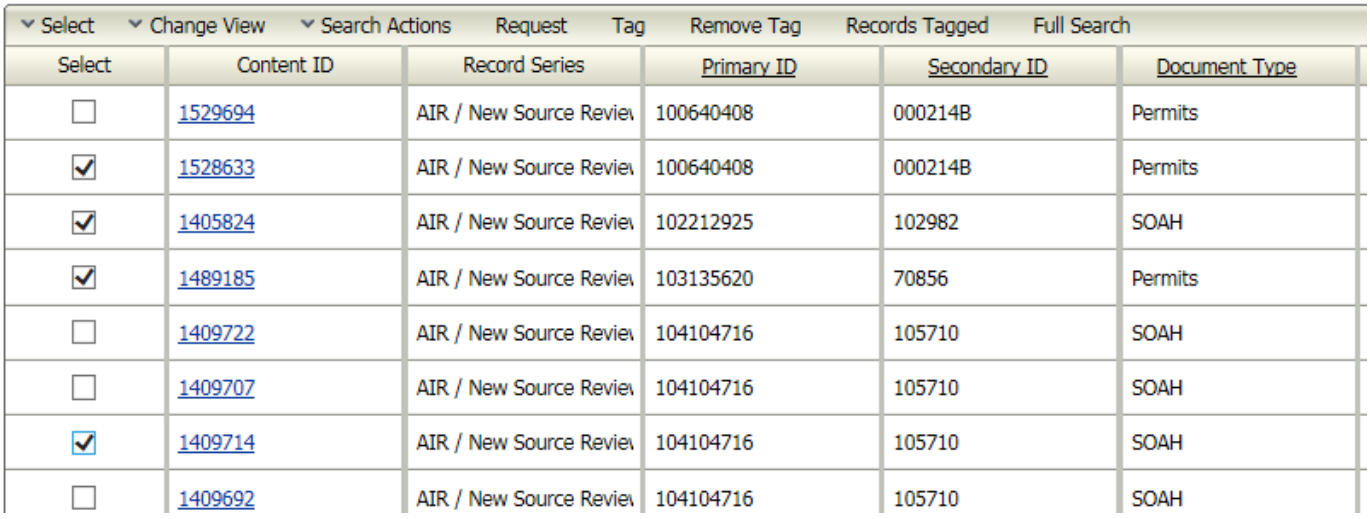
- A message may appear asking whether the user prefers the record to be opened or saved:



IV. Requesting Records

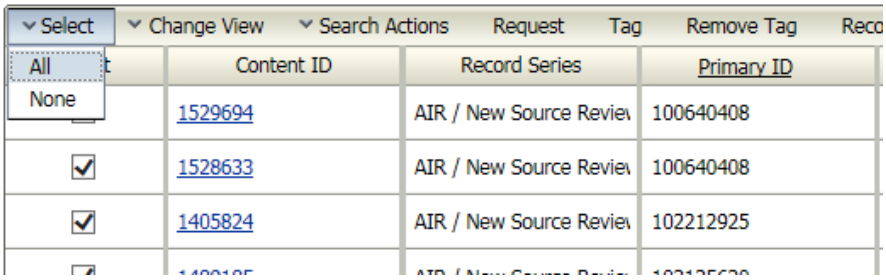
CFR Online allows users to request records from the Central File Room inventory.

- Within Search Results select the records you wish to request:

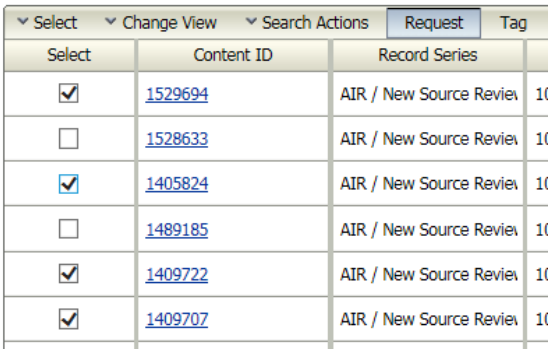


Select	Content ID	Record Series	Primary ID	Secondary ID	Document Type
☐	1529694	AIR / New Source Revie	100640408	000214B	Permits
☑	1528633	AIR / New Source Revie	100640408	000214B	Permits
☑	1405824	AIR / New Source Revie	102212925	102982	SOAH
☑	1489185	AIR / New Source Revie	103135620	70856	Permits
☐	1409722	AIR / New Source Revie	104104716	105710	SOAH
☐	1409707	AIR / New Source Revie	104104716	105710	SOAH
☑	1409714	AIR / New Source Revie	104104716	105710	SOAH
☐	1409692	AIR / New Source Revie	104104716	105710	SOAH

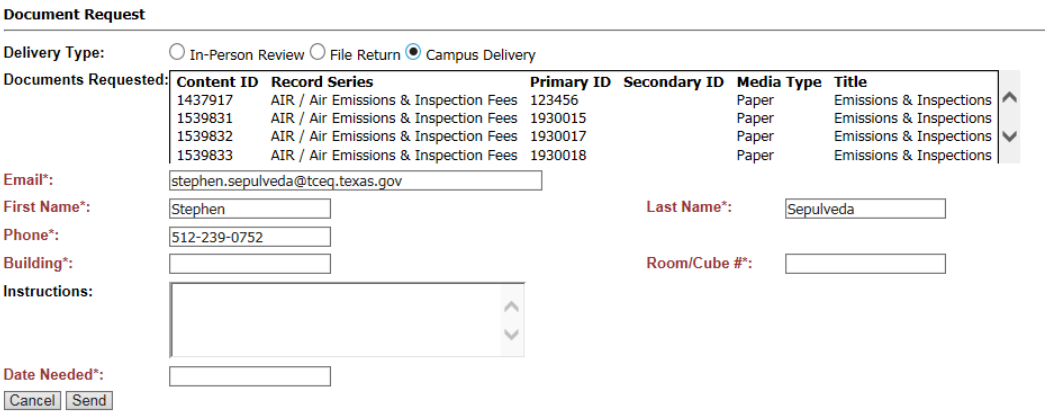
- The application will allow the user to select all records or deselect chosen option through the "Select" drop down menu:



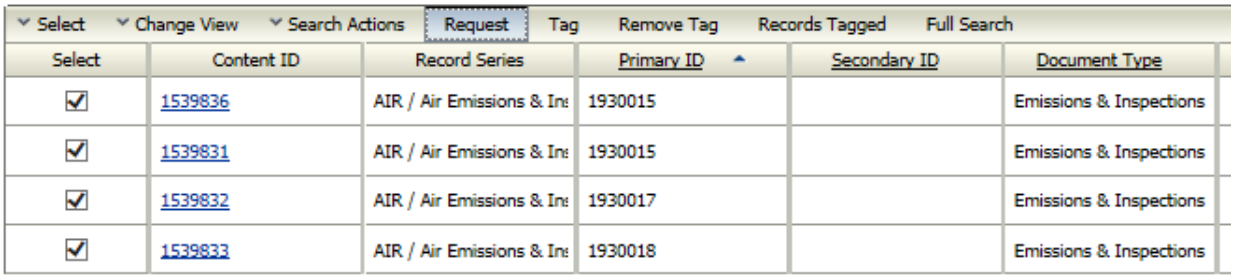
- Choose the "Request Option" of the Search Results screen:



- The application will immediately open the "Document Request" page where a user must identify the following information.
    1. Identify the Delivery Type:
        i. <u>In Person Review</u>: Files are pulled and await review at the Central File Room's customer viewing area at the TCEQ Park 35 Complex.
        ii. <u>Copy and Send</u>: The files will be copied and sent in paper / electronic format. To expedite the request please identify which format the information is needed to be in.
    2. Each request requires a user to enter their contact information dependent on the type of request. Required information is displayed in red font:



Tagging Records:

- CFR Online allows a user to conduct multiple searches within a session and "Tag" records for a request. A session will terminate if the browser is closed or after one hour of inactivity, clearing all tags.
    - Select Records and choose the "Tag" option, conduct additional searches and repeat the process until all records needing to be requested have been tagged:

    - The number of items tagged will be displayed within the menu of the Search Results. Choose the option that displays the number of items to review all items within the Tagged list.
    - Choose the "Request" option within the tagged list to make a request for the selected (checked box) items: