

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:

Select one or more search criteria below

---- Select ----

---- Select ----

---- Select ----

---- Select ----

Select one or more search criteria below

---- Select ----

Address

Central Registry RN

Primary ID

Region

Regulated Entity Name

Secondary ID

- 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:

Select one or more search criteria below, and click on Search to view results.

Record Series Document Type Media

---- Select ----

Select one or more search criteria below and enter full text to refine search, and click on Search to view results.

Primary ID

123456

---- Select ----

---- Select ----

---- Select ----

---- Select ----

AND OR

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

Select one or more search criteria below, and click on Search to view results.

Record Series: [---- Select ----] Document Type: [---- Select ----] Media: [---- Select ----]

Select one or more search criteria below and enter full text to refine search, and click on Search to view results.

[---- Select ----] [RN123456798] [---- Select ----]

[---- Select ----] [---- Select ----]

[---- Select ----] [---- Select ----]

[---- Select ----] [---- Select ----]

AND OR

- Searching with part of the name of the regulated entity usually is least 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.

Select one or more search criteria below, and click on Search to view results.

Record Series

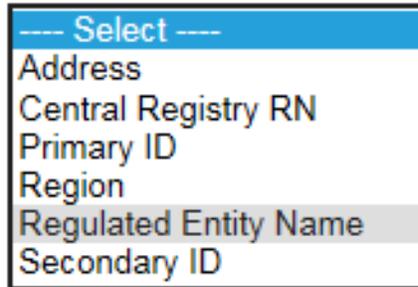
Select one or [--- Select ---]

- AIR / Air Emissions & Inspection Fees
- AIR / Clean Air Interstate Rule (CAIR)
- AIR / Discrete Emissions Reduction Credit (DERC)
- AIR / Emissions Banking and Trading of Allowances (EBTA)
- AIR / Emissions Reduction Credit (ERC)
- AIR / Federal Operating Permit
- AIR / HRVOC Emissions Cap and Trade (HECT)
- AIR / Mass Emissions Cap and Trade (MECT)
- AIR / New Source Review Permit
- AIR / New Source Review Permit County General

Searching by Regulated Entity Name:

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

Select one or more search criteria below and



A screenshot of a dropdown menu with a blue header containing the text "---- Select ----". The menu lists several search criteria: "Address", "Central Registry RN", "Primary ID", "Region", "Regulated Entity Name" (which is highlighted with a grey background), and "Secondary ID".

- 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.

Quick Search, enter full text to refine search, and click on Search to view results.

EXX

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:

Search Results Potential items 1-20 of 479
[Search Within] Use the Search Within function to narrow search results.

Filter by Category: Item Type Assigned Location Security Group:Public

Search form --> Search Results

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[Hide/Show] Select Columns

Select	Content ID	Record Series	Primary ID	Secondary ID	Document Type	Title	Begin Date
<input type="checkbox"/>	651071	AIR / Federal Operating	100211903	01243	Permits	Administrative	10/7/2014
<input type="checkbox"/>	650951	AIR / Federal Operating	100211903	01243	Permits	Administrative	10/7/2014
<input type="checkbox"/>	651072	AIR / Federal Operating	100211903	02277	Permits	Administrative	10/7/2014

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

Search Results Potential items 1-20 of 479
[Search Within] Use the Search Within function to narrow search results.

Filter by Category: Item Type Assigned Location Security Group:Public

Search form --> Search Results

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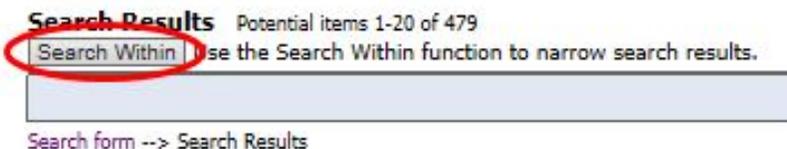
[Hide/Show] Select Columns

Select	Content ID	Record Series	Primary ID	Secondary ID	Document Type	Title	Begin Date
<input type="checkbox"/>	651071	AIR / Federal Operating	100211903	01243	Permits	Administrative	10/7/2014
<input type="checkbox"/>	650951	AIR / Federal Operating	100211903	01243	Permits	Administrative	10/7/2014
<input type="checkbox"/>	651072	AIR / Federal Operating	100211903	02277	Permits	Administrative	10/7/2014

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:

The screenshot shows a "Metadata Search" form. It contains several rows of search criteria, each with a dropdown menu for the search type and a text input field for the search value. The criteria are: Type (Matches), Security Group (Matches), Record Series (Matches, value: 1081), Document Type (Matches), Series Title (Matches), Primary ID (Contains, value: 12345), Secondary ID (Contains), and Tertiary ID (Contains). To the right of these fields are several dropdown menus for selection, with the first one set to "No Selection" and the second one set to "AIR / New Source Review Permit".

- “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.

The screenshot shows a "Full-Text Search" form. It contains several rows of search criteria, each with a dropdown menu for the search type and a text input field for the search value. The criteria are: Regulated Entity Number (Contains), Regulated Entity Name (Contains), Delivery Text Line 1 (Contains), City Name (Contains), Zip Code (From, To), Current Location (Contains), and Record Number (From, To). Below the form is a large black arrow pointing to the right, with the text "Full-Text Search" next to it. To the right of the arrow is a search input field with the text "Enter search terms" and a search button. The search input field contains the text "Data Analysis".

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	Content ID
<input type="checkbox"/>	1437294
<input type="checkbox"/>	1436657
<input type="checkbox"/>	1538815

- 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:

- [Hide/Show](#)
[Select Columns](#)
- Document Type
 - RN Number
 - Regulated Entity Name
 - Media
 - Item Type
 - Tertiary ID
 - Description
 - Legacy Address
 - Delivery Text Line 1
 - City Name
 - County Code
 - Zip Code
 - CR Additional ID
 - Item Barcode
 - Security Group
 - Current Location
 - Assigned Location
 - CFR Check In Date
 - CFR Check Out Date
 - Checked Out Flag
 - Container Type
 - Container Barcode
 - Box ID
 - Box Barcode
 - Create Date
 - Drive Date
 - Author
 - Release Date

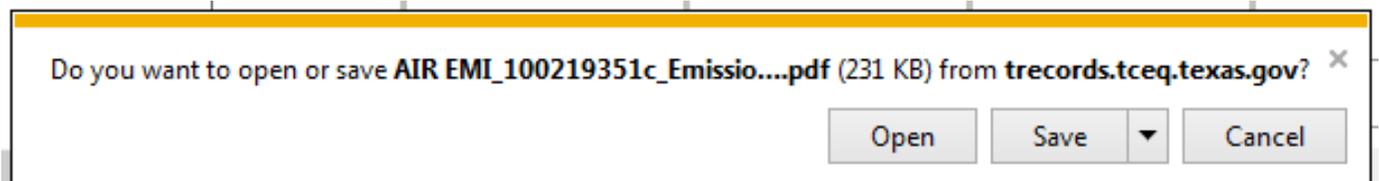
III. Accessing Electronic Records

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:

Select	Content ID	Record Series
<input type="checkbox"/>	1437294	AIR / Air Emissions & In:
<input type="checkbox"/>	1436657	AIR / Air Emissions & In:
<input type="checkbox"/>	1538815	AIR / Air Emissions & In:

- 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
<input type="checkbox"/>	1529694	AIR / New Source Review	100640408	000214B	Permits
<input checked="" type="checkbox"/>	1528633	AIR / New Source Review	100640408	000214B	Permits
<input checked="" type="checkbox"/>	1405824	AIR / New Source Review	102212925	102982	SOAH
<input checked="" type="checkbox"/>	1489185	AIR / New Source Review	103135620	70856	Permits
<input type="checkbox"/>	1409722	AIR / New Source Review	104104716	105710	SOAH
<input type="checkbox"/>	1409707	AIR / New Source Review	104104716	105710	SOAH
<input checked="" type="checkbox"/>	1409714	AIR / New Source Review	104104716	105710	SOAH
<input type="checkbox"/>	1409692	AIR / New Source Review	104104716	105710	SOAH

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

Select	Content ID	Record Series	Primary ID
All	1529694	AIR / New Source Review	100640408
None			
<input checked="" type="checkbox"/>	1528633	AIR / New Source Review	100640408
<input checked="" type="checkbox"/>	1405824	AIR / New Source Review	102212925
<input type="checkbox"/>	1489185	AIR / New Source Review	102212925

- Choose the “Request Option” of the Search Results screen:

Select	Content ID	Record Series	Tag
<input checked="" type="checkbox"/>	1529694	AIR / New Source Review	100640408
<input type="checkbox"/>	1528633	AIR / New Source Review	100640408
<input checked="" type="checkbox"/>	1405824	AIR / New Source Review	102212925
<input type="checkbox"/>	1489185	AIR / New Source Review	102212925
<input checked="" type="checkbox"/>	1409722	AIR / New Source Review	102212925
<input checked="" type="checkbox"/>	1409707	AIR / New Source Review	102212925

- The application will immediately open the “Document Request” page where a user must identify the following information.

1. Identify the Delivery Type:

- In Person Review: Files are pulled and await review at the Central File Room’s customer viewing area at the TCEQ Park 35 Complex.
- Copy and Send: 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:

Document Request

Delivery Type: In-Person Review File Return Campus Delivery

Documents Requested:

Content ID	Record Series	Primary ID	Secondary ID	Media Type	Title
1437917	AIR / Air Emissions & Inspection Fees	123456		Paper	Emissions & Inspections
1539831	AIR / Air Emissions & Inspection Fees	1930015		Paper	Emissions & Inspections
1539832	AIR / Air Emissions & Inspection Fees	1930017		Paper	Emissions & Inspections
1539833	AIR / Air Emissions & Inspection Fees	1930018		Paper	Emissions & Inspections

Email*:

First Name*: Last Name*:

Phone*:

Building*:

Room/Cube #*:

Instructions:

Date Needed*:

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:

Select Change View Search Actions Request Tag 8 Records Tagged			
Select	Content ID	Record Series	Primary ID
<input checked="" type="checkbox"/>	1383389	AIR / Federal Operating	BL00210
<input checked="" type="checkbox"/>	1520698	AIR / Federal Operating	BL00210
<input type="checkbox"/>	1383523	AIR / Federal Operating	BL00210
<input checked="" type="checkbox"/>	1461658	AIR / Federal Operating	BL00210
<input checked="" type="checkbox"/>	1533241	AIR / Federal Operating	BL00210
<input type="checkbox"/>	1470307	AIR / Federal Operating	BL00210
<input type="checkbox"/>	1485292	AIR / Federal Operating	BL00210

- 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:

Select Change View Search Actions Request Tag Remove Tag Records Tagged Full Search					
Select	Content ID	Record Series	Primary ID	Secondary ID	Document Type
<input checked="" type="checkbox"/>	1539836	AIR / Air Emissions & Ins	1930015		Emissions & Inspections
<input checked="" type="checkbox"/>	1539831	AIR / Air Emissions & Ins	1930015		Emissions & Inspections
<input checked="" type="checkbox"/>	1539832	AIR / Air Emissions & Ins	1930017		Emissions & Inspections
<input checked="" type="checkbox"/>	1539833	AIR / Air Emissions & Ins	1930018		Emissions & Inspections