



# Toxics Cleanup Program Policy

**Policy: 310B**

*Contact:* Information Communications Unit    *Established:* July 1, 2007  
*References:* Naming Standards    *Revised:* October 27, 2011  
<http://aww.ecology.ecy.wa.lcl/services/ads/STANDARDS/index.asp>

## **Policy 310B: Creating or Changing the Name, Address, or Identification Number for a Facility or Site**

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**Purpose:** The purpose of this policy is to specify the standards Ecology staff is to use when creating or changing the following information for a Facility or Site in the Facility/Site (F/S) and Integrated Site Information System (ISIS) databases:

- Name
- Address
- Identification number

**Application:** This policy applies to Ecology Site Managers, TCP Data Coordinators, and other staff responsible for managing site cleanup information. This includes the following:

- Integrated Site Information System (ISIS) Coordinator
- Voluntary Cleanup Program (VCP) Coordinator
- Underground Storage Tank (UST) Coordinator
- Leaking Underground Storage Tank (LUST) Coordinator

### **1. Creating a Name, Address, and Identification Number (Ecology ID) for a New Site in the Facility/Site (F/S) Database**

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With the exception noted in section 2. below, the Toxics Cleanup Program (TCP) uses the names and addresses in the Facility or Site (F/S) database as the official name and address for facilities.

- Before creating a new name and address in the F/S database, the TCP Data Coordinators must verify that the name or address do not already exist in the F/S database

If it is concluded the facility is not already in the F/S database, the ISIS Data Coordinators are responsible for making sure the new site name and address adhere to Ecology's Name and Address Standard, which includes:

- Using the name of the current business at the site (the name on the "Front Door," not the owner's name, unless they are the same)

- Using the name of the business that appears as the principle source of contamination (based on Initial Investigation results) when facilities or sites have multiple parcels or businesses
- Using the current property owner or site address as the site name if the land or business is vacant or is a home
- Not using the word "Former" in the name
- Using limited punctuation
  - a. Ampersand (&) used in the place of the word AND
  - b. Period (.) used only with decimals
  - c. Hyphen (-) used only to show a street number range
  - d. Forward slash (/) used only with fractions
- Using a physical address, not PO Box. If no US Postal address is available, use the closest intersection, cross-street, or latitude and longitude
- Using abbreviations of street prefixes and suffixes
- Using a unique name
- Using the standard abbreviation for state agencies names if a state agency is part of the name. For example, use "ECY" instead of "Ecology"
- Using "WA" as a prefix for state agencies. For example, "WA ECY"
- Using "US" as a prefix for federal agencies. For example, "US ARMY"

For more guidance, please refer to the Name and Address Standard (Standard) document provided by the Application and Data Services Section. Questions about the Standard should be directed to the F/S Administrator. The Standard can be found at:

<http://aww.ecology.ecy.wa.lcl/services/ads/STANDARDS/index.asp>

## 2. **Creating a Name, Address, and Identification Number (TCP ID) for a New Site in the Integrated Site Information System (ISIS)**

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Before creating a new cleanup site in ISIS, TCP Data Coordinators must verify the cleanup site does not already exist in either the F/S or ISIS databases.

If the site already exists in the F/S database, then the existing F/S site name and address should be used in ISIS. When entering a *new* name and address in the ISIS database, TCP Data Coordinators are responsible for making sure the cleanup site name and address adhere to Ecology's Name and Address Standard specified above.

One exception to applying the F/S Name and Address Standard when entering a site into ISIS is that TCP Data Coordinators have the *option* of using a name different than the "name on the front door" when entering the site into ISIS. For example, it is often preferable to name a site after the owner or operator when the release occurred at the site.

**NOTE:** The UST module in ISIS tracks names and addresses downloaded from the Department of Licensing. Those names and addresses may be different from those in the F/S database. The site

names in ISIS and the existing addresses in the F/S database must be used when entering data into the ISIS-UST module.

### **3. Changing the Name, Address, or Identification Number (Ecology ID) of an Existing Site**

- **Changing Information for a Facility or Site in the F/S Database**

F/S Site Names are now permanent in F/S. They can no longer be changed once they are in the system, unless a name has been entered in error or to correct a misspelling. However, TCP can change program-specific site names under the "Interactions" in F/S.

Before changing the address or identification number for a site in the F/S database, TCP Data Coordinators **MUST** contact and consult all programs involved with the site. All programs must agree to any change to F/S information with the exception of the data under TCP Interactions.

- **Changing Site Names for a Facility or Site in ISIS**

Site names in ISIS may only be changed through the TCP Data Coordinators. When changing a site name in ISIS, the standards specified under section 2. above for new sites shall apply to the changed name.

- **Merging or Deleting Sites in the F/S or ISIS Databases**

Requests to merge or delete sites shall be made through the TCP Data Coordinators. Before merging or deleting sites in F/S or ISIS, TCP Data Coordinators must research the databases to determine if there are multiple sites. TCP Data Coordinators will consult other Ecology programs involved with the sites to decide whether to merge or delete the sites. Once it is agreed, TCP Data Coordinators will contact the ISIS Technical Staff to request the changes. Only the ISIS Technical Staff have authority to merge and delete sites in ISIS and ask the F/S Administrator to merge or delete a site in F/S.

For more guidance, please refer to the Name and Address Standard document provided by the Application and Data Services Section. Refer direct questions about the document to the F/S Administrator.

### **4. Use of Identification Numbers on Documents**

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TCP staff must include both the F/S identification number and TCP identification number (Cleanup Site ID) on all site-specific documents, including, but not limited to:

- Advisory opinions (issued under the Voluntary Cleanup Program)
- Formal correspondence
- Fact sheets
- Invoices
- Public notices
- Grants
- Site Register

Approved:



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