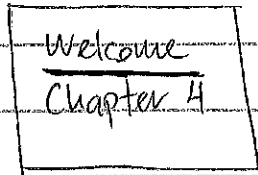


## Chapter 4: Basic Name Principals & Guidelines

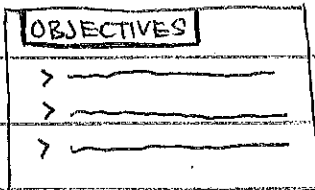
### Scene 1



- Welcome to Chapter 4 of the TREQ ----



### Scene 2



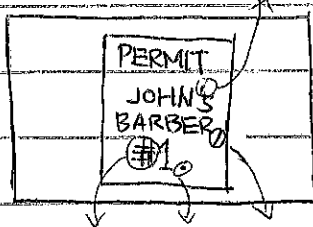
- The main objectives in this chapter are:

- understand 3 basic sources for customer and regulated entity names

- be able to list the conditions under which these various sources should be used

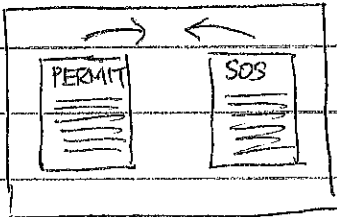
- and have an understanding of the basic principals and guidelines that apply to Customer and Regulated Entity names.

### Scene 3

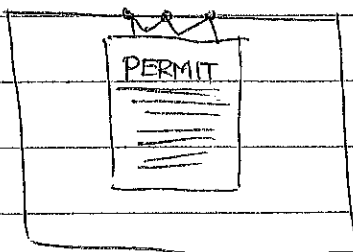


- Names on permits must be entered into the database as they appear on permit; minus commas, periods, apostrophes, number signs, and other punctions.

### Scene 4

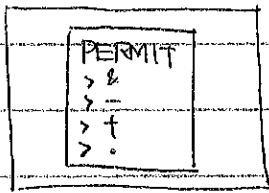


- The existing permit name takes precedence over the SOS name, if they are different. You should research all new permits and permit renewals in SOS to find and use the correct SOS legal name on the permit.

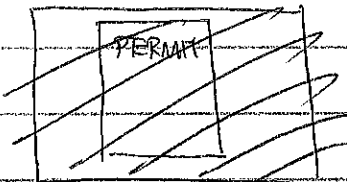


\* SWAG \*

## Scene 5

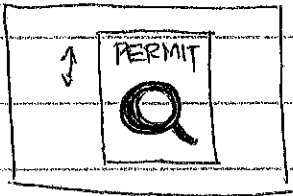


- But remember, Ampersands (&), hyphens (-), and plus signs (+) can be entered if they are in the permit name.

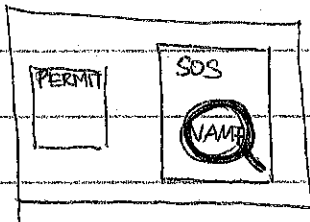


- And finally, a period (.) can be entered if the meaning of the word would change without it. See Chapter 3 for more details.

## Scene 6



- If the name is not on a permit, we research the SOS website to determine how the name should appear in TECO databases.



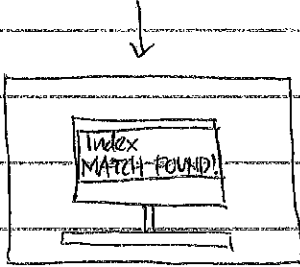
- If the Customer is in the SOS web site, but does not meet the data standards requirements, enter Customer and Regulated Entity Names according to the agency data standards.

or if Customer is not in SOS web

## Scene 8

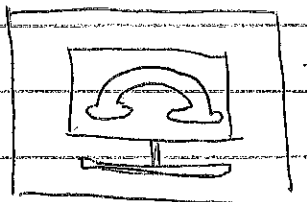


- Before issuing a new permit, it is important to check Central Registry for the existence of customer and / or Regulated Entity.



- If found, and they meet the naming conventions for permitted sites, the name(s) in Central Registry could be used on the permit.

- However, if it does not meet the naming conventions for permitted sites, (it may be a good time to contact the sites' other active Program Areas and agree upon a name.)



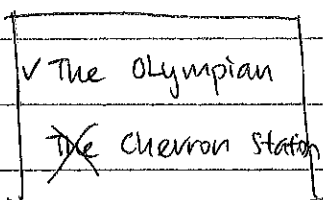
- Central Registry would be happy to help coordinate this intra-agency activity.

## Scene 9

| NAME STANDARDS         |
|------------------------|
| PROPER NAMES           |
| MAC DONALD → MACDONALD |
| EL PASO → EL PASO      |

- Remove Spaces in proper name (except for towns and cities)
- Do not reverse proper names found in organizations or regulated entities

## Scene 10



- Remove "THE" unless it is an integral part of the name
- Unless "THE" is part of the customer's Legal Active or Legal In Use Name on SOS's website, the leave "THE" in the name"

## Scene 11

comes in  
by 1 →

| Generic Names<br>to Avoid |
|---------------------------|
| - unknown                 |
| - residence               |
| - blank                   |

- These are some of the generic names to avoid using

\* say out each word \*

- Do not use them for customer or Regulated Entity names

| Generic Names<br>to Avoid |
|---------------------------|
| <del>_____</del>          |
| <del>_____</del>          |
| <del>_____</del>          |
| <del>_____</del>          |

## Scene 12

| CAUTION |
|---------|
| _____   |
| _____   |
| _____   |

- If you enter your data directly into Central Registry. "Don't change the customer or regulated entity name in Central Registry" until you have consulted with Central Registry staff. Follow list-serve instructions regarding name changes. There are many reasons why a name might not be allowed to change.

- If you find that the Customer or Regulated Entity has one or more permits, you must contact Central Registry Staff who will coordinate the name change. More than likely, the name in Central Registry will not be allowed to change until the name changes on the permits).

- Please contact Central Registry for assistance.

## Scene 13

|             |
|-------------|
| Thank you!! |
|-------------|

- Thank you for watching.....