

RCRA Info Facility Search - Standard Abbreviations and Practices

RCRAInfo Web Search by Site:

<https://rcrapublic.epa.gov/rcrainfoweb/action/modules/hd/handlerindex>

1(a). Alphabet companies – use spaces between letters.

Ex. “A B C Company” rather than “ABC Company”

1(b). Name of companies will be entered last name, first name/initials.

Ex. “Hancock John”

“West K J”

“Dick A B”

2. Use an ampersand “&” rather than the word “and”.

Ex. “Jack & Jill Dry Cleaning” rather than “Jack and Jill Dry
Cleaning”

3. All US federal facilities begin with the abbreviation “US” (no space).

Ex. “U S Naval Air Station”

4. Non-federal facilities that have US as part of their name will use a space.

Ex. “U S Cutting Chair”

5(a). All city names will be spelled out completely.

Ex. “North Attleboro” rather than “N. Attleboro”

“South Boston” rather than “S. Boston”

5(b). State names, when they are the first word in the company name, are abbreviated.

Ex. “MA General Hospital” rather than “Massachusetts General
Hospital”

6. Road, Street, Avenue, Lane, Boulevard, Drive etc... will be abbreviated using the standard Rd, St, Ave, Blvd, Dr etc...

7. Do not use punctuation marks such as periods (.), commas (,), colons (:), or semicolons (;).

8. Abbreviate Saint as “St” (no space).

Ex. St Elizabeth Hospital

9. Route - spell out when in a name, abbreviate when in an address.

Ex. Name: “Route 129 Auto Body”

Address: “Rte 129, Reading, MA”

10. Companies with “New England” in their name – Spell out.

Ex. “Tufts New England Medical Ctr”

“New England Aquarium”

11. Companies with “Town of” or “City of” in their name are entered as:

Ex. “Cranston City of” rather than “City of Cranston”

“Coventry Town of” rather than “Town of Coventry”

12. Companies that have “The” at the beginning of their name are entered with the “The” at the end.

Ex. “Boston Co The” rather than “The Boston Co”

13. Addresses that contain a cardinal direction such as “East” or “West” are abbreviated by their first letter.

Ex. “E Main Rd” rather than “East Main Rd”

“W Main Rd” rather than “West Main Rd”

14. Do not use number sign (#), always spell out the word “number”.

Ex. “Number 1 Auto Body” rather than “# 1 Auto Body”

15. Do not use a plus sign (+), always spell out the word “plus”.

Ex. “A Plus Sign Co” rather than “A+ Sign Co”

16(a). When to use spaces – If you can say it as if it were a word, you do not put spaces.

Ex. “ARCO”, “NATO”

16(b). If you cannot say it as a word, you put spaces between the letters

Ex. “A T & T”