

# CONTACT INFORMATION DATA STANDARD

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Approved on January 6, 2006 by the  
Exchange Network Leadership Council  
for use on the Environmental  
Information Exchange Network

Approved on January 6, 2006 by the  
Chief Information Officer of the  
U. S. Environmental Protection Agency  
for use within U.S. EPA

This consensus standard was developed in collaboration by State, Tribal, and U. S. EPA representatives under the guidance of the Exchange Network Leadership Council and its predecessor organization, the Environmental Data Standards Council.

## Foreword

The Environmental Data Standards Council (EDSC) identifies, prioritizes, and pursues the creation of data standards for those areas where information exchange standards will provide the most value in achieving environmental results. The Council involves Tribes and Tribal Nations, state and federal agencies in the development of the standards and then provides the draft materials for general review. Business groups, non-governmental organizations, and other interested parties may then provide input and comment for Council consideration and standard finalization. Standards are available at <http://www.epa.gov/datastandards>.

## 1.0 INTRODUCTION

The Contact Information Data Standard provides information regarding the source of contact. This standard offers data groupings that are used to describe a point of contact, address, and communication information. For example, the data grouping "Point of Contact" subdivides to lower levels such as Individual, Affiliation, and Organization. These intermediate data groupings are further defined at the elemental levels with Name, Title, Code and Prefix.

### 1.1 Scope

This data standard includes the data groupings needed to contact a person or an organization by mail, telephone, through electronic media, or by visitation.

### 1.2 Revision History

Date	Version	Description
January 8, 2003	1-88433:1	Initial adoption by the Environmental Data Standards Council.
February 1, 2005	1-88433:2	Revised format and minor content changes.
January 6, 2006	EX000019.2	Assignment of a new data standard number.

### 1.3 References to Other Data Standards

The standard relies on other standards to make it complete and provide the necessary support. As such, users should consider the Normative Standards (references), noted below, integral to the standard. These include

- Tribal Identifier [EX000023.2] Data Standard
- Representation of Date and Time [EX000013.1] Data Standard

### 1.4 Terms and Definitions

None.

### 1.5 Implementation

Users are encouraged to use the XML registry located on the Exchange Network Web site (<http://www.exchangenetwork.net>) to download schema components for the construction of XML schema flows.

## 1.6 Document Format

The structure of this document is briefly described below:

- a. Section 2.0 Contact Information Diagram, illustrates the principal data groupings contained within this standard.
- b. Section 3.0 Contact Information Data Standards Table, provides detailed information on the high level, intermediate and elemental contact information data groupings. Where applicable, for each level of this data standard a definition, XML tag, note(s), example list of values and format are provided. The format column may include the number of characters for the associated data element, where "A" specifies alphanumeric, "N" designates numeric, and "Graphic" designates a diagram or other graphic related binary object.
- c. Data Element Numbering. For purposes of clarity and to enhance understanding of data grouping hierarchy and relationships, each data group is numerically classified from the primary to the elemental level.
- d. Code and Identifier Metadata: Metadata, defined here as data about data or data elements, that includes their descriptions and/or any needed context setting information required to identify the origin, conditions of use, interpretation, or understanding the information being exchanged or transferred. (Adapted from ISO/IEC 2382-17:1999 Information Technology Vocabulary—Part 17: Databases 17.06.05 metadata). Based on the business need, additional metadata may be required to sufficiently describe an identifier or a code. A note regarding this additional metadata is included in the notes column for identifier and code elements. Additional metadata for identifiers may include:
  - Identifier Context, which identifies the source or data system that created or defined the identifierAdditional metadata for codes may include:
  - Code List Identifier, which is a standardized reference to the context or source of the set of codes
  - Code List Version Identifier, which identifies the particular version of the set of codes
  - Code List Version Agency Identifier, which identifies the agency responsible for maintaining the set of codes
  - Code List Name, which describes the corresponding name for which the code represents
- e. Appendix A Contact Information Data Structure Diagram, illustrates the hierarchical classification of the contact information data standard. This diagram enables business and technical users of this standard to quickly understand its general content and complexity.

## 2.0 CONTACT INFORMATION DIAGRAM

The figure below illustrates the major data groups associated with the Contact Information Data Standard.



### 3.0 CONTACT INFORMATION DATA STANDARDS TABLE

#### Point of Contact

##### 1.0

Definition: A designated individual or organization that can provide information about or access to a facility or project.

Relationship:

- Point of Contact information must include either an Individual or an Organization.
- Point of Contact information may contain both an Individual and an Organization.
- An Affiliation Type may be provided for each Point of Contact.

None.

Notes: PointOfContact

XML Tag:

Name	Definition	Notes	Format	XML Tag
1.1 Individual	The particular terms regularly connected with a person so that you can recognize, refer to, or address him or her.	<i>Note:</i> This module is used when designating an individual.	G	IndividualIdentity
1.1.1 Individual Identifier	A designator used to uniquely identify an individual within a context.	Based on the business need, additional metadata may be required to sufficiently describe an identifier. This additional metadata is described in section 1.6.d.	A	IndividualIdentifier
1.1.2 Individual Title Text	The title held by a person in an organization.		A	IndividualTitleText
1.1.3 Name Prefix Text	The text that describes the title that precedes an individual's name.	Based on the business need, additional metadata may be required to sufficiently describe an identifier. This additional metadata is described in section 1.6.d.	A	NamePrefixText
1.1.4 Individual Full Name	The complete name of a person, potentially including first name, middle name or initial, and or surname.	When recording the name of an individual, use either Individual Full Name (1.1.4) or its individual components (1.1.5 – 1.1.7).	A	IndividualFullName

1.1.5 First Name	The given name of an individual.	When recording the name of an individual, use either Individual Full Name (1.1.4) or its individual components (1.1.5 – 1.1.7).	A	FirstName
1.1.6 Middle Name	The middle name or initial of an individual.	When recording the name of an individual, use either Individual Full Name (1.1.4) or its individual components (1.1.5 – 1.1.7).	A	MiddleName
1.1.7 Last Name	The surname of an individual.	When recording the name of an individual, use either Individual Full Name (1.1.4) or its individual components (1.1.5 – 1.1.7).	A	LastName
1.1.8 Name Suffix Text	Additional title that indicates lineage or professional title.	Example List of Values: Jr.	A	NameSuffixText
1.2 Organization	The particular terms regularly connected with a unique framework of authority within which a person or persons act, or are designated to act, towards some purpose.	<i>Note:</i> Organization is represented by an Organization Name. This data grouping is used when designating an organization.	G	OrganizationIdentity
1.2.1 Organization Identifier	A designator used to uniquely identify a unique business establishment within a context.	Based on the business need, additional metadata may be required to sufficiently describe an identifier. This additional metadata is described in section 1.6.d.	A	OrganizationIdentifier
1.2.2 Organization Formal Name	The legal designator (i.e., formal name) of an organization.		A	OrganizationFormalName

1.3 Affiliation	The relationship between an individual or organization and a facility, project, or actions.	<i>Note:</i> This module is used when designating an individual or organization by the affiliation type or role the individual or organization performs.	G	Affiliation
1.3.1 Affiliation Type Text	The name that describes the capacity or function that an organization or individual serves, or the relationship between an individual or organization and a project or action.	Example List of Values: Organization: Legally Responsible Entity Legal Operator Waste Treater Waste Handler Land Owner Parent Corporation Individual Report Certifier Regulatory Contact Public Contact	A	AffiliationTypeText
1.3.2 Affiliation Start Date	The date on which the affiliation between the organization or individual and the facility, project, or action began.	Refer to the <b>Representation of Date and Time [EX000013.1] Data Standard.</b>	D	AffiliationStartDate
1.3.3 Affiliation End Date	The date on which the affiliation between the organization or individual and the facility, project, or action ended.	Refer to the <b>Representation of Date and Time [EX000013.1] Data Standard.</b>	D	AffiliationEndDate
1.3.4 Affiliation Status Text	The status of an affiliation between an individual or organization and a facility, project, or action.		A	AffiliationStatusText
1.3.5 Affiliation Status Determine Date	The date on which the status of an affiliation between an individual or organization and a facility, project, or action is determined.	Refer to the <b>Representation of Date and Time [EX000013.1] Data Standard.</b>	D	AffiliationStatusDetermineDate

## 2.0

- An individual or Organization may have only one Mailing Address.
- An Individual or Organization may have only one Geographic Address.
- An Individual or Organization may have both a Mailing Address and a Geographic Address.
- An Individual or Organization may have a Tribal Location in addition to Mailing Address and Geographic Address

Note: None.  
XML Tag: Address



## Address

Definition: The place or name of the location where an individual or organization is located or may be reached.

Relationship:

Name	Definition	Notes	Format	XML Tag
2.1 Mailing Address	The standard address used to send mail to an individual or organization.		G	MailingAddress
2.1.1 Mailing Address Text	The exact address where a mail piece is intended to be delivered, including urban-style street address, rural route, and P.O. Box.		A	MailingAddressText

2.1.2 Supplemental Address Text	The text that provides additional information to facilitate the delivery of a mail piece, including building name, secondary units, and mail stop or local box numbers not serviced by the U.S. Postal Service.		A	SupplementalAddressText
2.1.3 Mailing Address City Name	The name of the city, town, or village where the mail is delivered.		A	MailingAddressCityName
2.1.4 Mailing Address State Code	A code designator used to identify a principal administrative subdivision of the United States, Canada, or Mexico.	Based on the business need, additional metadata may be required to sufficiently describe a code. This additional metadata is listed in Section 1.6.d.	A	MailingAddressStateCode
2.1.5 Mailing Address Postal Code	The combination of the 5-digit Zone Improvement Plan (ZIP) code and the four-digit extension code (if available) that represents the geographic segment that is a subunit of the ZIP Code, assigned by the U.S. Postal Service to a geographic location to facilitate mail delivery; or the postal zone specific to the country, other than the U.S., where the mail is delivered.		A	MailingAddressPostalCode

2.1.6 Mailing Address Country Code	A code designator used to identify a primary geopolitical unit of the world.	Based on the business need, additional metadata may be required to sufficiently describe a code. This additional metadata is listed in Section 1.6.d.	A	MailingAddressCountryCode
2.2 Location Address	The physical location of an individual or organization.		G	LocationAddress
2.2.1 Location Address Text	The address that describes the physical (geographic) location of the front door or main entrance of a facility site, including urban-style street address or rural address.		A	LocationAddressText
2.2.2 Supplemental Location Text	The text that provides additional information about a place, including a building name with its secondary unit and number, an industrial park name, an installation name or descriptive text where no formal address is available.		A	SupplementalLocationText

2.2.3 Locality Name	The name of the city, town, village or other locality.	<p>Example List of Values: "None" is an allowable value. The code set found in the current FIPS 55 Guideline: Codes for Named Populated Places, Primary County Divisions, and Other Locational Entities of the United States, Puerto Rico, and the Outlying Areas. The URL is: <a href="http://www.itl.nist.gov/div897/pubs/fip55-3.htm">http://www.itl.nist.gov/div897/pubs/fip55-3.htm</a>.</p>	A	LocalityName
2.2.4 Location Address State Code	A code designator used to identify a principal administrative subdivision of the United States, Canada, or Mexico.	Based on the business need, additional metadata may be required to sufficiently describe a code. This additional metadata is listed in Section 1.6.d.	A	LocationAddressStateCode

2.2.5 Location Address Postal Code	The combination of the 5-digit Zone Improvement Plan (ZIP) code and the four-digit extension code (if available) that represents the geographic segment that is a subunit of the ZIP Code, assigned by the U.S. Postal Service to a geographic location to facilitate mail delivery; or the postal zone specific to the country, other than the U.S., where the mail is delivered.		A	LocationAddressPostalCode
2.2.6 Location Address Country Code	A code designator used to identify a primary geopolitical unit of the world.	Based on the business need, additional metadata may be required to sufficiently describe a code. This additional metadata is listed in Section 1.6.d.	A	LocationAddressCountryCode
2.2.7 Location Address County Code	A code designator used to identify a U.S. county or county equivalent.	Based on the business need, additional metadata may be required to sufficiently describe a code. This additional metadata is listed in Section 1.6.d.	A	LocationAddressCountyCode
2.2.8 Location Tribe	Information used to identify American Indian tribal or Alaskan Native entity lands.	Refer to the <b>Tribal Identifiers [EX000023.2] Data Standard.</b>	G	LocationTribe
2.2.8.1 Tribal Land Name	The name of an American Indian or Alaskan native area where the location address exists.	Refer to the <b>Tribal Identifiers [EX000023.2] Data Standard.</b>	A	TribalLandName

2.2.8.2 Tribal Land Indicator	An indicator denoting the location address is a tribal land.	Refer to the <b>Tribal Identifiers [EX000023.2] Data Standard.</b>	A	TribalLandIndicator
2.2.8.3 Tribal Land Location Description Text	A brief explanation of a location, including navigational directions and/or more descriptive information.	Refer to the <b>Tribal Identifiers [EX000023.2] Data Standard.</b>	A	TribalLandLocationDescriptionText

### 3.0 Communication

Definition: A means of sending messages from one place to another.

Relationship: Each communication module may be affiliated with one or more Individuals or Organizations. Notes: None.

XML Tag: Communication

Name	Definition	Notes	Format	XML Tag
3.1 Telephonic	An identification of a telephone connection.	<i>Note:</i> Each Individual or Organization may be affiliated with one or more telephone numbers.	G	Telephonic
3.1.1 Telephone Number Text	The number that identifies a particular telephone connection.	The international standard for telephone numbers is a maximum of 15 dialable digits.	A	TelephoneNumberText
3.1.2 Telephone Number Type Name	The name that describes a telephone number type.	Example List of Values: Fax—Type of phone number is for a facsimile machine. Home—Type of phone number is for a home phone. Mobile—Type of phone number is for a mobile phone. Office—Type of phone number is for an office phone. Pager—Type of phone number is for a pager.	A	TelephoneNumberType Name
3.1.3 Telephone Extension Number Text	The number assigned within an organization to an individual telephone that extends the external telephone number.		A	TelephoneExtensionNumberText

3.2 Electronic Address	A location within a system of worldwide electronic communication where a computer user can access information or receive electronic mail.	<i>Note:</i> Each Individual or Organization may be affiliated with one or more electronic addresses.	G	ElectronicAddress
3.2.1 Electronic Address Text	A resource address, usually consisting of the access protocol, the domain name, and optionally, the path to a file or location.		A	ElectronicAddressText



3.2.2 Electronic Address Type Name	The name that describes the electronic address type.	<p>Example List of Values: Email— The electronic address type defined as an electronic mail (e-mail) address consisting of a username, the @ sign, and a mail domain name.</p> <p>Internet— The electronic address type defined as an interconnected system of networks that connects computers around the world via the TCP/IP protocol.</p> <p>Intranet—The electronic address type defined as a privately maintained computer network that can be accessed only by authorized persons, especially members or employees of the organization that owns it.</p> <p>HTTP—The electronic address types defined as a communications protocol (HyperText Transfer Protocol) used to request and transmit files, especially Web pages and Web page components, over the Internet or other computer network.</p> <p>FTP—The electronic address type defined as a communications protocol (File Transfer Protocol) governing the transfer of files from one computer to another over a network.</p> <p>Telnet—The electronic address type defined as a communications protocol that enables a computer to function as a terminal working from a remote computer.</p>	A	ElectronicAddressType Name

**Appendix A: Contact Information Data Structure Diagram**

**Contact Information Data Standard**

	<b>1.0 Point of Contact</b>			<b>2.0 Address</b>	
	1.1 Individual 1.2 Organization 1.3 Affiliation			2.1 Mailing Address 2.2 Location Address	
<b>1.1 Individual</b>	<b>1.2 Organization</b>	<b>1.3 Affiliation</b>	<b>2.1 Mailing Address</b>	<b>2.2 Location Address</b>	
1.1.1 Individual Identifier	1.2.1 Organization Identifier	1.3.1 Affiliation Type Text	2.1.1 Mailing Address Text	2.2.1 Location Address Text	
1.1.2 Individual Title Text		1.3.2 Affiliation Start Date	2.1.2 Address	2.2.2 Supplemental Location Text	
1.1.3 Name Prefix Text	1.2.2 Organization Formal Name	1.3.3 Affiliation End Date	2.1.3 Mailing Name	2.2.3 Locality Name	
1.1.4 Individual Full Name		1.3.4 Affiliation Status Determine Date	2.1.4 Mailing Code	2.2.4 Location Address State Code	
1.1.5 First Name			2.1.5 Mailing Code	2.2.5 Location Address Postal Code	
1.1.6 Middle Name			2.1.6 Mailing Country	2.2.6 Location Address Country Code	
1.1.7 Last Name				2.2.7 Location Address County Code	
1.1.8 Name Suffix Text					

2.2.8 Location Tribe

**2.2.8 Location Tribe** 2.2.8.1 Tribal Land Name  
2.2.8.2 Tribal Land Indicator  
2.2.8.3 Tribal Land Location Description

**3.0 Communication**

3.1 Telephonic  
3.2 Electronic Address

**3.1 Telephonic**

3.1.1 Telephone Number Text  
3.1.2 Telephone Number Type Name  
3.1.3 Telephone Extension

Number Text

**3.2 Electronic Address**

3.2.1 Electronic Address Text  
3.2.2 Electronic Address Type Name