

REQUEST FOR RECORDS DISPOSITION AUTHORITY		DUPLICATE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>91-142-03-4</i>	
1 FROM (Agency or establishment) Tennessee Valley Authority		DATE RECEIVED <i>5-14-2003</i>	
2 MAJOR SUBDIVISION All Organizations		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provision of 44 U S C 3303a the disposition request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to	
4 NAME OF PERSON WITH WHOM TO CONFER Georgia S Greene	5 TELEPHONE 423-751-3701	DATE <i>6-22-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Clark</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed on the attached (<i>pages</i>) page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE May 12, 2003	SIGNATURE OF AGENCY REPRESENTATIVE Georgia S Greene <i>Georgia S. Greene</i>		TITLE Manager, Records & Forms Management
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Environmental Records Records listed on the attached matrix pertain to TVA's environmental program including documentation of policies, procedures, and compliance to various environmental laws and regulations Attachment 1 - Environmental Records Matrix Attachment 2 - Description and requirements for each records category Excludes environmental records covered by previously approved records series	See records matrix	
<i>cc. Agency, NR, NR C, DAME</i>			

ENVIRONMENTAL RECORDS MATRIX
Attachment 1

Document Type	Minimum Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
EMS / GENERAL					
① EMS Processes, Procedures, Standards (Corporate)	until superseded or revised + 2 years	EDMS	EP&P	standard EDMS requirements	general user
② EMS Processes, Procedures, Instructions (Each SBU/BU)	until superseded or revised + 2 years	EDMS	each SBU/BU	standard EDMS requirements	general user
③ Environmental Objectives & Targets	10 years	EDMS	EP&P	standard EDMS requirements	general user
④ Environmental Operational Performance Data	10 years	TVA Information Factory	EP&P	defined by Information Services	restricted for data entry, general user otherwise
⑤ Environmental Performance Reports (Internal)	10 years	EDMS	EP&P	standard EDMS requirements	general user
Annual Environmental Reports (External)	permanent	EDMS	EP&P	standard EDMS requirements	general user
<i>No change</i> ⑦ Environmental "News You Can Use"	until superseded or revised	TVA restricted server	EP&P	defined by Information Services	restricted per EP&P requirements
⑧ Regulatory Issue Reports & Updates	2 years	EDMS	EP&P	standard EDMS requirements	general user
⑨ Regulatory Outlooks	2 years	EDMS	EP&P	standard EDMS requirements	restricted per EP&P and SBU/BU requirements

Document Type	Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
⑩ EMS Management Review & Follow-up Reports	life of agency	EDMS	EP&P	standard EDMS requirements	general user
⑪ TVA Policy & Principles on the Environment	life of agency	EDMS	EP&P	standard EDMS requirements	general user
⑫ Environmental Policy Positions & Strategies	life of agency	EDMS	EP&P	standard EDMS requirements	general user
⑬ Environmental Aspect & Impact Evaluations	life of agency	EDMS	EP&P	standard EDMS requirements	general user

ENVIRONMENTAL RECORDS MATRIX

Document Type	Minimum Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
EMS / GENERAL					
14 Utility Group Reports & Meeting Notes	5 years	EDMS	EP&P	standard EDMS requirements	restricted per EP&P and SBU/BU requirements
15 Environmental Training Needs Assessment	length of employment + 5 years	ECATA or EDMS	EP&P - ECATA, each SBU/BU - EDMS	ECATA - defined by Information Services, EDMS - standard requirements	ECATA - restricted per HR requirements (sensitive privacy information), EDMS - general user
16 Environmental Training Records	length of employment + 5 years	ATIS - for employees records, ATIS or EDMS - for contractor records	TVAU - ATIS, each SBU/BU - EDMS records	ATIS - defined by Information Services EDMS - standards requirements	ATIS - restricted per HR requirements (sensitive privacy information) EDMS - restricted per EP&P and SBU/BU requirements
17 Environmental Training Lesson Plans	until superseded or revised	TVA restricted computer server	EP&P	defined by Information Services	restricted per EP&P requirements
18 Operational Control Procedures	until superseded or revised + 2 years	EDMS	each SBU/BU	standard EDMS requirements	general user
19 Self-Assessment Reports	5 years	paper original @ facility/SBU/BU site	each SBU/BU	defined by facility/SBU/BU	restricted per facility/SBU/BU requirements

Document Type	Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
Environmental Event Reports (Emergency)	life of agency	environmental event reporting computer database linked with EDMS	each SBU/BU	computer database defined by Information Services, EDMS - standard requirements	computer database restricted for information entry, general user otherwise, EDMS - general user
<p><i>Withdrawn by TVA 7/2/03 tes</i></p>					

ENVIRONMENTAL RECORDS MATRIX

Document Type	Minimum Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
EMS / GENERAL					
20 TVA Environmental Auditor Certifications	until auditor termination from department	TVA restricted server	EP&P	defined by Information Services	restricted per EP&P requirements
21 Environmental Recognition Nominations & Evaluations	2 years	EDMS	EP&P	standard EDMS requirements	general user
Additional SBU/BU EMS Records (Each SBU/BU to identify specific EMS records list)	10 years	EDMS	each SBU/BU	standard EDMS requirements	general user

*withdrawn by TVA
12/18/03 JS*

Document Type	Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
22 TVA Environmental Audit Reports	life of agency	EDMS	EP&P	Standard EDMS requirements	Restricted per EP&P requirements (marked "privileged document")
23 Environmental Restricted Awards List (ERAL) Audit Reports	life of agency	EDMS	EP&P	standard EDMS requirements	restricted per EP&P requirements (marked "privileged document")

ENVIRONMENTAL RECORDS MATRIX

Document Type	Minimum Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
AIR					
(24) Air Quality Permits & Applications	life of facility + 5 years	EDMS copy, paper original @ facility until superseded	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
X Air Compliance Records (Reference NC1-142-81-6)	5 years	EDMS or paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
<i>Withdrawn by TVA 12/18/03</i>					
(25) Open Burning Permits & Records	5 years after permit expires	EDMS or paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
Refrigerant Usage Logs & Surveillance Records	5 years	EDMS or paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
<i>Withdrawn by TVA 12/18/03</i>					
(26) Refrigeration Technicians Certifications - Contractors	term of contract + 3 years	paper copy @ facility	each SBU/BU	defined by facility	restricted per facility requirements

ENVIRONMENTAL RECORDS MATRIX

Document Type	Minimum Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
ASBESTOS					
27 Asbestos Disposal Compliance Records	life of facility + 5 years	EDMS copy, paper original @ facility for 3 years after disposal	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
28 Asbestos Sampling Compliance Records	life of facility + 5 years	EDMS copy, paper originals @ facility for 3 years after asbestos abatement project completion	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
29 Asbestos Worker Certifications - Contractors	length of contract + 30 years	paper copy @ facility	each SBU/BU	defined by facility	restricted per facility requirements

ENVIRONMENTAL RECORDS MATRIX

Document Type	Minimum Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
DRINKING WATER					
30 Drinking Water Laboratory Results	life of facility + 10 years	paper original @ facility	each SBU/BU	defined by facility	restricted per facility requirements
31 Operation Certifications - Contractors	term of contract + 3 years	paper original @ facility	each SBU/BU	defined by facility	restricted per facility requirements

ENVIRONMENTAL RECORDS MATRIX

Document Type	Minimum Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
HAZARDOUS WASTE					
32 Hazardous Waste Permits & Applications	life of facility + 5 years	EDMS copy, paper original @ facility until superseded	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user paper original - restricted per facility requirements
33 Hazardous Waste Permit Compliance Records	life of facility + 5 years	paper original @ facility	each SBU/BU	defined by facility	restricted per facility requirements
34 Uniform Hazardous Waste Manifests, Land Disposal Restriction Notification (LDRN) Records, PCB Certificates of Disposal (CDs)	life of facility + 5 years	EDMS copy (completed manifests, LDRNs, CDs), paper original @ facility	each SBU/BU originating the manifests	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
35 Waste Characterization & Laboratory Records	life of facility + 5 years	EDMS copy, paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
30 Hazardous Waste Inspection Records	life of facility + 5 years	EDMS or paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
37 Mixed Waste Compliance Records	life of facility + 5 years	EDMS or paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements

ENVIRONMENTAL RECORDS MATRIX

Document Type	Retention: Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
NEPA					
38 Categorical Exclusion Checklists & Supporting Documentation	life of agency	ENTRAC linked with EDMS	EP&P	ENTRAC - defined by Information Services, EDMS - standard requirements	ENTRAC - restricted for entry, general user otherwise, EDMS - general user
39 Environmental Assessments - Administrative Records	life of agency	EP&P office - interim, EDMS - upon review completion	EP&P	interim storage - defined by EP&P, EDMS - standard requirements	general user
40 Environmental Impact Statements - Administrative Records Reference (NC1-142-80-16 and NC1-142-80-14)	life of agency	EP&P office - interim EDMS - upon review completion	EP&P	interim storage - defined by EP&P, EDMS - standard requirements	general user
41 NEPA Commitments	life of agency	ENTRAC linked with EDMS - EA/EIS commitments, EDMS or ENTRAC linked with EDMS - categorical exclusion commitments	ENTRAC - EP&P, EDMS - each SBU/BU	ENTRAC - defined by Information Services, EDMS - standards requirements	ENTRAC - restricted for entry, general user otherwise, EDMS - general user
42 TVA Comments on External NEPA Documents	life of agency	EDMS	EP&P	standard EDMS requirements	general user

ENVIRONMENTAL RECORDS MATRIX

Document Type	Minimum Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
OIL SPILL PREVENTION & COUNTERMEASURES					
43 SPCC Spill Records	life of facility + 5 years	EDMS	each SBU/BU	standard EDMS requirements	general user
44 SPCC Plan Compliance Records	5 years	EDMS or paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
45 SPCC Equipment Testing	20 years	paper original @ facility	each SBU/BU	defined by facility	restricted per facility requirements
46 Facility Response Plan Compliance Records	5 years	EDMS or paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
47 Certificates of Applicability of the Substantial Harm Criteria	life of facility	EDMS copy, paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
48 Oil Transfer Manual Compliance Records	5 years	EDMS or paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
49 Declaration of Inspections	30 days	paper original @ facility	each SBU/BU	defined by facility	restricted per facility requirements

ENVIRONMENTAL RECORDS MATRIX

Document Type	Minimum Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
PCBs*					
50 PCB Compliance Records (Sampling, Equipment Reclassification & Servicing, Equipment Inspection)	life of facility + 3 years	EDMS copy, paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
51 PCB Cleanup Records	life of facility + 3 years	EDMS copy, paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
52 PCB Annual Document Logs	life of facility + 3 years	EDMS copy, paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements

- NOTE PCB waste manifests and certificates of disposal are managed via the hazardous waste document type "Uniform Hazardous Waste Manifests, Land Disposal Restriction Notification (LDRN) Records, PCB Certificates of Disposal (CDs)"

ENVIRONMENTAL RECORDS MATRIX

Document Type	Minimum Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
PESTICIDES					
53 Pesticide Inventory	life of facility + 5 years	EDMS copy, paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
54 Pesticide Use Compliance Records	period of use + 5 years	paper original @ facility	each SBU/BU	defined by facility	restricted per facility requirements
55 Pesticide Applicator Certifications - Contractors	term of contract + 3 years	paper original @ facility	each SBU/BU	defined by facility	restricted per facility requirements

ENVIRONMENTAL RECORDS MATRIX

Document Type	Minimum Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
SARA TITLE III, EPCRA					
50 Form R Toxic Release Inventory Supporting Documentation	5 years	EDMS copy of completed Form R	each SBU/BU	standard EDMS requirements	general user

ENVIRONMENTAL RECORDS MATRIX

Document Type	Minimum Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
SOLID WASTE (INCLUDES SPECIAL WASTE)					
57 Solid Waste Disposal Permits & Applications Reference (N1-142-93-7, Item 2)	life of facility + 30 years	EDMS copy, paper original @ facility until superseded	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
58 Solid Waste Disposal Permit Compliance Records Reference (N1-142-93-7, Item 2)	life of facility + 30 years	paper original @ facility for duration of permit, TVA records storage facility thereafter	each SBU/BU	standard TVA records storage facility requirements	restricted per facility requirements & TVA records storage facility requirements
59 Other Solid Waste Compliance Records	life of facility + 5 years	paper original @ facility	each SBU/BU	defined by facility	restricted per facility requirements

ENVIRONMENTAL RECORDS MATRIX

Document Type	Minimum Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
UNDERGROUND STORAGE TANKS (USTs)					
60 UST Certification Forms & Certificates	life of facility + 5 years	EDMS copy, paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
61 UST Monitoring & Calibration	life of facility + 5 years	EDMS copy, paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
62 UST Manufacturer's Information for New USTs and Monitoring Systems	life of facility + 5 years	EDMS copy, paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
63 UST Financial Responsibility	life of facility + 5 years	EDMS	each SBU/BU	standard EDMS requirements	general user
64 UST Closure	life of facility + 5 years	EDMS copy, paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements

ENVIRONMENTAL RECORDS MATRIX

Document Type	Minimum Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
USED OIL					
(15) Used Oil Sampling Results & Burn Records	life of facility + 5 years	EDMS copy, paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
(16) Used Oil Shipping Papers (Not Shipped Using a Uniform Hazardous Waste Manifest)	life of facility + 5 years	EDMS copy of completed shipping papers, paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements

ENVIRONMENTAL RECORDS MATRIX

Document Type	Minimum Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
WATER / WASTEWATER / GROUND WATER					
67 NPDES Permits & Applications Reference (N1-142-97-14)	life of facility + 5 years	EDMS copy, paper original @ facility until superseded	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	general user - EDMS, paper original - restricted per facility requirements
68 NPDES Permit Compliance Records Reference (N1-142-97-14)	10 years	EDMS or paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
69 Storm Water Permits, Notices of Intent, & Applications	life of project/facility + 5 years	EDMS copy, paper original @ project/facility until superseded	each SBU/BU	EDMS - standard requirements, paper original - defined by project/facility	EDMS - general user, paper original - restricted per project/facility requirements
70 Storm Water Permit Compliance Records	10 years	EDMS or paper original @ project/facility	each SBU/BU	EDMS - standard requirements, paper original - defined by project/facility	EMDS - general user, paper original - restricted per project/facility requirements
71 Injection Well Permits & Applications	life of facility + 5 years	EDMS copy, paper original @ facility until superseded	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
72 Injection Well Permit Compliance Records	10 years	EDMS or paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements

ENVIRONMENTAL RECORDS MATRIX

Document Type	Minimum Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
WATER / WASTEWATER / GROUND WATER					
73 Sewage Treatment Compliance Records	10 years	EDMS or paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
74 Corps of Engineer Permits & Applications	life of project/facility + 5 years	EDMS copy, paper original @ project/facility until completion	each SBU/BU	EDMS - standard requirements, paper original - defined by project/facility	EDMS - general user, paper original - restricted per project/facility requirements
75 Corps of Engineer Permit Compliance Records	life of project /facility + 5 years	paper original @ project/facility site until completion, EDMS thereafter	each SBU/BU	paper original - defined by project/facility, EDMS - standard requirements	paper original - restricted per project/facility requirements, EDMS - general user
76 Tennessee Aquatic Resource Alteration Permits & Applications	life of project + 5 years	EDMS copy, paper original @ facility until project completion	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	general user - EDMS, paper original - restricted per project requirements
77 Tennessee Aquatic Resource Alteration Permit Compliance Records	life of project + 5 years	paper original @ site until project completion, EDMS thereafter	each SBU/BU	paper original - defined by facility, EDMS - standard requirements	paper original - restricted per project requirements, EDMS - general user

ENVIRONMENTAL RECORDS MATRIX

Document Type	Minimum Retention Time	Storage Media/Location	Record Owner	Protection Requirements	Access Requirements
WATER / WASTEWATER / GROUND WATER					
78 Groundwater Permits & Application	life of facility + 5 years	EDMS copy, paper original @ facility until superseded	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements
79 Groundwater Permit Compliance Records Reference (N1-142-93-7, Item 3)	life of facility + 5 years	EDMS or paper original @ facility	each SBU/BU	EDMS - standard requirements, paper original - defined by facility	EDMS - general user, paper original - restricted per facility requirements

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- 1 Copies that have no further administrative value after the recordkeeping copy is made Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

Destroy/delete within 180 days after the recordkeeping copy has been produced

- 2 Copies used for dissemination, revision, or updating that are maintained in addition to the recording copy

Destroy/delete when dissemination, revision, or updating is completed

**ENVIRONMENTAL RECORDS MATRIX
ACRONYMS**

ALIS - Automated Land Information System

ATIS - Automated Training Information System

BU - Business Unit

COO - Chief Operating Officer

CRS - Comprehensive Records Schedules

EA - Environmental Assessment

ECATA - Environmental Compliance & Awareness Training Assessment

EDMS - Electronic Document Management System

EIS - Environmental Impact Statement

EMS - Environmental Management System

ENTRAC - TVA database system used to manage NEPA Categorical Exclusion Checklists and track completion of commitments made in NEPA decision documents

EPCRA - Emergency Planning & Community Right-to-Know Act

EP&P - Environmental Policy & Planning

ERAL - Environmental Restricted Awards List

HR - Corporate Human Resources

LDRN - Land Disposal Restriction Notification

MSDS - Material Safety Data Sheet

NEPA - National Environmental Policy Act

NPDES - National Pollutant Discharge Elimination System

OSHA - Occupational Health & Safety Administration

PCB - Polychlorinated Biphenyl

RSO&E - River System Operations & Environment

SARA - Superfund Amendment Reauthorization Act

SBU - Strategic Business Unit

SPCC - Spill Prevention Control & Countermeasures

TVAU - TVA University

UST - Underground Storage Tank

ENVIRONMENTAL RECORDS MATRIX
ACRONYMS

Air:

Documentation related to the emission and control of the six criteria air pollutants as regulated by the Clean Air Act and state regulations. The regulated pollutants are particulates, sulfur oxides, carbon monoxide, nitrogen oxides, ozone, and lead.

- **Title I, II, IV, IV, IV of the 1970 Clean Air Act (CAA) and 1977 and 1990 Amendments**
 - National Ambient Air Quality Standards (NAAQS)
 - **Acid Rain Program** - to achieve significant environmental and public health benefits through reductions in emissions of sulfur dioxide (SO₂) and nitrogen oxides (NO_x),
- U.S. Environmental Protection Agency (EPA)
 - **40 CFR, Part 82.161**

Asbestos:

Documentation related to responsibilities and method requirements for recordkeeping, sampling, and work performance while limiting asbestos hazards; negative health effects, personal protection and controlling exposure; potential locations; composition; characteristics.

- U.S. Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), U.S. Department of Transportation (DOT)
 - EPA Asbestos Hazard Emergency Response Act (AHERA)
 - EPA Asbestos School Hazard Abatement Reauthorization Act (ASHARA), and Toxic Substances Control Act (TSCA)
 - **29 CFR 1910.1001** – hazards, health effects, potential locations, composition, characteristics, limiting exposure and personal protection , and controlling exposure
 - **29 CFR 1910.134**
 - **29 CFR 1915.1001**
 - **29 CFR 1926.1101** – responsibilities and method requirements to perform class I and class II work
 - **29 CFR 1926.1915**
 - **29 CFR 1926.59**
 - **40 CFR 763** – identify and assess the condition of asbestos contained material
 - **40 CFR 763.92** –
 - **40 CFR Part 61, Subpart M**
 - **40 CFR 763, Subpart G**

Drinking Water:

Documentation related to the national drinking water standards and the discharge of pollutants of any kind into navigable or surface waters. Drinking water must meet limits set on chlorine, turbidity, metals, organic compounds, and bacterial content.

- **Safe Drinking Water Act** - the national law safeguarding tap water in America; requires public water systems to provide drinking water that meets safety standards and protects sources of drinking water, including rivers, lakes, reservoirs, springs, or ground water wells.

- **Clean Water Act of 1977 and its 1981 and 1987 amendments**
 - National Pollutant Discharge Elimination System (NPDES)

Environmental Management System (EMS)/General:

Documentation relating to Executive Order 13148 to integrate environmental responsibility into decision making

- **Executive Order 13148**
- No regulations are applicable
- Voluntary consensus standards utilizing **ISO 14001** developed by the International Organization for Standardization

Hazardous Waste:

Documentation related to the treatment, storage, transportation, or disposal of hazardous material to protect the health of workers and the environment. Also include materials that deal with superfund sites, regulating disposal sites, underground storage tanks, waste oil, or preparation of hazardous materials for disposal and manifest tracking of hazardous waste. Includes: documentation relating to materials required by the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), Resource Conservation and Recovery Act (RCRA), or the Toxic Substances Control Act (TOSCA). Toxic materials include PCB's, asbestos, and other substances identified as toxic and not regulated.

- **Executive Order 13101**
- Federal Insecticide, Fungicide, and Rodenticide Act (**FIFRA**) – toxic materials include PCB's, asbestos, and other substances identified but not regulated
- Toxic Substances Control Act (**TOSCA**)
- Hazardous Materials Transportation Act of 1975 (**HMTA**) – establishes a labeling and packaging system applicable to hazardous materials
- **U.S. Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA),**
- Resource Conservation and Recovery Act (**RCRA**)
 - Subtitle C “Hazardous Waste Management”
 - **29 CFR 1910.120**
 - **OSHA 29 CFR 1910.120** – recognizing and identifying the presence of a hazardous material in an emergency, potential outcomes, containing release and prevention, methods for exposure, and individual roles in an emergency situation.
 - **DOT 49 CFR, Subpart H** – hazmat detection, tables, packaging, labeling, marking, placarding requirements, and emergency response
 - **49 CFR, Part 172.704**
 - **CFR 262.34 and 265.16** – Process Control System

National Environmental Policy Act of 1969 (NEPA):

Documentation related to potential environmental impacts of any project which must be carefully considered prior to start of the project. Documentation includes environmental reviews with specified levels of detail.

- Regulations, standards, and criteria for environmental reviews

- **NEPA 40 CFR, Parts 1500-1517** – document Environmental Assessment (EA) and Environmental Impact Statements (EIS)
- **Categorical Exclusion List**

Oil Spill Prevention & Countermeasures:

Documentation related to requirements and criteria for record-keeping, worker education, the treatment, storage, and transportation of oil and oil-using equipment, and prevention and containment plans.

- Spill Prevention, Control and Countermeasures (SPCC)
- Integrated Contingency Plan (ICP)
- Resource Conservation and Recovery Act (RCRA)
 - **40 CFR 112.7**

Polychlorinated biphenyls (PCB's):

Documentation related to the “cradle-to-grave” utilization of PCBs in equipment, inspection, labeling and storage of such equipment, or disposal as regulated by Toxic Substances Control Act (TSCA) and PCB Management Procedures, EPA Resource Conservation and Recovery Act (RCRA), and U.S. Department of Transportation (DOT)

- **Executive Order 13101**
- Toxic Substances Control Act (TSCA) and **PCB Management Procedures**
 - **40 CFR 760** – records, time limitations
 - **40 CFR 761** – proper implementing procedures for the disposal of equipment and containers; inspection of PCB items in storage for disposal and inspection requirements and criteria
- Resource Conservation and Recovery Act (RCRA)
 - **40 CFR 247, Section 6002**
- **U.S. Department of Transportation (DOT)**
 - **49 CFR 391-397**

Pesticides:

Documentation related to the registration, labeling, application, storage, and disposal of pesticides as regulated by Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) and Resource Conservation and Recovery Act (RCRA)

- Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA)
- Resource Conservation and Recovery Act (RCRA)
 - **40 CFR 170.20** – general use regulations, application, storage, and disposal

The 1986 Superfund Amendments and Reauthorization Act of 1986 (SARA Title III), Emergency Planning and Community Right-to-know Act (EPCRA):

Documentation related to emergency plans in the event of an accidental hazardous substance spill and the education of neighborhood stakeholders about the presence of hazardous chemicals in their community.

- Resource Conservation and Recovery Act (RCRA)
 - **40 CFR 355 and 370**

Solid Waste (includes special waste):

Documentation related to standards for management, recordkeeping, reporting, impacts, transportation, storage, and disposal procedures and requirements of solid waste. Waste would include identification of hazardous waste and not regulated waste.

- **Executive Order 13101**
- Resource Conservation and Recovery Act (RCRA)

Underground Storage Tanks:

Documentation related to technical standards and corrective action requirements. Documentation includes recordkeeping, Adequate Enforcement of Compliance and Approval Procedures.

- Resource Conservation and Recovery Act (RCRA)
 - Subtitle I (implemented at 40 CFR 280).
 - Hazardous substances regulated under Subtitle I include all the hazardous substances (except those regulated as a hazardous waste under Subtitle C of RCRA) defined under **CERCLA Section 101(14)** encompass a wide variety of pollutants regulated under other federal statutes including the **Clean Water Act, Clean Air Act, and Toxic Substances Control Act (TSCA)**.
 - 40 CFR Part 281
 - 40 CFR Parts 282.50-282.105.
 - 40 CFR Part 302.4. - list of hazardous substances

Used Oil:

Documentation related to federal, state, and local regulations, procedures and marking; burner requirements; impacts; mixtures; recordkeeping and reporting requirements.

- **40 CFR 266 (H)**
- **40 CFR 279**

Water/Wastewater/Ground Water:

Documentation related to federal, state, and local regulations for discharges into surface waters (wetlands, lakes, and rivers).

- **Clean Water Act**
- **Safe Drinking Water Act**
- National Pollutant Discharge Elimination System (NPDES)
- Resource Conservation and Recovery Act (RCRA)
 - **40 CFR 262.11** - determine whether the waste is a hazardous waste
 - **40 CFR 262.30** - proper packaging for the hazardous waste;
 - **40 CFR 262.30-262.33** - necessary RCRA and U.S. Department of Transportation (DOT) labeling, marking, and placarding requirements;
 - **40 CFR 262.20-262.23** - information necessary to complete and sign the hazardous waste manifest (which includes both DOT and RCRA shipping paper information) for the waste shipment;
 - **Title 40 CFR 262, Subpart B (The Manifest)**;
 - **40 CFR 262.40-262.44** - maintain records and report hazardous waste management activity, including the amount of hazardous waste produced,

- the transporters of the wastes, and the Treatment, Storage, and Disposal Facility (TSDFs) in possession of the hazardous waste
 - **Title 40 CFR 263** - regulations governing the transportation of hazardous waste
 - **40 CFR 262.20(f)** - exempts transport of hazardous wastes within or along the border of contiguous properties under the control of the same person, even if the contiguous properties are divided by a public or private right-of-way.
- The Hazardous and Solid Waste Amendments of 1984 (HSWA)
 - **Subtitle C, "Hazardous Waste Management";**
 - **Subtitle D, "State or Regional Solid Waste Plans";**
 - **Subtitle I, "Regulation of Underground Storage Tanks;**
 - Facilities operating under interim status or permits must comply with the general requirements applicable to all types of facilities and also to waste management-unit specific requirements.
 - General requirements include:
 - **40 CFR 264.14 or 265.14** - providing security;
 - **40 CFR 264 Subpart D or 265 Subpart D** - planning for emergencies;
 - **40 CFR 264.16 or 265.16** - training personnel;
 - **40 CFR 264.13 or 265.13** - properly characterizing waste to be managed in the facility;
 - **40 CFR 264 Subpart F or 265 Subpart F** - groundwater monitoring (as appropriate);
 - **40 CFR 264 Subpart G or 265 Subpart G** - planning for eventual closure of the facility; and
 - **40 CFR 264.11 or 265.11, 264.15(d) or 265.15(d), 264.16(e) or 265.16(e), 264.56(j) or 265.56(j), 264.71 through 264.77 or 265.71 through 265.77, and 265.94]** - proper recordkeeping and reporting
 - **40 CFR 264 or 265 Subparts I through DD** - unit- specific design and operating criteria and unit-specific recordkeeping requirements.
 - Requirements for the design, operation, maintenance, and closure of hazardous waste management units are specific for each type of unit.
 - **40 CFR 264 Subpart J or 265 Subpart J** - tanks must meet special tank design and operation requirements
 - **40 CFR 264 Subpart I or 265 Subpart I** - containers used for storing hazardous wastes must satisfy requirements of
 - unit-specific requirements that may potentially apply to Department of Energy (DOE) activities are specified for:
 - **40 CFR 264 Subpart DD or 265 Subpart DD** - containment buildings;
 - **40 CFR 264 Subpart L or 265 Subpart L** - waste piles;
 - **40 CFR 264 Subpart O or 265 Subpart O** - incinerators

- **40 CFR 264 Subpart K or 265 Subpart K** - surface impoundments;
 - **40 CFR 264 Subpart M or 265 Subpart M** - land treatment units;
 - **40 CFR 264 Subpart N or 265 Subpart N** – landfills; and
 - **40 CFR 264 Subpart X** - miscellaneous units not otherwise specified in regulation, among other things.
- **Land Disposal Program Flexibility Act of 1996 (P.L. 104-119)** - management of decharacterized wastes in centralized wastewater management systems regulated under the
 - **Clean Water Act** or the
 - **Safe Drinking Water Act** in surface impoundments or in Class I injection wells.