

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
Environmental Protection Agency

2. MAJOR SUBDIVISION
Office of Prevention, Pesticides, and Toxic Substances

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Chris O'Donnell

5. TELEPHONE

202-260-1324

LEAVE BLANK (NARA use only)

JOB NUMBER

71-412-01-5

DATE RECEIVED

10-27-00

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

8-5-02

ARCHIVIST OF THE UNITED STATES

John W. Paul

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 for disposal on the attached 4 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,

is not required;

is attached; or

has been requested.

DATE

10/26/00

SIGNATURE OF AGENCY REPRESENTATIVE

Christine O'Donnell

TITLE

Agency Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

See attached U.S. EPA Records Schedule 372

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

cc Agency NWMD NWML

DRAFT OF 12/1/00

U.S. EPA RECORDS SCHEDULE

SERIES TITLE: TSCA Section 8 Information and Reporting Files

PROGRAM: Toxic Substances

EPA SERIES NO: 372

AGENCY FILE CODE: TOXI 372

NARA DISPOSAL AUTHORITY: N1-412-01-5
(Use this number to retire records to the FRC)

APPLICABILITY: Headquarters

IDENTIFYING INFORMATION:

DESCRIPTION: Records consist of a wide variety of reports, notices and health and safety studies submitted per statute under TSCA Section 8 or voluntarily to EPA pertaining to a chemical or group of chemicals' identity, use, manufacturing production, importation, processing, health and environmental effects and fates, associated by-products, human exposure, and/or disposal data of chemicals or chemical mixtures.

The submissions vary and are as follows:

Section 8(a) requires, by rulemaking, manufacturers, importers and processors of chemical substances to maintain records and/or report such data as may be required. Section 8(a) regulations can be tailored to unique information needs, such as chemical specific or information can be obtained through the use of standardized reporting rules such as:

The Preliminary Assessment Information Rule (PAIR) - This document is designed to gather information from certain chemical manufacturers and importers of identified substances to support the preliminary stages of chemical assessment.

The Comprehensive Assessment Information Rule (CAIR) - This is a standardized, flexible information gathering tool. Persons are required to report under the rule for each site of a subject chemical's manufacture, import, and/or processing.

Inventory Update Rule (IUR) - This standardized form is used to gather information such as Plant Site and Production Volume which is used to update the Chemical Inventory.

Section 8(a) Specific - This is a special collection of information, submitted on letterhead rather than a special form.

Section 8(b) mandates the establishment and publication of a chemicals list. The listing includes substances for which Section 5 (PMNs, SNURs) notices are submitted from the earliest date of manufacture or processing in the U.S. The

list excludes all chemical substances manufactured or processed (however reported) before October 11, 1973. The list also excludes chemicals produced in low volume quantities. This list is updated at two year intervals.

Section 8(c) requires companies to record allegations of significant adverse reactions to any substance/mixture that they manufacture, import, process or distribute. These records are submitted to EPA, upon request. However, companies must maintain these records for 30 years.

Section 8(d) Health and safety studies are used to support the TSCA testing program and set priorities for risk assessment. The reporting obligation ends no later than 10 years after the effective date of the required filing for removal of the substances mixture from the rule.

Section 8(e) Notice to Administrator of Substantial Risk is submitted by any person who manufactures, processes, or distributes in commerce a chemical substance or mixture and who obtains information which reasonably supports the conclusion that such a substances or mixture presents a substantial risk of injury to health or the environment.

FYI Submissions are distinguished from Section 8(e) submissions in that they are not mandatorily reported but do contain information on human exposure; epidemiology, toxicity test results, monitoring studies, environmental fate and other information that may be pertinent to risk assessment.

Asbestos files includes data provided by asbestos manufacturers, processors, and importers on asbestos production, importation, exportation, processing, worker exposure, waste and disposal, and pollution control. The data were reported on EPA form 7710-36, Reporting Chemical and Industrial Users of Asbestos, and EPA form 7710-37, Reporting Secondary Processing and Importation of Asbestos Mixtures.

ARRANGEMENT: Arrangement varies.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

Confidential Business Information
Enforcement Sensitive Information

MEDIUM:

Paper, microfilm, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:

Regulatory development, risk management and public awareness

SPECIFIC LEGAL REQUIREMENTS:

Toxic Substances Control Act, as amended, Section 8

DISPOSITION INFORMATION:

FINAL DISPOSITION:

a. Record copy (microformed or paper): Permanent

TRANSFER TO FRC PERMITTED:

Yes

b. Paper copy (microformed): Disposable

No

EPA SERIES NO. 372

c. Electronic versions created with electronic mail and word processing systems: Disposable No

FILE BREAK INSTRUCTIONS:

- a. If record copy is in microform, break file upon completion of microform quality assurance check. If record copy is not microformed, break file annually following the year of submission or other Agency decision.
- b. Break file when documents have been microformed and checked for quality assurance.
- c. See disposition instructions.

DISPOSITION INSTRUCTIONS:

- a. If record copy is in microform, keep in office up to 2 years after file break, then retire one silver master and one diazo copy along with finding aids and indexes to the FRC. Transfer to the National Archives 30 years after file break. Retain up to 2 diazo copies for office use. Destroy non-record Agency microform copies when no longer needed.

If record copy is not microformed, keep in office up to 2 years after file break, then retire to FRC along with finding aids and indexes. Transfer to the National Archives 30 years after file break. Destroy Agency non-record reference copies when no longer needed.

- b. If record copy is microform, destroy paper copy after quality assurance check.
- c. Delete when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: This schedule expands the previously approved schedule to include all of the records maintained in response to Section 8 of TSCA. These records form a major segment of documentation the Agency uses for assessments and identification of substances to test under the TSCA testing program which represent a substantial risk of injury to health or the environment.

AGENCY-WIDE GUIDANCE: The nonconfidential record copies are maintained by the program office and the Nonconfidential Information Business Center (NCIC). All confidential record copies are maintained by the Confidential Information Business Center (CBIC). Documents from the NCIC and CBIC should be retired to the FRC together.

All records, regardless of media, claimed as confidential business information (CBI) under Section 14 of the Toxic Substances Control Act (TSCA) must be handled in accordance with the 1993 edition of TSCA Confidential Business Information Security Manual.

See EPA 271 - TSCA 8(a) Level A Information System (LEVEL8(A)) for data

EPA SERIES NO. 372

collected under the Preliminary Assessment Information Rule (PAIR). The Comprehensive Assessment Information Rule Database (CAIR) is covered in EPA 089 - Information Tracking Systems. The TSCA Chemical Inventory System is scheduled as EPA 371.

Microform copies are to be produced in accordance with standards in 36 CFR 1230.10 and 1230.20. If records are not filmed, use disposition a for the paper records.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION: This schedule covers a significant collection of records which support program decisions regarding the assessment and identification and testing of substance mixtures which may present substantial risk or injury to the health or the environment.

Due to the complexity of the Section 8 process, the submissions vary. However, file breaks for all the documents generated in response to Section 8 of TSCA occur 1 year following the year of submissions or other Agency decision. In addition, for CAIR documents, data entry must be completed before the file break.

CUSTODIAL INFORMATION:**CONTROLLING UNIT:**

Name: Information Management Div.

Location: Waterside Mall

Inclusive Dates: 1986 - present

Volume on Hand (Feet):

paper - 330 ft.

microfiche - 20 ft.

Annual Accumulation:

(feet or inches)

paper - 20 ft.

microfiche - 3 ft.

CONTACT POINT:

Name: Vanessa Williams

Mail Code: 7407

Telephone: 202-260-3554

Office: NCIC and CBIC

Room: E725A

CONTROL INFORMATION:

RELATED ITEMS: EPA 089, EPA 271, EPA 371

PREVIOUSLY APPROVED BY

NARA SCHEDULE NOS: NC1-412-85-12/17

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
10/26/00		12/2/92	12/1/00