

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>				JOB NUMBER <i>NI-412-08-5</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				DATE RECEIVED <i>11/20/07</i>	
1 FROM (Agency or establishment)  U S. Environmental Protection Agency			<b>NOTIFICATION TO AGENCY</b>  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 <input type="checkbox"/> disposition not approved <input type="checkbox"/> or <input type="checkbox"/> withdrawn <input type="checkbox"/> in column 10		
2 MAJOR SUBDIVISION  Office of Water					
3 MINOR SUBDIVISION  Headquarters					
4 NAME OF PERSON WITH WHOM TO CONFER  John B. Ellis		5 TELEPHONE  202-566-1639	DATE  <i>8/10/09</i>	ARCHIVIST OF THE UNITED STATES  <i>Adrian Thomas</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 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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested					
DATE <i>11/19/07</i>	SIGNATURE OF AGENCY REPRESENTATIVE John B Ellis <i>John B. Ellis</i>		TITLE Agency Records Officer		
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
741	Laboratory Approval and Analytical Method Development Supporting Direct Implementation of Drinking Water Regulations				



**This schedule is in development. It may not be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.**

## EPA Records Schedule 741

**Status:** Development, 04/30/2007

**Title:** Laboratory Approval and Analytical Method Development Supporting Direct Implementation of Drinking Water Regulations

**Program:** Water

**Applicability:** Headquarters

**Function:** 108-025-03-02 - Management of Public Water Systems

### **NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- Pending

### **Description:**

Includes records associated with any EPA coordinated laboratory approval program, and the associated analytical method development, supporting the analytical requirements mandated by federal direct implementation rules (e.g., Long Term 2 (LT2) Enhanced Surface Water Treatment Rule and the Unregulated Contaminant Monitoring Regulation (UCMR)).

Includes records related to the formulation of the lab approval program and the method development, and project workpapers and administrative correspondence.

### **Disposition Instructions:**

**Item a:** Lab approval program and method development

Includes laboratory applications, proficiency testing study coordination and laboratory performance results, final listing of EPA-approved laboratories, and laboratory audit reports. Method development documentation includes research summaries, published manuscripts, peer review documentation, and copy of final EPA Method

- **Permanent**

- Close inactive records upon completion of regulatory implementation
- Transfer nonelectronic records to the National Archives 20 years after file closure.
- Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 20 years after file closure.

**Item b:** Project workpapers and administrative correspondence

Includes progress reports, analysis reports generated on individual samples assayed during method development, laboratory bench sheets, and e-mail or hard copy correspondence with other researchers conducting similar method development efforts.

- **Disposable**

- Close inactive records upon completion of project.
- Destroy 6 years after file closure.

**Guidance:**

EPA develops various drinking water methods to support sampling efforts evaluating contaminants of concern. Often, these methods are mandated for monitoring under a federal direct implementation regulation (e.g., UCMR 2, LT2). If the mandated methods are not currently used for compliance monitoring, EPA typically coordinates a concurrent laboratory approval program, as a critical part of the federal direct implementation. The LT2 and UCMR serve as two examples.

The National Contaminant Occurrence Database (NCOD), which holds all the resultant occurrence data, is scheduled as EPA 436. The Safe Drinking Water Accession and Review System (SDWARS) is scheduled as EPA 253

**Reasons for Disposition:**

The Safe Drinking Water Act, as amended, requires the collection of data under federal implementation rules. Records associated with laboratory approval and analytical methods development form the foundation of the direct federal implementation of drinking water programs (i.e., LT2, UCMR). These direct implementation efforts result in comprehensive sets of occurrence data that are used, in part, as a basis for future regulatory decisions by the Administrator. The proposed retention will allow future retrieval if subsequent data collection (e.g., health effects) elevate regulatory priorities

**Custodians:**

Office of Water, Office of Ground Water and Drinking Water

- **Contact:** Daniel P. Hautman
- **Telephone:** 513-569-7274

**Related Schedules:**

EPA 253, EPA 436

**Previous NARA Disposal Authority:**

**Entry:** 11/02/2006

**EPA Approval:** Pending

**NARA Approval:** Pending

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Last updated on Friday, October 5th, 2007

URL: <http://intranet.epa.gov/records/schedule/devel/741.htm>