

EPA Records Schedule 062

Status: Final, 05/31/2010

Title: Laboratory Information Management Systems (LIMS)

Program: All Programs

Applicability: Agency-wide

Function: 316-258-04 - Monitoring/Modeling Methods Development

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.

- N1-412-09-7

Description:

Includes laboratory information management systems used in EPA laboratories to receive, store and report data generated from laboratory analysis of environmental samples using scientific instruments. Data elements may include sample data, who took the sample and where, contents of the sample and what was asked to be analyzed, who analyzed the sample and when. Data is used to support EPA's environmental programs and often transferred to electronic information systems such as RadNet or similar systems.

Disposition Instructions:

Item a: Electronic software program

- **Disposable**
- Destroy when no longer needed to ensure access to, and use of, the electronic records throughout the authorized retention period.

Item b: Input

- **Varies**
- Follow instructions for EPA 171.

Item c: Electronic data

- **Disposable**
- Delete when 3 years old or when no longer needed for the related project or activity, whichever is

longer.

Item d: Output and reports

- **Varies**
- File with related records and follow instructions for the related records.

Item e: System documentation

- **Disposable**
- Follow instructions for EPA 304, item a(1).

Guidance:

Sampling data incorporated into other files (e.g., Superfund site files) or transferred to other databases (e.g., RadNet) are retained according to the disposition instructions for the records they support.

This schedule includes, but is not limited to, the following systems listed by headquarters program or regional office:

Office of Air and Radiation

- Laboratory Data Management System (LDMS)
- National Air and Radiation Environmental Lab (NAREL) Laboratory Information Management System (NAREL-LIMS)
- NVFEL Lab Data Management System (LDMS)
- Office of Radiation and Indoor Air (ORIA) Laboratory Information Management System (ORIA LIMS)
- Radiation and Indoor Environments APEX Alpha System (R&IE APXA)
- Radiation and Indoor Environments APEX Gamma Systems (R&IE APXG)
- Radiation and Indoor Environments Filter Weighing Laboratory (R&IE FL)
- Radiation and Indoor Environments Laboratory Information Management System (R&IE LIMS)
- Radiation and Indoor Environments Liquid Scintillation Laboratory (R&IE LSL)
- Radiation and Indoor Environments Mobil ER Laboratory (R&IE MERL)
- Radiation and Indoor Environments Radon Calibration System (R&IE RnCal)
- Radiation and Indoor Environments Radon Canister System (R&IE RCS)

Office of Enforcement and Compliance Assurance

- Lab Automation System (LBAU) (Sample Management System)

Office of Solid Waste and Emergency Response

- Field Operations and Records Management System (FORMS II Lite)

Region 1

- Labworks

- New England Samples Tracking System (NESTS)

Region 3

- Relational Lab Information Management System (RLIMS)

Region 4

- Element Laboratory Information Management System (LIMS)
- Laboratory Information Management System (LIMS)

Region 7

- Laboratory Information Management System (LIMS)

Region 10

- Laboratory Management System (RX75)

Electronic information systems with long-term or permanent retention such as the Comprehensive Environmental Response Compensation and Liability System (CERCLIS), EPA 050, are scheduled separately. Other disposable systems not requiring specific schedules have been categorized into this schedule or one of the other "generic" or "big bucket" schedules:

- EPA 063 - Electronic Models and Expert Systems
- EPA 089 - Information Tracking Systems
- EPA 090 - Administrative Support Databases
- EPA 094 - Electronic Bulletin Boards
- EPA 179 - Special Purpose Programs

Electronic records not requiring their own schedules or covered in one of the generic schedules above may be segments or phases of information systems. Examples of this type of schedule include, but are not limited to:

- EPA 164 - Electronic Spreadsheets
- EPA 170 - Files and Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records
- EPA 304 - Systems Documentation

Reasons for Disposition:

The following changes were made in the 11/30/2008 version:

- Revised disposition instructions for item c to include "to support the related project or activity."
- Revised list of systems covered in guidance.

LIMS are used as a tool to track samples and generate information filed in the related project or program file. The schedule was formerly approved by NARA as N1-412-94-2/11 for the Lab Automation System (LBAU) (Sample Management System) and has been expanded to include LIMS used throughout the Agency

Custodians:

Multiple units

Related Schedules:

EPA 063, EPA 089, EPA 090, EPA 094, EPA 164, EPA 170, EPA 171, EPA 179, EPA 304

Previous NARA Disposal Authority:

NC1-412-81-12/36, N1-412-94-2/11

Entry: 07/09/2008

EPA Approval: 04/23/2009

NARA Approval: 07/21/2009