

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

EPA Records Schedule 241

Status: Draft, 03/31/2011

Title: High Production Volume Information System (HPVIS)

Program: Toxic Substances

Applicability: Headquarters

Function: 108-025-06-02 - Manage Toxic Substances

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.

- N1-412-09-19

Description:

The High Production Volume Information System (HPVIS) provides access to health and environmental effect information obtained through the HPV Challenge Program, which "challenges" companies to make data on chemicals produced or imported into the United States in quantities of one million pounds or more per year publicly available. The system allows users to search for summary information, test plans, and new data on high production volume chemicals as they are developed.

Test data is voluntarily submitted to EPA by chemical manufacturers and trade associations. HPVIS submissions contain data on up to 50 endpoints organized into four disciplines: physical/chemical properties (e.g., melting point, vapor pressure); environmental fate and pathways (e.g., biodegradation, stability in soil), ecotoxicity (e.g., fish toxicity, toxicity to aquatic plants), and mammalian health effects (e.g., reproductive toxicity, developmental toxicity). HPVIS data is available on EPA's Internet site and users may search by either chemical name or CAS number. HPVIS also contains HPV Chemical Hazard Characterizations prepared during EPA's ongoing review of the health and environmental effects data, as well as Risk-Based Prioritization documents prepared from EPA's examination of hazard and exposure information.

Disposition Instructions:

~~Item a: Electronic software program~~

Non-record

~~The Office of Prevention, Pesticides, and Toxic Substances, Office of Pollution Prevention and Toxics, Information Management Division at Headquarters is responsible for the disposition of this item.~~

- **Disposable**

- Delete when no longer needed to ensure access to, and use of, the electronic records throughout the authorized retention period

~~Item b: Input~~

GRS 20/26

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

Item c: Electronic data

The Office of Prevention, Pesticides, and Toxic Substances, Office of Pollution Prevention and Toxics, Information Management Division at Headquarters is responsible for the disposition of this item

- **Permanent**
- Transfer data in 2011 and every 5 years thereafter to the National Archives, as specified in 36 CFR 1235 44-1235 50 or standards applicable at the time

~~Item d: Output and reports~~

File Instructions

- **Disposable**
- File with related records and follow instructions for the related records

GRS 20/11a(2)

~~Item e: System documentation~~

The Office of Prevention, Pesticides, and Toxic Substances, Office of Pollution Prevention and Toxics, Information Management Division at Headquarters is responsible for the disposition of this item

- **Permanent**
- Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives, as specified in 36 CFR 1235 44-1235 50 or standards applicable at the time This documentation is transferred with the electronic data (item c)

Guidance:**Reasons for Disposition:**

The following change was made in the 03/31/2011 version

- Changed the disposition of the electronic data (item c) and system documentation (item e) to permanent

Custodians:

Office of Prevention, Pesticides, and Toxic Substances, Office of Pollution Prevention and Toxics, Information Management Division

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Related Schedules:

EPA 171, EPA 304

Previous NARA Disposal Authority:

None

Entry: 05/06/2009

EPA Approval: 09/16/2009

NARA Approval: Pending