

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*21 items*

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
U.S. Environmental Protection Agency

2 MAJOR SUBDIVISION  
Office of Air and Waste Management

3 MINOR SUBDIVISION  
Noise Abatement and Control Program

4 NAME OF PERSON WITH WHOM TO CONFER  
Harold R. Masters

5 TEL EXT  
755-0840

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED <b>APR 17 1975</b>	JOB NO
<b>NC - 412-75-7</b>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
<u>3-3-76</u> Date	<u><i>James B. Rhoads</i></u> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

4/15/75  
(Date)

*Harold R. Masters*  
(Signature of Agency Representative)

Chief, Administrative Management Br.  
(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1 - 16	Descriptions and retentions for Noise Abatement and Control <del>Program</del> records		

*Changes agreed to and approved  
by David C. Stephens 2-26-76*

*20 items*

*Copy to Agency 3-5-76 DR*

ENVIRONMENTAL PROTECTION AGENCY

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APPENDIX B

RECORDS MANAGEMENT

RECORDS CONTROL SCHEDULES

NOISE

The records listed below relate to noise abatement and control in air and surface transportation, Federal installations, industry, construction and home equipment; and development of regulations implementing legislation pertaining to noise.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p><u>Development</u>  <u>Program Files.</u> Contains data relating to all phases of noise abatement and control in air and surface transportation, Federal installations, industry, construction, home equipment, etc. <del>Files serve as principal working record collection in each unit.</del> Records consist of correspondence and reports relative to policy, strategy, program control, research, intergovernmental and industrial activity, litigation, regulation, legislation, methods and criteria, noise source and effect, etc.</p>	<p><u>Retention:</u> <del>Retain 10 years</del> <u>Permanent.</u></p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office for 2 years, then transfer to the Federal Records Center. <del>Keep in FRG for 8 years, then destroy.</del> <u>Offer to National Archives and Records Service when 20 years old.</u></p>
2.	<p><u>Early EPA (1970-1973) Noise Abatement and Control Program.</u> A collection of records in the Program Management Unit marked "Official File." Records consist of proposed legislation, organization plans, program enforcement plan, EPA Noise Facts (a publication), Congressional hearing report, project reports, etc.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Keep in office for 2 years, then transfer to the Federal Records Center. <del>Keep in FRG for 20 years, then</del> <u>Offer to the National Archives NARS when 20 years old.</u></p>

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Item	Name and Description of Record/File	Retention Period and Disposition
3.	<p>A. <u>"Soundings" - Newspaper Clips on Noise Activities.</u> A collection of newspaper clips, duplicated and put together in booklet form, about noise activities and events in all parts of the country. "Soundings" periodically produced for the Office of Noise Abatement and Control by Informatics, Inc.</p> <p>B. <i>Noise Research and Development: A Guide to Federal Contract awards and Procurement Invitations</i>  <i>Collection of articles summarizing noise research and development by government agencies.</i></p>	<p><u>Retention:</u></p> <p>a. <u>Record or Master Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u>  <del>As determined by users</del>  <i>needs retain 1 year.</i></p> <p><u>Disposition:</u></p> <p>a. <u>Record or Master Copy.</u> Break file after receipt. Keep in office for 10 years, then offer to the National Archives.</p> <p>b. <u>Information Copies.</u> Destroy when <del>no longer used</del> <i>year old or newer if no longer needed.</i></p>
4.	<p><u>Committee on Aircraft Noise (CAN) File.</u> Committee on Aircraft Noise is part of the Interagency Group on International Aviation (IGIA). File contains records related to the International Civil Aviation Organization (ICAO). Records consist of agendas, approval procedures, minutes of meetings, working papers on international standards, list of committees and members, correspondence on certification requirements.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon completion of Committee action on Noise. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
5.	<p><u>Task Force and Commission Activities on Aircraft/Airport Noise 1969-1973.</u> File contains workpapers and reports on developing the arrangement between the Federal Aviation Administration (FAA) and EPA for making noise regulations, making airport community surveys, sponsoring special studies, developing aircraft noise abatement plans, aircraft noise source technology, etc.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon termination of Task Force, or Commission activity. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.</p>
6.	<p><u>Contracts and Grants-Program File.</u> Documentation relating to the formulation, award, control, and changes in contracts and grants for noise studies. Records consist of orders for supplies or services, procurement requests, justification statements, task orders, contractor or grantee proposals, bid evaluations, award notices, contractor staff resumes, contracts or agreements, report of payments, project correspondence, progress reports, change notices, etc.</p>	<p><u>Retention:</u> Retain 7 years after completion of project.</p> <p><u>Disposition:</u> Break file upon completion of project. Keep in office for 1 year, then transfer to Federal Records Center. Keep in FRC for 6 years, then destroy.</p>
7.	<p><u>Final Reports and Evaluations Resulting from Contractor or Grantee Studies and Services.</u> Final reports submitted to the Office of Noise Abatement and Control (ONAC). Also evaluations and comments by ONAC staff and others.</p>	<p><u>Retention:</u></p> <p>a. <u>Record or Master Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> <del>As determined by users' needs.</del> Retain 2 years.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
		<p><u>Disposition:</u></p> <p>a. <u>Record or Master Copy.</u> Break file upon completion of project. Keep in office for 1 year, then transfer to the Federal Records Center. <del>Keep in ERC for 20 years, then Offer to the National Archives</del> <i>NARS when 20 years old.</i></p> <p>b. <u>Information Copies.</u> Destroy when <del>no longer</del> <i>2 years used old or sooner if no longer needed</i></p> <p><u>Retention:</u> Permanent.</p>
8.	<p><u>Regulations, Standards, and Guidelines.</u> Contains information relating to the development and implementation of rules for effecting the noise legislation passed by Congress. File also contains supporting data for the development of noise regulations by the Federal Aviation Administration and other Federal organizational units. Records consist of drafts of proposed regulations/standards/guidelines, internal comments, other agency comments, journal articles and other supporting literature, Federal Register tearsheets, public responses, hearing arrangements and transcripts.</p>	<p><u>Disposition:</u> Break file upon final publication in the Federal Register. Keep in office for 1 year, then transfer to the Federal Records Center. <del>Keep in ERC for 20 years, then Offer to the National Archives</del> <i>NARS when 20 years old.</i></p>
9.	<p><u>Legislation.</u> File for records pertaining to proposed and existing Federal legislation on noise control and abatement. Records consist of proposed bills and amendments, analysis</p>	<p><u>Retention:</u> Retain <del>10</del> <i>6</i> years.</p> <p><u>Disposition:</u> Break file 2 years after congressional session.</p>

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RECORDS MANAGEMENT

Item	Name and Description of Record/File	Retention Period and Disposition
	<p>of legislation, congressional hearing announcements, hearing testimony, briefing papers, hearing reports and transcripts, correspondence, acts, etc.</p>	<p>Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for <del>4</del><sup>4</sup> years, then destroy.</p>
10.	<p><u>State and Local Government File.</u> Covers contacts and activities with State, county and city governments. Records consist of model State laws and local government ordinances, copies of State laws and city ordinances, letters requesting assistance in developing or effecting laws and ordinances, copies of State and city noise regulations, reports on meetings with State and local government representatives, list of State and local government officials, copies of planned noise programs, etc.</p>	<p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 6 years, then destroy.</p>
11.	<p><u>Foreign Governments and International Organizations.</u> Covers contacts and activities with foreign governments and international organizations. Records consist of cooperative program agreements, meeting arrangements, minutes of meetings, newsclips, trip reports, staff lists, technical reports, etc.</p>	<p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 6 years, then destroy.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
12.	<p><u>Professional, Trade, and Civic Associations, Institutions and Industrial Groups.</u> Covers contacts and activities with organized groups (engineering associations, colleges, product manufacturers, environmentalist, foundations, churches, hospitals, etc.) concerned with or affected by noise control. Records consist of meetings and conference arrangement documents, minutes and transcripts of meeting, lists of organization members and officers, special studies and reports, complaints and recommendations, speeches and technical papers, requests for information and assistance, etc.</p>	<p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office for 6 years, then destroy.</p>
13.	<p><u>Environmental Impact Statement Review File.</u> Covers the review and analysis by EPA Noise Abatement and Control of Environmental Impact Statements submitted by States, commercial and industrial firms, and other federal agencies. Records consist of Environmental Impact Statements, report of review and analysis, negative declarations, comments, and notes.</p>	<p><u>Retention:</u> <del>Permanent</del> Retain <sup>5</sup> years.</p> <p><u>Disposition:</u> Break file upon completion of review. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 8 years, then destroy.</p>
14.	<p><u>Federal Facility Noise Control Program File.</u> File covers planning, development, and implementation of a noise control program for all federal agencies as directed by Executive Order 11752. Records consist of surveys and recommendations, questionnaires relative to noise and hearing,</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon completion of program implementation. Keep in office for 10 years, then offer to the National Archives.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
15.	<p>study and review schedules, program issue papers, program plans, copy of Executive Order, staff and participant comments, etc.</p> <p><u>Workshop, Seminars, and Conference File.</u> Covers the planning, development and conduct of workshops, seminars, and conferences. Records consist of program outlines, scripts, speeches, schedules, room reservations and travel arrangements, charts and slides, participant comments, etc.</p>	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file upon revision, termination, or completion of activity or unit. Keep in office for 2 years, then destroy.</p>
16.	<p><u>Publications and Promotional Items.</u> General and technical literature, and promotional items produced by the Office of Noise Abatement and Control. Literature and promotional items take the form of pamphlets, brochures, handbooks, auto bumper stickers, posters, and buttons or pins.</p>	<p><u>Retention:</u></p> <p>a. <u>Record or Master Copy.</u> <del>Permanent</del> <i>Retain 6 years.</i></p> <p>b. <u>Distribution Supply Copies.</u> Last print plus 3 years.</p> <p>c. <u>Information Copies.</u> <del>As determined by users' reference needs,</del> <i>Retain 2 years.</i></p> <p><u>Disposition:</u></p> <p>a. <u>Record or Master Copy.</u> Break file after publication or production. Keep in office for <del>10</del> <i>6</i> years, then offer to the National Archives: <i>destroy.</i></p>

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Item	Name and Description of Record/File	Retention Period and Disposition
17.	<p><u>Program Management Files</u>. Contains documents related to the management and administrative support of each unit in the noise program area. Records consist of correspondence and reports related to program planning and implementation, personnel needs, work accomplishments and other program management matters.</p>	<p>b. <u>Distribution Supply Copies</u>. Break file after printing or production and distribution. After 3 years, destroy undistributed copies.</p> <p>c. <u>Information Copies</u>. Destroy when <del>no longer</del> <i>2 years old used or saved if no longer needed.</i></p> <p>Retention: Retain 3 years.</p> <p>Disposition: Break file at end of year. Keep in office for 3 years, then destroy.</p>

APPRAISAL REPORT  
Disposal Job No. NC-412-75-7

Approved for Disposal:

The items for which disposal authority is requested are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

Approved for Permanent Retention:

Items 1,2, 3A and B, 4, 5, 7, 8 and 14 are approved for permanent retention. These items adequately document the noise abatement and control policies and procedures that are an important part of the mission of the Environmental Protection Agency.

Appraiser: Jarritus B Wolfinger  
JARRITUS B. WOLFINGER

3/1/76  
Date

Approval Recommended:

Thomas W. Wadlow 3/1/76  
THOMAS W. WADLOW  
Director  
Records Disposition Division

3/1/76  
Date

Approval Recommended:

Jane F. Smith  
JANE F. SMITH  
Director  
Civil Archives Division

3-2-76  
Date

ENVIRONMENTAL

PROTECTION

AGENCY

TRANSMITTAL

Addressee

1110.21C

April 9, 1975

ORGANIZATION AND FUNCTIONS - ORGANIZATIONS

**MATERIAL TRANSMITTED:**

EPA Order No. 1110.21C - Organization and Functions of the Office of the Assistant Administrator for Air and Waste Management.

**MATERIAL SUPERSEDED:**

EPA Order Nos. 1110.21B and 1110.24B are superseded.

**FILING INSTRUCTIONS:**

File the attached material in numerical order in a three-ring binder established for EPA Directives System.

Howard M. Messner  
Deputy Assistant Administrator  
for Administration

Dist: Directives

ENVIRONMENTAL  
PROTECTION  
AGENCY

ORDER

1110.21C

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ORGANIZATION AND FUNCTIONS - ORGANIZATION

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ORGANIZATION AND FUNCTIONS  
OF THE OFFICE OF THE  
ASSISTANT ADMINISTRATOR FOR AIR AND WASTE MANAGEMENT

1. PURPOSE. This Order establishes the organization and functions of the Office of the Assistant Administrator for Air and Waste Management. The official organization chart of the Office is incorporated as Figure 1.
2. ASSISTANT ADMINISTRATOR FOR AIR AND WASTE MANAGEMENT. The functions and responsibilities assigned to the Assistant Administrator for Air and Waste Management and outlined hereafter are hereby transferred from existing operating entities and officials to the Assistant Administrator, and, under his supervision, to officials within the Office of the Assistant Administrator for Air and Waste Management. The Assistant Administrator for Air and Waste Management serves as principal adviser to the Administrator in matters pertaining to air and waste management programs, and shall be responsible for the management of the air and waste management programs of the Agency, including:
  - a. Program policy development and evaluation;
  - b. Environmental and pollution sources standards development;
  - c. Program policy guidance and overview, technical support and evaluation of regional air and waste management program activities;
  - d. Development of programs for technical assistance and technology transfer; and
  - e. Selected demonstration programs.
3. STAFF TO THE ASSISTANT ADMINISTRATOR.
  - a. Office of Program Management Operations. The Office of Program Management Operations, under the supervision of a Director, serves as the principal adviser to the Assistant Administrator on matters relating

to program development and review, resource allocation, and administrative operations. Serves as a point of liaison and coordination with the Offices of Planning and Evaluation and Resources Management in the areas of program development, long-range planning, budget, financial management, and program evaluation. Makes recommendations to the Assistant Administrator with respect to program planning, resource analysis and control, manpower control, and program evaluation and review within a policy framework established by the Assistant Administrator for Planning and Management. Responsible for project control, on behalf of the Assistant Administrator, with emphasis on the adequacy and timeliness of environmental standards and supporting regulations. Serves as point of liaison and coordination with the Office of Administration in areas of personnel management, contracts management, security and inspections, data systems, and general services. Provides liaison in international affairs and regional office relationships. Maintains the Assistant Administrator's official records and files, and provides correspondence management services for the Office of the Assistant Administrator. The responsibilities described herein are carried out through the following subordinate staffs:

- (1) Program Planning and Review;
- (2) Administrative Services; and
- (3) Regional Office Liaison.

b. Office of Policy Analysis. The Office of Policy Analysis, under the supervision of a Director, develops, formulates, and carries out analytic studies to provide bases for goal setting and policy decisions on major program operations. Using a variety of analytical approaches, including operations research and economic analysis, identifies and analyzes issues of concern and conducts studies leading to maximum cost-benefit selection of alternative approaches. Areas of concern include delineation of the population/economic growth-pollution relationship and the energy growth-pollution relationship. Provides economic and operations research consultation to the Assistant Administrator.

c. Office of Transportation and Land Use Policy. The Office of Transportation and Land Use Policy, under the supervision of a Director, is responsible for policy development and implementation management for those EPA regulations based on the Clean Air Act which relate to transportation and the institutional and community impact aspects of land use. Develops mechanisms and guidelines to integrate and rationalize regulations which influence patterns of land use. Interacts with the Office of Air Quality

Planning and Standards and the Office of Mobile Source Air Pollution Control to assure compatibility with their program goals and objectives. Provides guidance and assistance to Regional Offices concerning implementation of transportation control plans and land use measures. Maintains working relationships with Federal, and through the appropriate EPA Regional Offices, with State and local governments, industry, and associations. Performs similar functions regarding the land use and institutional implications of noise, radiation, and solid waste programs.

4. DEPUTY ASSISTANT ADMINISTRATOR FOR AIR QUALITY PLANNING AND STANDARDS. The Office of Air Quality Planning and Standards, under the supervision of the Deputy Assistant Administrator for Air Quality Planning and Standards, is responsible to the Assistant Administrator for the air quality planning and standards functions of the Office of the Assistant Administrator for Air and Waste Management. The Deputy Assistant Administrator for Air Quality Planning and Standards is responsible for developing national standards for air quality, emission standards for new stationary sources, and emission standards for hazardous pollutants; for developing national programs, technical policies, regulations, guidelines, and criteria for air pollution control; for assessing the national air pollution control program and the success in achieving air quality goals; for providing assistance to the States, industry and other organizations through manpower training activities and technical information; for providing technical direction and support to Regional Offices and other organizations; for evaluating regional programs with respect to State implementation plans and strategies, technical assistance, and resource requirements and allocations for air related programs; for developing and maintaining a national air programs data system, including air quality, emissions and other technical data; and for providing effective technology transfer through the translation of technological developments into improved control program procedures.

a. Control Programs Development Division. The Control Programs Development Division, under the supervision of a Director, is responsible for developing technical policy, procedures, and guidelines for effective control programs and allocation of resources. In conjunction with Regional Offices, provides a continuing assessment of the development and effectiveness of control programs in achieving air quality objectives. Provides technical direction, support, and evaluation of regional activities including implementation plans. Conducts manpower development and training programs to meet current and projected needs for air pollution control activities. Compiles and disseminates air pollution technical information.

b. Emission Standards and Engineering Division. The Emission Standards and Engineering Division, under the supervision of a Director, is responsible for developing national emission standards for hazardous

pollutants, developing national performance standards for new sources, and conducting emission tests in support of standard development and evaluating standard test methods. Responsible for conducting comprehensive surveys and studies of stationary source categories to determine the nature and magnitude of air pollution emissions, control methods and procedures, and economic data. Provides technical assistance and documentation regarding emission control technology, reviews technological developments for translation into improved control procedures, and reviews standard development alternatives for compatibility with technology and regulatory authority.

c. Monitoring and Data Analysis Division. The Monitoring and Data Analysis Division, under the supervision of a Director, is responsible for providing detailed analysis and evaluation of air quality, source emissions and related engineering data. Responsible for developing methodology for the determination of significant trends leading to the attainment or non-attainment of air quality standards and preparing reports pertaining to national, State, and regional trends. Develops, operates and maintains a national data bank for the collection and distribution of air quality and emissions data. Evaluates air pollution control strategies as to attainment of air quality standards through the use of simulation models. Reviews environmental impact statements. Monitors meteorological and air quality parameters on a nationwide basis to determine the existence or potential of air pollution episodes.

d. Strategies and Air Standards Division. The Strategies and Air Standards Division, under the supervision of a Director, is responsible for pollutant identification, control strategy analysis and the development of ambient air quality standards. These responsibilities include formulating, recommending, and implementing policies and actions to meet energy demands compatible with desirable environmental policies; developing and maintaining projections of the effect of current and anticipated pollutant control strategies; analyzing alternative standards and strategies for the control of pollutants; recommending new or revised air quality standards; performing studies to assess the cost of pollutant strategies and control techniques, and economic analyses to aid the determination of source selection and control for national emission standards; land use planning in relation to air quality; studying the environmental impact of changes in land use involving major air pollution sources, and recommending guidelines for incorporating air quality standards into their planning. The Division provides guidance and technical support to the Regional Offices concerning pollutant control strategies, energy/fuels policies, and land use planning.

5. DEPUTY ASSISTANT ADMINISTRATOR FOR MOBILE SOURCE AIR POLLUTION CONTROL. The Office of Mobile Source Air Pollution Control, under the supervision of the Deputy Assistant Administrator for Mobile Source Air Pollution

Control, is responsible to the Assistant Administrator for the mobile source air pollution control functions of the Office of the Assistant Administrator for Air and Waste Management. The Deputy Assistant Administrator for Mobile Source Air Pollution Control is responsible for characterizing emissions from mobile sources and developing programs for their control, including assessment of the status of control technology; for developing and recommending emission standards and related test procedures for mobile sources; for carrying out a regulatory compliance program to insure adherence of mobile sources to standards; and for carrying out surveillance activities with respect to mobile source emissions.

a. Certification and Surveillance Division. The Certification and Surveillance Division, under the supervision of a Director, is responsible for the review and evaluation of applications for certification of motor vehicles and engines, including developing and maintaining the review procedures for the prototype certification program. Is responsible for conduct of assembly line testing. Plans, develops, and carries out programs of surveillance over the emissions from in-use vehicles to generate data and reports used to determine compliance of in-use vehicles with emission standards and to characterize emissions from in-use vehicles.

b. Emission Control Technology Division. The Emission Control Technology Division, under the supervision of a Director, is responsible for characterizing emissions from existing mobile sources that are being considered for control in the future. Evaluates the technical feasibility and cost effectiveness of control strategies for in-use vehicles. Assesses availability of, or develops control technology for, existing mobile sources as a basis for establishing standards. Develops and disseminates technical and economic data on near-term control technology for development of national and regional control strategies. Tests and evaluates control techniques, develops standardized emission testing procedures, conducts correlation activities with other public and industry emission testing laboratories, and recommends new or revised emission standards and test procedures for mobile sources.

6. DEPUTY ASSISTANT ADMINISTRATOR FOR RADIATION PROGRAMS. The Office of Radiation Programs, under the supervision of the Deputy Assistant Administrator for Radiation Programs, is responsible to the Assistant Administrator for Air and Waste Management for the radiation activities of the Agency, including development of radiation protection criteria, standards, and policies; measurement and control of radiation exposure; and research requirements for radiation programs. Provides technical assistance to States through EPA Regional Offices and other agencies having radiation protection programs, establishes and directs a national surveillance

and investigation program for measuring radiation levels in the environment, evaluates and assesses the impact of new and developing radiation technology on man and the environment, assists in the training of personnel for radiation protection programs in the States and for other purposes, maintains liaison with other public and private organizations interested in environmental radiation.

a. Criteria and Standards Division. The Criteria and Standards Division, under the administrative and technical supervision of a Director, is responsible to the Deputy Assistant Administrator for Radiation Programs for formulating and recommending policies, criteria, and standards designed to protect the environment, the general public, and those occupationally exposed, and for evaluating risk/benefit relationships for radiation programs. Standards are developed under the authority to set generally applicable environmental standards for manmade radioactive materials. Federal radiation guidance is issued for all radiation sources under the authority to provide such guidance to Federal agencies (42 U.S.C. 2021h). In developing standards, maintains liaison with recognized authorities and organizations in this field. Maintains a basic capability on the biological risks of radiation and economic tradeoffs in risk/benefit analyses for specific radiation problems and, in this respect, develops information on these subjects for use by other Radiation Programs.

b. Technology Assessment Division. The Technology Assessment Division, under the administrative and technical supervision of a Director, is responsible to the Deputy Assistant Administrator for Radiation Programs for evaluating major Federal actions involving ionizing and non-ionizing radiation and the design, construction, operation, modification, or discontinuance of applications of technology related to these radiations in order to assess the radiological impact on the environment and the population. Evaluates new Federally sponsored or regulated activities or extensions thereof, as well as all industrial and commercial products or processes which may have an effect on the environment and result in additional radiation exposure. Provides for the development of special environmental and engineering studies to determine the potential impact of nuclear applications or other uses of radiation and the appropriate measures to control and minimize all potential adverse effects. Through the EPA regional offices, provides program guidance and technical assistance to States relative to applications of nuclear technology, abatement and control of radiation hazards, and other radiation uses.

c. Environmental Analysis Division. The Environmental Analysis Division, under the administrative and technical supervision of a Director, is responsible to the Deputy Assistant Administrator for Radiation Programs for a national program to determine the levels of existing radiation from specific sources, and publication of information on the radiological state of the

environment. Determines any change occurring in the radiological quality of the environment, the magnitude of this change, and the nature and probable source of contaminant. Estimates population exposure from all sources of ionizing and non-ionizing radiation. Determines if environmental levels are within established radiological guidelines and standards, and evaluates the effectiveness of existing control programs. Develops procedures and methods for applying protective actions for reducing population exposure resulting from nuclear incidents. Provides consultation and technical assistance on environmental surveillance activities and protective action planning to Regional Offices, States, and other Federal agencies.

d. Office of Radiation Programs - Las Vegas Facility. The Office of Radiation Programs - Las Vegas, under the supervision of a Director, conducts activities in support of the Office of Radiation Programs. Evaluates potential sources of environmental contamination and develops technical reports to define the extent of the problem and recommends control measures. Provides capability for evaluation and assessment of environmental radiation sources and through field studies make independent measurements at operating nuclear facilities. Provides technical support for environmental impact statement reviews. Provides technical assistance to the State, and EPA Regional Offices in their radiation-related programs, and provides special laboratory support to other Government agencies as requested. Coordinates program activities and support requirements with the Director, NERC - Las Vegas.

e. Eastern Environmental Radiation Facility. The Eastern Environmental Radiation Facility, under the supervision of a Director, conducts activities in support of the Office of Radiation Programs. Evaluates potential sources of environmental contamination and develops technical reports to define the extent of the problem and recommends control measures. Provides analytical laboratory support for the Environmental Radiation Ambient Monitoring System and prepares summaries of the findings. Provides capability for evaluation and assessment of environmental radiation sources and through field studies make independent measurements at operating nuclear facilities. Provides technical support for environmental impact statement reviews. Conducts field measurement program and technical support to the Headquarters Divisions in the development of automatic data processing systems. Provides technical assistance to the States and EPA Regional Offices in their radiation-related programs, and provides special laboratory support to other Government agencies as requested.

7. DEPUTY ASSISTANT ADMINISTRATOR FOR SOLID WASTE MANAGEMENT. The Office of Solid Waste Management, under the supervision of the Deputy Assistant Administrator for Air and Waste Management is responsible to the Assistant Administrator for Hazardous Materials Control for the solid waste management activities of the Agency. The Deputy Assistant Administrator provides program policy direction to and evaluation of such activities throughout the Agency and establishes solid waste research requirements for the Environmental Protection Agency.

a. Hazardous Waste Management Division. The Hazardous Waste Management Division, under the supervision of a Director, plans, develops, monitors, and implements all phases of grant- or contract-supported studies, analyses, and demonstration projects dealing with the storage, collection, processing, and disposal of hazardous waste materials. Develops guidelines and standards for the processing and land disposal of such wastes. Manages ongoing projects dealing with industrial and agricultural wastes. Maintains liaison with and provides assistance to grantees, contractors, and consultants. Develops supporting recommended standards, ordinances, legislation, and codes for States or local governments.

Provides consultation, advice, and technical assistance centrally or through the Regional Offices, as appropriate, to Federal agencies, public and private organizations, agencies, and individuals relative to the foregoing activities. Establishes requirements, monitors, and evaluates research related to the foregoing.

b. Systems Management Division. The Systems Management Division, under the supervision of a Director, provides for a national program of consultation, advice, and technical assistance, centrally or through the Regional Offices, as appropriate, to Federal agencies, public organizations, agencies, and individuals in the development, financing, management, and operation of waste management activities, including the generation, storage, collection, transportation, volume reduction, processing and the ultimate disposal of such waste materials. Plans, develops, implements, and evaluates ongoing programs of planning, training, and demonstration grants to State, interstate, municipal, and intermunicipal agencies, universities, and other related organizations. Collaborates with related manpower groups and provides liaison with national and international organizations concerned with solid waste management manpower. Plans, develops, and monitors ongoing grant- and contract-supported studies, analyses, and demonstration

projects dealing with the system management of municipal solid waste materials, including the generation, storage, collection, transportation, volume reduction, processing, and the ultimate disposal of such waste materials. Maintains liaison with and provides assistance to grantees, contractors, and consultants. Provides criteria for and develops recommended State and local laws, standards, ordinances, and codes for the regulation or operation of waste management systems. Develops guidelines relating to the aforementioned areas, and develops and carries out programs to assist in the implementation of developed guidelines and related materials. Develops policy guidelines and provides coordination of regional technical assistance requests in the solid waste area. Establishes requirements for, monitors, and evaluates research. Establishes requirements for laboratory assistance in the analysis of solid waste and provides analytical assistance in the control of solid waste. Provides computer and statistical services in the solid waste area to the Office of Solid Waste Management Programs.

c. Resource Recovery Division. The Resource Recovery Division, under the supervision of a Director, plans, develops, monitors, and implements all phases of certain grant- and contract-supported projects dealing with the source reduction and recycling of solid waste materials. Performs special studies and analyses on the recovery of useful energy and materials from solid waste. Maintains liaison with and provides assistance to grantees, contractors, and consultants. Develops guidelines within the areas of source reduction and resource recovery. Provides programs to assist and guide Federal agencies in activities related to implementing source reduction and resource recovery incentives, practices, and initiatives. Develops recommended standards, ordinances, legislation, and codes for source reduction and resource recovery programs. Provides consultation, advice, studies, analyses, and technical assistance, centrally or through the Regional Offices, as appropriate, to public and private organizations, agencies, and individuals relative to the foregoing activities. Establishes requirements, monitors, and evaluates research.

8. DEPUTY ASSISTANT ADMINISTRATOR FOR NOISE ABATEMENT AND CONTROL. The Office of Noise Abatement and Control, under the supervision of the Deputy Assistant Administrator for Noise Abatement and Control, is responsible to the Assistant Administrator for the noise control and abatement functions of the Office of the Assistant Administrator for Air and Waste Management. The Office develops noise protection criteria, standards, and policies; develops methodologies for measuring and controlling noise exposure; develops research requirements for the Agency's noise control and abatement programs; coordinates all Federal noise control programs, including evaluating all other Federal agency standards and regulations, existing and proposed, respecting noise to determine if such standards protect the public health and welfare; provides technical assistance to States, through

EPA's Regional Offices, and to other agencies having noise control and abatement programs; establishes and directs, through the Regional Offices and with appropriate Headquarters inputs, national surveillance and monitoring systems for measuring noise levels in the environment; evaluates and assesses the impact of new and developing noise control technology; assists in the training of personnel for noise control technology; assists in the training of personnel, such as for State noise control and abatement programs; and maintains liaison with other public and private organizations interested in environmental noise control.

a. Aviation Noise Control Requirements Group. The Aviation Noise Control Requirements Group, under the supervision of a Director, develops objectives and plans, and coordinates Federal requirements for control of aviation noise. Evaluates proposals from other Federal agencies and prepares recommendations for the Office of Management and Budget on the allocation of resources for long-term activities for control of aviation noise. Maintains liaison with recognized authorities and organizations in the field relevant to current and future developments in the technology of aviation noise control.

b. Standards and Regulations Division. The Standards and Regulations Division, under the supervision of a Director, is responsible for the development of standards and regulations required by the Noise Control Act of 1972. In the course of developing these standards and regulations, ensures the availability of noise control technology to meet standards selected for all applicable products. Evaluates the technology for its noise control effectiveness; evaluates production capabilities of affected industries; analyzes cost of meeting standards both to industry and the consumer; analyzes health and welfare effects of noise exposure and calculates exposure reductions from various levels of noise control emission standards; and determines feasibility for establishing various noise emission levels for a variety of products. Plans and implements, through the regions, source noise monitoring programs and systems; identifies research needs for noise control technology development, evaluates existing and develops new methodologies for measurement of noise emissions for standards-setting purposes; and prepares Environmental Impact Statements for standards and regulations proposed by the Office.

c. Technical Assistance and Operations Division. The Technical Assistance and Operations Division, under the supervision of a Director, is responsible for developing requirements and implementing programs and procedures to coordinate Federal noise control programs; plans and provides, through the Regional Offices, technical assistance to States and local governments; provides a point of contact and assistance for development of regional noise control programs; plans and implements an environmental noise trend monitoring program; conducts training programs, workshops,

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seminars, and provides noise information conferences and demonstrations of a technical nature for the public; reviews Environmental Impact Statements; and carries out the Office's responsibilities with respect to Executive Order 11752, "Prevention, Control, and Abatement of Environmental Pollution at Federal Facilities," dated December 17, 1973.

9. SAVING PROVISIONS. Except to the extent that they are inconsistent with this Order, all outstanding rules, regulations, orders, delegations, or other forms of administrative action issued, made, or otherwise taken under authorities previously granted shall remain in full force and effect until amended, modified, or terminated by proper authority.

10. SUPERSESION. This Order supersedes EPA Order Nos. 1110.21B and 1110.24B.

Administrator



February 25, 1976

Subject: NC-412-75-7

Director  
Records Disposition Division

The Environmental Protection Agency (EPA) requests permission to schedule the Noise Abatement and Control records. Under the Office of the Assistant Administrator for Air and Waste Management the Office of Noise Abatement and Control directs EPA's efforts to develop noise protection standards and policies; develops research requirements for noise control and abatement programs; coordinates Federal noise programs; evaluates and assesses the impact of new noise control technology and attempts to erect public safeguards from the ill effects of noise. EPA has scheduled the following records for permanent retention:

Item 1, Program Files. These files cover policy and program activities relating to all phases of noise program activities. The records consist of approximately 7 cubic feet, and are expected to accumulate at the rate of 4 cubic feet a year.

Item 2, Early Program Files (1970-73), includes early organizational and planning documents. These records are approximately 2 cubic feet in volume.

Items 3A and 3B, Soundings and Noise Research and Development. These publications consist of newspaper and magazine clippings about noise activities which have been gathered in one place for easy reference. Soundings has a chronological arrangement and a name and subject index. Noise Research and Development a monthly publication subtitled "A Guide to Federal Contract Awards and Procurement Invitations," has articles arranged by topic which briefly summarize current research in the noise field. Items 3A and B are approximately 2 cubic feet in volume and accumulate at the rate of about 1/2 cubic foot a year.

(2)

Item 4, "Committee on Aircraft Noise," a closed file consisting of agendas, minutes and related records of the Committee, shows EPA participation in this field of noise regulation. There are 2 1/2 cubic feet of records.

Item 5, "Task Force and Commission Activities on Aircraft/Airport Noise, 1969-73." These records document cooperation between FAA and EPA in carrying out the agency noise control mission. The records are 1/2 cubic foot in volume.

Item 7, "Final Reports and Evaluations," adequately document the results of EPA contracted projects and studies. As there have been few contracts in this Office, this item is presently small in volume and is expected to accumulate slowly.

Item 8, "Regulations, Standards, and Guidelines," in draft and published form show the development of EPA regulatory acts in the noise control field. These records contain permanently valuable research information but because of the way the records are filed, it is difficult to estimate either the volume or the accumulation of this series.

Item 14, "Federal Facility Noise Control Program File." These records adequately document the planning, development and implementation of a significant noise control program for all federal agencies. There are approximately 2 cubic feet of records.

Other items listed in the EPA schedule remain the primary responsibility of other EPA offices. Examples are: Item 9, "Legislation," which is more fully documented by permanent records maintained in the Office of Legislation; Item 10, "State and Local Government file," which includes activities that are more fully documented in the as yet unscheduled records of the Office of Regional and Intergovernmental Operations; Item 11, the "Foreign Governments and International Organizations file" which includes

activities more fully documented in the still unscheduled records of the Office of International Activities; Item 12, "Professional, Trade, and Civic Associations," and Item 16, "Publications and Promotional Items," contain materials that are the primary responsibility of and are permanently maintained by the Office of Public Affairs; and Item 13, the "Environmental Impact Statement Review file," which is more fully documented and permanently preserved in the Office of Federal Activity. The records selected by EPA for permanent retention adequately document the activities of this office. We recommend approval of NC-412-75-7.

GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICES

PAGE

INTRASERVICE MEMORANDUM AND ENDORSEMENT

OF PAGES

SUBJECT OR TRANSACTION

NC-412-75-17

FROM

TO

DATE AND MESSAGE

~~WAFN~~  
~~WAFN~~  
NCFD

2/19/76. I see no problems with this schedule if records included in steps 9, 10, 11, 12, & 13 (or similar ones) are preserved permanently to an important extent among materials of other EPA organizational units.

W.V.P.

(Over)

GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICES

PAGE

INTRASERVICE MEMORANDUM AND ENDORSEMENT

OF \_\_\_\_\_ PAGES

SUBJECT OR TRANSACTION

NC-412-75-7

FROM

TO

DATE AND MESSAGE

NVNF

NCD

2-27-76 NVNF and NVNF-N have no objection to this schedule assuming, of course, that items 9-13 are more fully documented in retained records of other EPA organizational units.

Jane F. Smith

(Over)