

**DRAFT DOE RECORDS SCHEDULE
FOR ENVIRONMENTAL RECORDS**

DRAFT

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CONTENTS

INTRODUCTION 1

1. **ADMINISTRATION 3**
 - a. **Administrative Record 3**
 - b. **Safety and Health 4**
 - (1) Emergency Response/Contingency Plans 4
 - (2) Safety Analysis Reports 5
 - (3) Safety and Health CERCLA/RCRA Documents 5
 - c. **Archaeological Records 6**
 - d. **Environmental Administration Reports 7**
 - (1) DOE Environmental/Safety Reports 7
 - (2) DOE Field/Contractor Environmental/Safety Reports 7
 - (3) Day to Day Reports 7
 - (4) Air Monitoring Reports 7
 - (5) National Emission Standards for Hazardous Air Pollutants (NESHAP) Annual Reports 8
 - (6) Air Emissions Permit Reports 8
 - (7) Annual Background Study Reports 9
 - (8) Environmental Monitoring Reports 9
 - (9) Community Radiation Monitoring Program Reports 10
 - (10) Waste Management Reports 10
 - (11) Reports of Noncompliance 10
 - (12) Quality Control Reports 10
 - (14) Sample Reports 11
 - (15) Program Reports 11
 - e. **Logbooks 11**
 - (1) Sample and Analysis Logbooks 11
 - (2) Hazardous Material Logbooks 11
 - (3) Occurrence Logbooks 11
 - (4) Waste System Logbooks 11
 - (5) Geology Logbooks 12
 - (6) Daily Analysis Logbooks 12
 - (7) Supervisor's Shift Logbooks 12
 - (8) Operating Logbooks 13
 - (9) Equipment Testing Development Logbooks 13
 - f. **Plans 13**
 - (1) Environmental Monitoring Plan Records 13
 - (2) Environmental Implementation Plan Records 13
 - (3) Waste Minimization and Pollution Prevention Implementation Plan Records 14
 - (4) Waste Stream Identification Plan Records 14

CONTENTS (Continued)

- g. Electronic Data Management Systems 14**
 - (1) Computerized Data Retrieval Systems 14
 - (2) Data Management Systems 15
 - h. Training 15**
 - (1) RCRA Interim Status Training Plan 15
 - (2) All Other Environmental Training Records 15
 - i. CERCLA-Funded Cooperative Agreements (Superfund Projects) Records 15**
 - (1) Site Specific Files 16
 - (2) Project Records 16
 - (3) Administrative Systems 16
 - j. Public Involvement 17**
 - (1) Non-Administrative/Public Affair Records 17
 - (2) Administrative/Public Affair Records 17
 - k. Remediation Management Records 17**
 - (1) Spill Release and Remediation Plan Records 18
 - (2) Response Action Records 18
 - (3) Waste Management Treatment, Storage, and Disposal Plans 18
 - l. Case Files 19**
 - (1) Environmental Program Management Files 19
 - (2) Environmental Project Case Files 19
 - (3) Decontamination and Decommissioning Cleanup and Transitioning Case Files 20
 - (4) Sampling and Analysis Files 21
- 2. REGULATORY COMPLIANCE 21**
- a. Assessments/Appraisals/Inspections 21**
 - (1) Inspection Records 21
 - (2) Waste Appraisals 22
 - (3) Assessment Records 22
 - b. Spill/Release Records 22**
 - (1) Leak Inspections 22
 - (2) Spill Records 23
 - (3) Cleanup Records 23
 - (4) Spill Response and Remediation Plan 23
 - (5) Spill Prevention Control and Countermeasures (SPCC) Records 23
 - c. Waste/Chemical Inventories 23**
 - (1) In-Use Chemical Inventories 23
 - (2) Storage Inventories 23
 - (3) Low-level radioactive and mixed waste inventories 24
 - (4) Hazardous Waste Inventories 24

COTENTS (Continued)

- (5) Transuranic Waste Inventories 24
- (6) High-Level Radioactive Waste Inventories 24
- d. **Shipping/Transport of Wastes 24**
 - (1) Hazardous Substance Transfers 24
 - (2) Chemical Waste Management Disposal Requests 24
 - (3) Radioactive Mixed Waste Shipment Records 24
 - (4) Waste Acceptance Criteria Records 25
- e. **Pollution Prevention and Waste Minimization 25**
 - (1) Waste Stream Identification, Opportunity Assessments and/or Characterization Studies 25
 - (2) Assessment, Audit, and Associate Records 25
 - (3) Inventory Control Records 25
 - (4) Pollution Prevention and Waste Minimization Program/Process Correspondence 25
 - (5) Generator Redirection Plans 26
- f. **Environmental Substation Surveys 26**
- g. **National Environmental Policy Act (NEPA) Documentation 27**
 - (1) Environmental Impact Statement 27
 - (2) Supplemental Analysis 27
 - (3) Environmental Assessment 27
 - (4) Action Description Memorandum 28
 - (5) Categorical Exclusion 28
 - (6) Information Bulletin 28
 - (7) Floodplain/Wetlands Assessment 28
 - (8) Documentation 29
- h. **Septic System 29**
 - (1) Operation Manuals and Vendor Information 29
 - (2) Approvals, Certification of Inspections and Installation, Drawings, Correspondence and Meeting Minutes 29
- i. **Drinking Water 30**
 - (1) Bacteriological Analysis 30
 - (2) Chemical Analysis 30
 - (3) System Surveys 30
 - (4) Variance Records 30
 - (5) Corrective Actions 30
- j. **Well Records 30**
 - (1) Well History and Construction 30
 - (2) Well Maintenance 31
 - (3) Well Abandonment 31

CONTENTS (Continued)

- 3. PERMITTING 31**
 - a. Permitting Application 31**
 - b. Permitting Documentation 31**
 - c. Hazardous Waste 32**
 - (1) Records of All Data 32
 - (2) Records of all Monitoring Information 32
 - d. Waste Water Discharge Permit Records 32**
 - (1) Construction Permits 32
 - (2) Technical, General Regulatory and Policy Correspondence 32
 - (3) Notices to Discharge Surplus Water Records 32
 - (4) Purge Water Activity Records 32
 - (5) Storm Drainage Inspections and Maps 32
 - e. Air Emissions Permit Records 33**
 - (1) Permits, Permit Applications, and Related and Supporting Documentation 33
 - (2) Pollution Allowance Ownership Rights Documentation 33
 - (3) Draft Documents, Supporting Notes and Calculations 33
 - (4) Related Databases and Data 33
 - f. Pollution Prevention Equipment Permit Records 34**

- 4. MONITORING 34**
 - a. Soil Monitoring Records 34**
 - (1) Procedures 34
 - (2) Equipment Calibration Records 34
 - (3) Drawings and Photographs 35
 - (4) Radiological Survey Forms and Logs 35
 - (5) Residual Contamination Data 35
 - (6) Subtitle? 35
 - b. Air Monitoring Records 35**
 - (1) Air Filter Records 35
 - (2) Hood, Stack, and Exhaust Fan Discharge Records 36
 - (3) Computer Model Radiation Calculation Records 36
 - (4) Monitoring Baseline Study Records 37
 - (5) Hazardous Air Pollutant Baseline Study Records 37
 - (6) Annual Background Study Report 38
 - (7) Stratospheric Ozone Protection Records 38
 - (8) Criteria Pollutant Records 39
 - (9) Air Monitoring/Sampler Equipment Calibration Records 39
 - c. Meteorological Monitoring Records 40**

CONTENTS (Continued)

5. SAMPLING AND ANALYSIS 40

- a. **Soil Sampling and Analysis Plans 41**
 - (1) General plans 41
 - (2) Specific plans 41
- b. **Sampling Authorization Form Documents 41**
- c. **Procedures 41**
 - (1) General Procedures 41
 - (2) Specific Procedures 41
- d. **Sampling and Analysis Records 41**
 - (1) Analytical Laboratory Data Packages 41
 - (2) Physical Properties Data 42
 - (3) Field Screening Data Packages 42
- e. **Measurement of Residual Contamination 42**
 - (1) Documentation, correspondence and test results 43
 - (2) Characterization Results 43
 - (3) Pre-Construction Sample Files 43
- f. **Laboratory Sample Processing Records 43**
 - (1) Laboratory Manuals, Standards, and Procedures 43
 - (2) Sample Receiving Logs 43
 - (3) Spectrograph Film Logs 43
 - (4) Spectral Slides 43
 - (5) Analysis Requests 44
 - (6) Analytical Assay Records 44
 - (7) Comparative Analysis Log 44
- g. **Sampling Data 44**
 - (1) Field Measurements 44
 - (2) Analytical Results 44

6. DISPOSAL/CLEANUP 45

- a. **Procedures, Guidelines, Plans, and Methods 45**
 - (1) Historical File of Procedures, Guidelines, and Standards 45
 - (2) Detail Plans for Specific Jobs 45
 - (3) Engineering Studies/Reports 45
 - (4) Recorder Charts and Worksheets 45
- b. **Designation/Means of Disposal 46**
 - (1) Procedure Governing Shipments and Burials 46
 - (2) Subtitle? 46
 - (3) Supporting Documentation, Miscellaneous Worksheets, Other Data Sheets, and Correspondence 46

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DRAFT DOE RECORDS SCHEDULE FOR ENVIRONMENTAL RECORDS

INTRODUCTION

This schedule provides for the disposition of United States Department of Energy records created to comply with or needed to support compliance with environmental regulations. The regulations encompass, but are not limited to Resource Conservation and Recovery Act of 1976 (RCRA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Clean Air Act, Clean Water Act, and Soil and Water Conservation Act of 1977 requirements, as well as other federal, state and local requirements. Some records identified in this schedule are already covered in existing DOE record schedules, but are included here to provide a comprehensive coverage.

The physical environment is the primary focus of this schedule, as it relates to maintaining and/or restoring an area to its most natural state, given the circumstances. Although an interdependence between ecosystems comprising the physical environment exists and is acknowledged, other issues such as, medical, health and safety concerns emanating from these activities, but not specifically required by environmental regulations, will not be addressed in this schedule.

This schedule applies to all applicable records, regardless of format/media. When media changes are planned, special care should be taken to transfer information to media that can meet the specified retentions. This becomes particularly important since electronic information technology changes rapidly. If electronic records need to be retained permanently, they must be in a format currently approved by the National Archives and Records Administration (NARA).

By their nature, environmental records may have significant legal or public interest aspects. After the environmental records have met their scheduled retention, a review of records should be made for continued need.

The records covered by this schedule document the results of sampling and analysis, monitoring, permitting and disposal and cleanup activities affecting the physical environment. Environmental records include, but are not limited to, the administrative record (as defined/required by CERCLA/RCRA and some state dangerous waste programs), permits, reports, studies, evaluations, characterizations, logbooks of various kinds, as well as more obvious burial or storage records, closure plans, and waste management documentation. These records may be organized and maintained as project case files to provide a more useful reference/retrievability or as individual record series. The project case file approach provides a reasonable record of an environmental project from start to finish which would allow for reconstruction or verification of relevant procedures and analyses.

Based on environmental restoration processes, records covered by this schedule are grouped into the following six categories:

Administration. Environmental administration records include program or project management records, training records, reports, and records documenting protection of natural resources and preservation of cultural resources.

Regulatory Compliance (formerly called CERCLA/RCRA and Waste Management). This category covers records documenting compliance with the National Environmental Policy Act (NEPA), State environmental policy acts, the Council on Environmental Quality (CEQ) regulations, U.S. Department of Energy (DOE) NEPA guidelines, DOE Secretarial Policy on NEPA, DOE Orders, and other Federal, state, and local environmental regulations. It includes regulatory files containing records demonstrating compliance with environmental regulations such as CERCLA, RCRA, NEPA, Clean Water Act, or Clean Air Act.

Permitting. Permitting documentation includes those records related to authorizing access or permission from a governmental entity, such as city, county, state, or Federal agency, to initiate an action, usually defining specified limits in the form of a written warrant or license. This category may include necessary or required documents that precede the granting of the license or warrant, such as applications for permits.

Monitoring. Monitoring records document activities that affect environmental quality, such as discharging air pollutants to the atmosphere, and activities that involve radioactive and nonradioactive liquid effluent discharges to the environment, including rivers, sanitary sewers, land surfaces, the subsurface, and drinking water supply systems. Environmental Surveillance activities are conducted routinely with the intent of detecting and quantifying radiological and nonradiological contaminants and assessing their environmental and human health significance.

Sampling and Analysis. Records included in this series document sampling and analysis activities for samples collected during environmental investigations, remediation, and restoration from sample acquisition to sample disposition. Documentation covers planning sampling operations, conducting sampling operations (collecting samples), documenting sampling operations, sample management and control, and reporting sampling results.

NARA accepts information relating to physical specimens, but not the specimens themselves. Because some requirements specify retention of samples, the responsibility for maintenance of them rests with the

organization that gathers or collects such items. Related information is scheduled herein. Physical samples specimens should be returned by EPA guidance.

Disposal/Cleanup. This category includes records documenting cleanup of past-practice waste sites or units, closure of waste sites under RCRA and applicable state regulations, cleanup of waste sites under CERCLA and RCRA corrective action provisions, and disposal of radioactive and hazardous wastes from DOE waste sites.

1. ADMINISTRATION

Environmental administration records include program or project management records, training records, reports, and records documenting protection of natural resources and preservation of cultural resources.

Description of Records

Disposition

a. Administrative Record:

Records documenting the basis for selecting a Comprehensive Environmental Response Compensation and Liability Act (CERCLA) response action/remediation action, or Resource Conservation Recovery Act (RCRA) permit/permit modification/or closure plan action by the Environmental Protection Agency (EPA), the U.S. Department of Energy (DOE), state agencies, the public, or other interested parties. These files contain historical data on the identification and remediation alternative of waste sites.

Documents may include, but are not limited to, scope of work, right-to-know reports, project plan, risk assessments, site characterization summary, investigation documentation, treatability studies and evaluation reports, proposal plan for remedial action, the Record of Decision (ROD), permit application, corrective measures study report, interim response action proposal, and all other decision documents available for public comment and use.

Destroy 10 years after the termination of the applicable Federal Facility Agreement and Consent Order (FFA/CO). DOE shall notify the EPA at least 90 calendar days prior to the destruction of these records, and upon request by the EPA. DOE shall relinquish custody of the records or copies of the records to the EPA.

After finalization of the document (i.e., ROD, action memorandum, permit, permit modification, or closure plan), the administrative record is normally closed out. However, there is value in potentially maintaining a post record of decision record in order to assist and facilitate stakeholder participation in the remedial design and remedial action process. The post ROD administrative record files should be reduced in size when compared to the pre ROD administrative record files. Documents should be limited to specific pertinent items; including, but not limited to, remedial design/remedial action correspondence and work plans, treatability studies, final ROD, comments, sampling reports, and public notices.

b. Safety and Health

(1) Emergency Response/Contingency Plans

Emergency response plans identify environmental and safety hazards at a facility and surrounding areas. These plans should coordinate state, federal, and local governments, Native Americans, and other emergency personnel's responses to those hazards.

Destroy 3 years after issuance of a new plan.

Records include, but are not limited to: operational plans, contingency plans, prevention plans, emergency procedures, compliance to regulatory requirements for emergency situations, site maps, release forms, correspondence, and other related records.

- (a) Tier Two Emergency and Hazardous Chemical Inventory Reports (Commonly called 312).

- (b) Toxic Chemical Release Inventory Report (Commonly called 313).

NOTE: One record copy of each plan or directive, along with assessment/audit changes to the documentation, must be kept with the agency's set of master directive files for the emergency plan. (See GRS 18, Item 27.)

(2) Safety Analysis Reports

Safety analysis reports (SAR) ensure all safety and health issues and impacts to the environment and personnel have been met for all site activities, new construction, or modifications to a facility; ensure all risks are reduced to an acceptable level before operation or the activity proceeds; and identify environmental issues or information during and after dismantlement and decommissioning including type of hazard, life of material, and impacts to safety and health.

Files include document reviews of current and potential risks involved before work proceeds, individual safety analysis that pertains to specific activities related to the SAR, and Technical Safety Requirements (TSR) which is specific standards or regulations that pertain to the activity, site characteristics, facility descriptions, safety designs, facility hazard analysis and classification, health and safety criteria, analysis of operation, institutional safety provisions, emergency preparedness, and other related subjects.

Permanent. Cut off annually. Transfer to NARA 25 years after cutoff in 5 year blocks.

(3) Safety and Health CERCLA/RCRA Documents

Records associated with Safety and Health related documentation required by CERCLA/RCRA, other than CERCLA-funded cooperative agreements.

- (a) Records which notify or support worker protection and safety including but not limited to safety incident, safety analysis, safety meetings, safety awards, and safety assessments. Destroy after 5 years.
- (b) Occupational Safety and Health Association (OSHA) records, National Institute of Occupational Safety and Health (NIOSH) records, hazard and accident analysis records, Criticality Safety Analysis/Approval (CSA) records, Health Surveillance Program records, other specific Safety and Health records. Destroy after 150 years.

c. Archaeological Records

Archaeological records resulting from research conducted at sites, which are set aside for, or are under the legal ownership and/or guardianship of, native-American or other indigenous peoples of a given area, who have right or claim upon all evidence discovered, or documentation created as a consequence of the project or program.

Cutoff annually. Permanent. Transfer to NARA 25 years after cutoff, in 5 year blocks.

These records can include, but are not limited to; contracts, permits, agreements and related policies, procedures, protocols, or waivers; archaeological site locations, surveys of areas, correspondence, photographs, analysis, reports and findings, drawings, maps, ground surveys, excavation notes, cultural resources; and, site restoration plans, proposals, or other reclamation types of activity records.

NOTE: For NEPA Archeological Records see the NEPA section.

d. Environmental Administration Reports

Environmental, safety and health administrative program reports prepared, formulated, or consolidated in formally organized field office, M&O contractor, or sub-contractor files that specify or document compliance, achievements, status, deliverables, progress or development of departments, programs, projects, organizations, etc.; that pertain to the mission or functions for which the field office, contractor, or subcontractor has primary oversight or responsibility; or that document opinions and decisions which set policy or precedent.

(1) DOE Environmental/Safety Reports

Reports relating to DOE-wide environmental, human health, employee and/or public safety and oversight reports.

Cutoff annually. Permanent. Transfer to NARA 25 years after cut off in 5 year blocks.

(2) DOE Field/Contractor Environmental/Safety Reports

Reports relating to field office, M&O contractor or subcontractor environmental, human health, employee and/or public safety and oversight reports.

Cutoff annually. Destroy when 80 years old.

(3) Day to Day Reports

Reports relating to routine, day-to-day business functions, recurring transactions, or activities associated with environmental, safety, and health operations.

Cutoff annually. Destroy when 7 years old.

(4) Air Monitoring Reports

Document the monitoring data for the purpose of determining if the level of hazardous, volatile organic compounds, visible air contaminants, and radionuclide airborne materials are being released by a site and at what concentrations. The data

Destroy when 5 years old.

in the report ensures compliance with the CAA, Environmental Policy Act and the state air quality control regulations. Records may include, but not be limited to, monitoring data from routine radiological and nonradiological environmental surveillance activities, and summary listings of the weekly sample including analytical results, detection limits and spike/blank recoveries.

(5) National Emission Standards for Hazardous Air Pollutants (NESHAP) Annual Reports

Documents program plans, regulatory drivers and emission inventory guidelines for air and pollution monitoring to ensure compliance.

Records may include, but are not limited to, input parameter and modeling results for building ventilation stacks, stack/vent emission survey reports, emission sampling reports, type of chemical and amount emitted, reactor data, estimates of does to the population, notes, correspondence, fugitive source emission assessment, sample data for surface radioactivity, radionuclide type, location, sample range, standard deviation, reference, inventory and documentation source.

Destroy when 5 years old.

(6) Air Emissions Permit Reports

Documents effluent air monitoring activities as designated by state environmental protection agencies for permitted sources and equipment. The reports contain raw data to authenticate operational integrity.

Records may include, but are not limited to, daily readings of air pressure, annual integrity testing of HEPA filters, and documentation of number and radioactive class of magnet burned in a debonding oven on an annual basis.

Destroy when 5 years old.

(7) Annual Background Study Reports

Documents the preliminary results of an approved background study used by the EPA, the state, and DOE to evaluate contamination release. These studies are used to develop information on the uncontaminated conditions of a site. The data is compared with data from areas that might be contaminated. Records may include, but are not limited to, data acquisitions and related correspondence, description of data collection methods and technology, data logs, subcontractor memos, applicable NEPA documentation and analytical results.

Destroy when 5 years old.

(8) Environmental Monitoring Reports

Document monitoring data from routine radiological and nonradiological environmental surveillance activities. The report is created to document all the environmental activities completed at a site in order to be in full compliance with all applicable environmental laws and regulations. Records may include, but are not limited to: monitoring data, summary of meteorological data, permits, summary of analytical results, sample analysis of vegetation, soil, and water, and discussion of sampling procedures.

Permanent. Transfer to NARA when no longer needed.

- (a) Environmental monitoring reports provided to identify the progress on the environmental monitoring plans, or on other related subjects.

Permanent. Cut off when reports are issued. Retire to FRC 2 years after cut off. Transfer to NARA 25 years after cut off.

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| <p>(b) Environmental monitoring reports and topical reports defining the extent and levels of radioactive contamination in soil or real estate.</p> | <p>Permanent. Transfer to NARA when no longer needed by the Department.</p> |
| <p>(9) Community Radiation Monitoring Program Reports</p> | |
| <p>Document the cooperative effort of DOE, the DOE contractor sites, and the surrounding communities in actively participating in an environmental surveillance program. Records may include, but are not limited to: list of participants, monitoring data, weather and external gamma radiation data, environmental thermoluminescent dosimeter measurement data, a glossary, and a distribution list.</p> | <p>Destroy when 5 years old.</p> |
| <p>(10) Waste Management Reports</p> | |
| <p>Documenting waste management activities, other than CERCLA-funded cooperative agreements.</p> | |
| <p>(a) Required compliance reports, DOE hazardous substance reports, dumpster violations, dangerous waste reports, decay heat reports.</p> | <p>Destroy after life of facility + 5 years.</p> |
| <p>(b) RCRA Biennial Reports</p> | <p>Destroy after 3 years.</p> |
| <p>(c) Waste minimization/prevention reports, waste reduction reports, waste disposal reports.</p> | <p>Destroy after 150 years.</p> |
| <p>(d) Hazardous waste generator reports, waste characterization reports, CERCLA/RCRA Unit (CRU) Reports.</p> | <p>Permanent. Transfer to NARA when no longer needed.</p> |
| <p>(11) Reports of Noncompliance</p> | |
| <p>Spills reported under occurrence reporting system. Series may include logs, surveys, analyses, investigative notes, and briefings.</p> | <p>Maintain documentation through the Occurrence Reporting System DOERS 1.1.</p> |

(12) Quality Control Reports

Documents the quality control records for analytical laboratories.

Destroy when 1 year old
II NNA-2256(9).

(13) Essential Material Analysis Reports

Destroy when 1 year old
II NNA-2256(11).

(14) Sample Reports

For analytical laboratories

Destroy when 1 year old
II NNA-2256(14).

(15) Program Reports

Program, process, reduction and other detailed reports, to Federal, DOE-HQ/Field Office, State, Local, M&O contractor or subcontractor management, etc.

Cutoff annually. Permanent.
Transfer to NARA 25 years after cut off, in 5 year blocks.

e. Logbooks

Logbooks/fieldbooks that document a chronological history which provides a summary of shift and daily activities related to program and functions. Logbooks may support calibration activities, problem resolution, sampling, monitoring, and reporting. Records may include, but are not limited to results, notes, drawings/sketches, and field information.

(1) Sample and Analysis Logbooks

Logbooks containing sample and analysis data

Destroy 5 years after incorporation into reports or after data has been summarized, verified or accepted.

(2) Hazardous Material Logbooks

Logbooks containing data relating to radiation, contamination, hazardous materials.

Destroy when 75 years old.

(3) Occurrence Logbooks

Logbooks containing information related to occurrences.

Destroy when 80 years old.

(4) Waste System Logbooks

Logbooks containing information relating to radioactive or hazardous waste streams.

Permanent. Transfer to NARA after 25 years.

(5) Geology Logbooks

Logs and logbooks, such as geologist field logs, subcontractor geotechnical operations logbooks, and soil and soil gas survey sampling field logs.

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| (a) | Geologist field logs document the findings of field test bore holes, indicating the types of soils, gravels, cobbles, and sand that are found at the field test area. They give the sampler type and depth, inches/feet driven, inches recovered, sample condition, drilling rate, and other pertinent data. They contain field log boring forms and well development/water monitoring data. | Permanent. Transfer to NARA when no longer needed by the Department. |
| (b) | Drilling/boring field logs are used to record geological data (such as what kind of dirt was found at what footage), what projects are currently being worked on, and the time and results of routine environmental tasks. | Destroy when analytical results are verified, accepted, and summarized, or when 5 years old, whichever is earlier. |
| (c) | Soil and soil gas survey sampling field logs document efforts to collect and analyze soil and soil gas samples for possible site remediation or restoration. | Cutoff to the Federal Records Center after 3 years. Destroy after 75 years. |
| (d) | Field logbooks containing pertinent soil monitoring calculations, observations, and interpretations of results. | Destroy when results are verified, accepted, and summarized, or when 5 years old, whichever is sooner. |
| (e) | Field notebooks of laboratory technicians and field inspectors concerned with earth sciences. | Destroy when results are verified, accepted, and summarized, or when 5 years old, whichever is sooner. |

(6) Daily Analysis Logbooks

Laboratory logbooks describing analyses daily activities of the laboratory.

Destroy when 5 years old
II NNA-2256(2).

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|-----------|---|---|
| (7) | Supervisor's Shift Logbooks | Destroy when 1 year old
II NNA-2256(10). |
| (8) | Operating Logbooks | Life of facility or waste site. |
| (9) | Equipment Testing Development
Logbooks | Retain 5 years or until disposal or
clearance of tool/equipment from
project. |
| | Logbooks documenting equipment
testing and development. | |
| f. | Plans | |
| (1) | Environmental Monitoring Plan Records | Destroy 3 years after last update. |
| | Document a framework of the scope
and extent of both liquid and gaseous
effluent measurements, and related
surveillance programs during the active
lifetime of operations. These records
define the quality assurance control
program to ensure that all samples are
collected and that the resulting data will
be able to calculate the effect to the
environment and public health. Records
may include, but are not limited to,
parameters and concentrations, galley
proofs, analysis, cover letter
transmittal, compliance summaries,
findings and concerns, effluent
inventory, data management and
calculations. | |

(2) Environmental Implementation Plan Records

Destroy 3 years after last update.

Document a framework which identifies the responsibilities for compliance management, direction, goals, and objectives with related strategies and timetables. These records are used to ensure that the facility is operated and managed in a manner that will protect, maintain and restore environmental quality and minimize potential threats to the environment and public health. These plans are submitted to the EPA for review, comment and approval. Supporting documentation might be included.

(3) Waste Minimization and Pollution Prevention Implementation Plan Records

Destroy when 3 years old or when updated, whichever is later.

Document the plan for implementing a Waste Minimization Program at DOE contractor sites. Information related to waste minimization is distributed to line organizations and selected groups to identify waste streams, and minimize or eliminate the toxicity and waste material at the site. Records may include, but are not limited to, correspondence, waste service center location, strategic planning, program changes, program accomplishments, findings, program support, distribution list and notes.

(4) Waste Stream Identification Plan Records

Cutoff annually. Permanent. Transfer to NARA 25 years after cutoff in 5 year blocks.

Are used to manage or eliminate waste for pollution prevention requirements. Records may include, but are not limited to, project selection and guidance, position papers, baseline information, waste identification and concentration.

g. Electronic Data Management Systems

(1) Computerized Data Retrieval Systems

Documents the system and data within those systems for environmental data, including:

- | | | |
|-----|---|--|
| (a) | Geographic information systems (GIS) databases | Permanent. Transfer to NARA when no longer needed by the department. |
| (b) | Laboratory information management systems (LIMS) databases, which track samples, manage and archive analysis results, and generate data reports. | Permanent. Transfer to NARA when no longer needed by the department. |
| (c) | Environmental sites databases, which contain source information and other data gathered from many types of environmental activities for potential and established/documented environmental sites. | Destroy 10 years after closure. |

(2) Data Management Systems

Any electronic or manual system that tracks and produces records of wastes, from cradle to grave, from generator, storage or transported locations, including laboratory processing.

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|-----|--|--|
| (a) | Database and record systems which track wastes from creation through transportation, processing, storage; radioactive waste management tracking records. | Delete or destroy when related records are destroyed, or 150 years from creation, whichever occurs later. Retention periods are automatically extended if enforcement action is occurring. All records must be furnished upon request and made available at all reasonable times for inspection by any officer, employee or representative of EPA who is duly designated by the Administrator. |
|-----|--|--|

- (b) Database system development records and documentation records which support the maintenance and operation of tracking systems. Destroy or delete upon authorized deletion of related system.
- (c) Waste tracking and reporting system database; data files supporting the tracking and reporting of hazardous releases. Destroy after 150 years.

h. Training

Records include general remedial action training and materials, training program documentation.

(1) RCRA Interim Status Training Plan

Plan describing the type and amount of training for each person at a facility.

Destroy after 150 years.

(2) All Other Environmental Training Records

Refer to NI-434-88-1 (GRS).

i. CERCLA-Funded Cooperative Agreements (Superfund Projects) Records

Destroy 10 years following submission of the final financial status report for the site, or until resolution of all issues arising from litigation, claim, negotiation, audit, cost recovery, or other actions, whichever is later. Written approval must be obtained from the EPA award official before destroying any records.

(1) Site Specific Files

Record keeping systems that consist of complete site-specific files containing documentation of costs incurred, site-specific costs to be tracked by site, activity, and operable unit, as applicable, and systems which provide sufficient documentation for cost recovery purposes if the requirements are the same.

(2) Project Records

Project records by site, activity and operable unit, as applicable.

(3) Administrative Systems

Record keeping systems pertaining to:

- (a) Property records, procurement, time and attendance records and supporting documentation
- (b) Compliance documentation pertaining to statutes and regulations that apply to the project
- (c) Site-specific technical hours spent to complete each pre-remedial product
- (d) Records as required by 40 CFR 35.6705, and records access requirements described in 40 CFR 31.36(l)(10) and 31.42(e)
- (e) All financial and programmatic records, supporting documents, statistical records, and other records which are required by 40 CFR 35.6700, program regulations, or the cooperative agreement, or are otherwise reasonably considered as pertinent to program regulations or the cooperative agreement
- (f) Property records for CERCLA-funded property which include the contents specified in 40 CFR 35.6700

j. Public Involvement

Records containing information relating to public affairs and public involvement in restoration and remediation activities, other than CERCLA-funded cooperative agreements.

(1) Non-Administrative/Public Affair
Records

Public affairs records not included in the administrative record; news releases, photos, maps, figures; community meetings records, community relations records; requests for information records; public meetings/presentations, environmental bulletins; other CERCLA-required public involvement records; Public Involvement Plan records.

Destroy 25 years after creation.

(2) Administrative/Public Affair Records

Public involvement records included in the administrative record for the CERCLA required action.

Destroy when the associated administrative record is destroyed.

k. Remediation Management Records

Records of management services organizations dedicated to solving waste cleanup problems. Records include project scope terms and conditions; contracted authority requirements; project costs; correspondence to and from clients, contractor or regulatory entities; data and analysis necessary to replicate the project findings; contractor records; reports on current situations, recommendations for future actions, evidence of training and qualification; records which document and describe general remediation project information, including procedure manuals, site operating procedures, project directives and project proposals, other than CERCLA-funded cooperative agreements.

(1) Spill Release and Remediation Plan Records

Destroy after 150 years.

Sitewide Criteria and Design Basis-Remediation-based records, sitewide data and memoranda-remediation-related records, remediation project information records, Federal Regulatory Agencies-remediation-related records, sitewide project controls-remediation-related records, remediation plans records, Public Affairs remediation-related records, Remedial Investigation/Feasibility studies, remedial project specific records, such as sitewide project control records, sub-contractor support records, project information records, project charts and construction records; Operable Unit program development records; operating plans; RCRA operating logs; Operational Readiness Review Records.

(2) Response Action Records

Time critical and/or non-time critical response action records.

Destroy per consent agreement + 10 years.

(3) Waste Management Treatment, Storage, and Disposal Plans

Job-specific operational logbooks, general operating procedures.

Destroy after life of facility + 5 years.

I. **Case Files**

(1) **Environmental Program Management Files**

Document the management, administration, support, function, operation, and program activities for an environmental program. These records include, but are not limited to, mission descriptions or documents describing the following: the type of work performed; funding/budget documentation; program plans; approvals and implementation and coordinating program activities; action plans; program development records; compliance to regulatory requirements; a history of past management practices; meeting minutes; audits; project reviews or event documentation; organization structure; property/equipment lists; deliverables; reports and correspondence related to milestones, work identification or progress; and other related documentation.

Destroy 7 years after program closure.

(2) Environmental Project Case Files

Project case files, maintained as a collection throughout the projects life cycle, which documents the activities of the project from initiation through completion. Identify contract or work agreements, statement of work, funding/ budget documentation, project plans, project justification, audits, project reviews or event documentation, client status reports, permits, organization structure, property lists/inventories, deliverables, meeting minutes/agendas, closure plans, final reports, and other reports and correspondence related to milestones, project scope, staffing, initiation or execution of the project. May also include engineering design review records and as-built drawings.

- (a) Projects that have public or high-level congressional interest.

Cutoff annually. Permanent. Transfer to NARA 25 years after cutoff in 5 year blocks.

(b) Projects requested by an agency of the government (DOE, EPA, DOD)

Cutoff annually. Destroy 25 years after project completion.

(c) Projects included within the scope of work of the approved or existing budget.

Cutoff annually. Destroy 7 years after project completion.

NOTE: For project files not kept as a collection, apply approved GRS and DOE record schedules (including all background documentation [i.e., training, human resources, and audits]).

(3) Decontamination and Decommissioning Cleanup and Transitioning Case Files

This record documents the decontamination, decommissioning, dismantlement, disposal, or the cleanup and transitioning of a facility, area, or equipment that has been exposed to radiation or hazardous chemicals.

Permanent. Cutoff file close of case. Transfer to NARA 25 years after cutoff.

Files include, but are not limited to, correspondence, as-built drawings, engineering studies, cost and schedule estimates, environmental documentation, photographs, procedures, radiological and hazardous characterizations, readiness reviews, safety analyses, meeting minutes, contracts, waste burial records, work authorizations, work orders, letters of instruction, engineering orders, event fact sheets, facility surveillance data sheets, inspection reports, phase/status reports, and final decommissioning reports.

(4) Sampling and Analysis Files

Contains material relating to a specific environmental site, activity, project, organization, laboratory, process, etc.

These files may contain but are not limited to the following: a record index; administrative records (correspondence, meeting minutes, etc.); remedial investigation/feasibility studies; investigative field documentation; and data information (analytical information, chain of custody, physical property information, etc.).

Cutoff at project completion. Retire to FRC after 2 years. Destroy after 50 years.

2. REGULATORY COMPLIANCE

A key activity in an environmental restoration project is the remedial effort under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) to define the environmental problems associated with a site and develop remedial actions to address those concerns.

The Resource Conservation and Recovery Act (RCRA), as amended, involves six key elements: (1) a tracking system for any transported hazardous waste, (2) an identification and permitting system, (3) a system of restrictions and controls on the placement of hazardous waste, (4) proper management and disposition of solid waste, (5) proper management and disposition of medical and infectious wastes, and (6) pollution prevention and waste minimization. In addition to CERCLA/RCRA, The Superfund Amendments and Reauthorization Act (SARA) amended many provisions of CERCLA and was the first major revision. Four of the major issues addressed by SARA include: (1) cleanup standards, (2) public participation, a proposed remedial action and on the consent order settling a case, (3) health-related authorities, and (4) Federal Facilities Cleanup Programs.

Description of Records

Disposition

a. Assessments/Appraisals/Inspections

Records or files associated with assessments, appraisals, or inspections to verify environmental compliance.

(1) Inspection Records

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|-----|---|---|
| (a) | Inspection procedures, RCRA inspection logs. | Destroy after life of facility + 5 years. |
| (b) | CERCLA-related waste inspection logs. | Destroy after waste removal date + 5 years, or consent agreement, whichever is later. |
| (c) | General inspection logs related to operations; safety inspections; inspection schedules, completed inspection procedures and checklists; internal, job-specific inspection checklists and other supporting documentation. | Cut off annually, destroy 3 years after cutoff. |
| (d) | Inspection records of hazardous waste storage locations, that record date and time of the inspection, notes of observations made, and date and nature of any repairs or other remedial actions. | Cut off annually, destroy 3 years after cutoff. |

(2) Waste Appraisals

- | | |
|--|--------------------------|
| Hazardous waste appraisals that determine if storage areas, containers, or packaging are in compliance with safety requirements. | Destroy after 150 years. |
|--|--------------------------|

(3) Assessment Records

- | | |
|--------------------------------------|---|
| Assessments of inactive waste sites. | Destroy 5 years after waste site disposition. |
|--------------------------------------|---|

b. Spill/Release Records

Records that report all spills or releases of hazardous substances, identifying the location, type, volume, time discovered/ occurred, reporting individual, effected media, corrective action taken, hazardous substance release records and other information considered necessary to document the spill, release and cleanup.

(1) Leak Inspections

RCRA overfill leak inspections.

Destroy 3 years after inspection.

(2) Spill Records

Chemical spills, hazardous waste spills, process spills, etc., under CERCLA/RCRA.

Destroy after 150 years.

(3) Cleanup Records

Polychlorinated biphenyl (PCB) spills cleanup records.

Destroy after 10 years.

(4) Spill Response and Remediation Plan

Until superseded + 1 year.

(5) Spill Prevention Control and Countermeasures (SPCC) Records

(a) Spill Prevention and Control Counter Measures (SPCC) Plan Records.

Destroy after 5 years.

(b) Procedures, methods, maps, blueprints, and equipment, annual inspection forms, and other requirements required by the Clean Water Act.

Destroy after 50 years. SF 115 NI-305-90-2, approved 6/17/91, Bonneville Power Administration.

c. Waste/Chemical Inventories

Records containing hazardous chemical inventories identifying types and amounts of chemicals currently in use, inventories of hazardous waste scheduled for transport for disposal, and radioactive and mixed waste, transuranic waste, and high level radioactive waste.

(1) In-Use Chemical Inventories

Inventories of chemicals in use; chemical inventories for SARA Emergency Planning and Community Right to Know Act of 1986 (EPCRA) reporting, other regulatory agency-driven requirements.

Destroy after 3 years, or after information has been summarized.

(2) Storage Inventories

Inventories that indicate type and amounts of hazardous wastes currently located at storage sites.

Destroy after 150 years.

(3) Low-level radioactive and mixed waste inventories

Inventories that indicate the amount and types of low-level radioactive and mixed waste inventory

Destroy after RCRA permit end + 5 years.

(4) Hazardous Waste Inventories

Inventories of hazardous wastes maintained for transport for temporary disposal

Destroy 3 years after shipment date.

(5) Transuranic Waste Inventories

This series covers inventories for the 2 types of transuranic (TRU) waste: (1) contact-handled (CH), such as glovebox waste; and (2) remote-handled (RH), such as irradiated fuel or samples from tank wastes.

Retain until waste is transferred, treated, or disposed of.

(6) High-Level Radioactive Waste Inventories

d. Shipping/Transport of Wastes

Records involving the receipt, shipment or transfer of chemicals, wastes or other hazardous, radioactive or toxic substances.

(1) Hazardous Substance Transfers

Includes logs and records, incoming waste shipment requests, hazardous waste manifests, and hazardous waste transfer records medical/biohazardous waste manifests.

Destroy 3 years after shipment.

(2) Chemical Waste Management Disposal Requests

Documents low-level radioactive waste shipment records, including storage/disposal records used as manifests.

Destroy after waste disposal date + 3 years.

(3) Radioactive Mixed Waste Shipment Records

Includes storage records, forms or records prepared by the waste generator, and other related documentation.

Destroy after 150 years.

(4) Waste Acceptance Criteria Records

Which feed up to the site specific plan(s).

Cutoff annually. Destroy 20 years after cut off.

(a) Nuclear related.

(b) Non-Nuclear related.

Cutoff annually. Destroy 10 years after cut off.

e. **Pollution Prevention and Waste Minimization Program Records**

Pollution prevention and waste minimization program records encompass records which document waste elimination, reduction or minimization, during activities such as research, process design, and daily facility or plan operations.

(1) Waste Stream Identification, Opportunity Assessments and/or Characterization Studies

Documents and provides detailed descriptions of waste stream processes and identify details of the process including characterization information such as; waste streams stored or in use, chemical bi-products produced, field interview notes, draft sketches or layouts, building inspector comments, inputs, outputs, associated costs, etc.

Cutoff annually. Permanent. Transfer to NARA 25 years after cut off, in 5 year blocks.

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| <p>(2) Assessment, Audit, and Associate Records</p> <p>Evaluation, assessment, audit records, and associated corrective action documentation.</p> | <p>Cutoff annually. Destroy 75 years after cut off.</p> |
| <p>(3) Inventory Control Records</p> <p>Waste inventory control and material substitution records.</p> | <p>Cutoff annually. Destroy 75 years after cut off.</p> |
| <p>(4) Pollution Prevention and Waste Minimization Program/Process Correspondence</p> <p>(a) Correspondence files that document the development of plans and policies pertaining to the mission or functions for which the office has primary responsibility; opinions and decisions of an important policy or those that set precedent.</p> <p>(b) Correspondence files that document the implementation of established or new missions, policies, and procedures for which the office has primary responsibility, provided that the documentation in (1) above is preserved.</p> <p>(c) Correspondence files that document routine business and missions relating to administrative performance and recurring transactions.</p> | <p>Cutoff annually. Permanent. Transfer to NARA 25 years after cut off, in 5 year blocks.</p> <p>Cutoff annually. Destroy 25 years after cut off.</p> <p>Cutoff at fiscal year. Destroy 6 years after cut off.</p> |
| <p>(5) Generator Redirection Plans</p> <p>Waste generator reduction plans, which feed up to the site-specific plan(s).</p> | <p>Cutoff annually. Destroy 10 years after cut off.</p> |

f. Environmental Substation Surveys

Environmental substation survey records of facility/site substations and include but are not limited to; site evaluations, biological opinions, base studies, cost estimates, etc., which are not covered elsewhere in the schedules.

Cutoff annually. Permanent.
Transfer to NARA 25 years after cut off in 5 year blocks.

NOTE: If kept as part of the Environmental Impact Statement (EIS) case file, utilize the disposition covering EIS records.

g. National Environmental Policy Act (NEPA) Documentation

The NEPA Act and DOE NEPA Implementing Procedures (10 CFR 1021) require that environmental considerations be evaluated early in the planning process for all proposed actions at DOE sites. The type of documentation prepared to comply with NEPA requirements depends on the potential environmental impacts of an action.

Cutoff when project is completed.
Permanent. Transfer to NARA
20 years after cut off.

(1) Environmental Impact Statement

An Environmental Impact Statement (EIS) is required for proposed major federal actions that significantly affect the quality of the human environment. Documentation generated includes an EIS Implementation Plan, which explains and supports the scope, target schedule, and approach DOE will use to prepare an EIS; notice of intent (NOI); record of decision (ROD); and supplemental EIS.

(2) Supplemental Analysis

A Supplemental Analysis (SA) is prepared if there are substantial changes to the proposed action or significant new circumstances or information relevant to environmental concerns for an action covered by an existing, approved EIS. An SA is prepared to determine if a supplemental EIS or a new EIS should be prepared.

(3) Environmental Assessment

An Environmental Assessment (EA) provides the information to determine the necessity for an EIS or a finding of no significant impact (FONSI).

(4) Action Description Memorandum

An Action Description Memorandum (ADM) contains a concise description of a proposed action and discussion of relevant potential environmental issues to assist DOE in determining the appropriate level of a NEPA document for a proposed action (i.e., an EA or an EIS). An ADM is prepared if a proposed action does not fall within the category of actions that may be categorically excluded, as listed in 10 CFR 1021.

(5) Categorical Exclusion

A Categorical Exclusion (CX) documents that the potential impacts to the environment are clearly insignificant and the proposed action falls within a category of actions not normally requiring an EA or an EIS (as listed in 10 CFR 1021)

(6) Information Bulletin

An Information Bulletin (IB) describes the action and identifies the appropriate CX and is prepared as a basis for a DOE decision regarding the CX. The IB usually includes a draft CX determination.

(7) Floodplain/Wetlands Assessment

A Floodplain/Wetlands Assessment applies to all proposed actions taking place in a floodplain/wetlands. This assessment may be included in an EA or an EIS.

(8) Documentation

Documentation supporting compliance with other environmental statutes coordinated with the NEPA process.

These statutes include:

- (a) Archaeological Resources. Protection Act (16 USC 470aa)
- (b) American Antiquities Act (16 USC 431)
- (c) American Indian Religious Freedom Act (42 USC 1996)
- (d) National Historic Preservation Act (16 USC 470)
- (e) Archaeological and Historic Preservation Act (16 USC 469)
- (f) Migratory Bird Treaty Act (16 USC 703)
- (g) Endangered Species Act (16 USC 1531)
- (h) Bald and Golden Eagle Protection Act (16 USC 608).

h. Septic System

Plans and specifications for proposed construction. Approvals, certification of inspection and installation, operations manuals, drawings, periodic inspections, vendor information, correspondence, and meeting minutes.

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|--|---|
| (1) Operation Manuals and Vendor Information | Maintain as long as equipment is in service. |
| (2) Approvals, Certification of Inspections and Installation, Drawings, Correspondence and Meeting Minutes | Destroy when 50 years old (BPA SF-115 NI-305-90-2). |

i. Drinking Water

Records documenting drinking water system operated in support of DOE site. Operator of a drinking water system.

(1) Bacteriological Analysis

Records of Bacteriological analysis.

Destroy in 5 years or until data has been transferred to tabular summaries as specified in 40 CFR 141.33.

(2) Chemical Analysis

Records of Chemical analysis.

Destroy in 10 years

(3) System Surveys

Copies of written reports or summaries of sanitary surveys of the system.

Destroy in 10 years after completion of sanitary survey.

(4) Variance Records

Records of a variance or exemption.

Destroy 5 years after expiration of variance or exemption.

(5) Corrective Actions

Records of actions taken by the system to correct violations of primary drinking water regulations.

Destroy 3 years after last corrective action taken with respect to particular violation involved. 40 CFR 141.33.

j. Well Records

(1) Well History and Construction

Records dealing with the history and construction of wells including inventories of wells, photographs, soil borings from geological investigations, boreholes, coreholes, test holes and any other drill holes where data was obtained. It includes drilling plans and reports, well installation and completion records, schematics of well construction, logbooks such as drilling logs, correspondence, maps, photographs, charts, summary reports, construction verification reports.

Life of facility.

(2) Well Maintenance

Records dealing with well maintenance such as well services requests, well services planning, well structure field inspections, repairs and modifications, surveying, installing locking well caps, maintaining pump systems, removing deposits. Life of Facility.

(3) Well Abandonment

(a) Well abandonment plans, notifications, reports. NEPA Categorical Exclusion List of Wells. Until closure of facility.

(b) Abandonment of underground injection wells. The nature and composition of all injected fluids. Destroy 3 years after plugging and abandonment.

3. PERMITTING

Permitting documentation includes those records related to authorizing access or permission from a governmental entity, such as city, county, state, or Federal agency, to initiate an action, usually defining specified limits in the form of a written warrant or license. This category may include necessary or required documents that precede the granting of the license or warrant, such as applications for permits.

Description of Records

Disposition

a. Permitting Application

Preparation of the permitting application includes permitting requirements, permitting policies, cost information, schedules, application, closure plans, notification requests, supporting documentation, negotiations with permitting agency modification process and correspondence.

Destroy 5 years after applicable permit expires.

b. Permitting Documentation

Permitting documentation includes detailed definition of the approved process, schedules, milestones, reporting requirements, supporting documentation, correspondence, terms and conditions of the permit, notification of changes to the permit and modifications.

Destroy 5 years after permit expires.

c. Hazardous Waste

Permitting documentation records pertaining to hazardous waste and RCRA permits.

(1) Records of All Data

Records of all data used to complete permit applications and supplemental information.

Destroy after 3 years from date the application expires.

(2) Records of all Monitoring Information

Including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by permit.

Destroy after 3 years from date the application expires.

d. Waste Water Discharge Permit Records

These records document the requests for permission to discharge waste water into ground water and sanitary sewers. Includes but is not limited to: discharge plans, approval letters, samples and analysis, certificate of analysis, monitoring requirements, renewal applications, chain of custody forms, permits and applications, routine storm maintenance requests, including records required by National Pollutant Discharge Elimination System (NPDES). Also, includes reports required by the permits. Water may be discharged into sewers, ponds, lagoons, etc.

(1) Construction Permits

Submitted after applications are approved.

Destroy 3 years after the applicable permit expires (40 CFR 122.21).

(2) Technical, General Regulatory and Policy Correspondence

Destroy after 50 years (BPA).

(3) Notices to Discharge Surplus Water Records

Destroy 5 year after permit expires.

In accordance with permit compliance.

(4) Purge Water Activity Records

Destroy 5 years after permit expires.

(5) Storm Drainage Inspections and Maps

Destroy 5 years after permit expires.

e. Air Emissions Permit Records

document the process of developing and obtaining approval from federal, state, air quality district, or city officials to emit air pollutants and/or airborne particulate matter in compliance with the federal Clean Air Act (CAA), associated State implementations plans (SIP) and laws. Records may include, but are not limited to, permit applications and supporting documentation, permits, (such as new construction or preconstruction, operating modification, new source, National Emission Standards for Hazardous Air Pollutants (NESHAPS), prevention of significant deterioration (PSD), acid rain, open burn, top soil disturbance, administrative permit amendments, permit renewals, modifications, cancellations, suspensions, exemptions, approvals, and disapprovals, monitoring and control plans, Notices of Violation (NOV), Material Safety Data Sheets (MSDSs) for pollutants, permit lists, dispersion modeling information, correspondence with and between DOE, DOE contractors, city, state, air quality district, or federal Environmental Protection Agency (EPA) officials regarding permitting, documentation of permit fee invoices and payments, and ownership of pollution allowances or rights. Records may also include air emission permit tracking databases.

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|--|--|
| (1) Permits, Permit Applications, and Related and Supporting Documentation | Destroy 5 years after permit expires. |
| (2) Pollution Allowance Ownership Rights Documentation | Destroy 3 years after rights are sold or transferred. |
| (3) Draft Documents, Supporting Notes and Calculations | Destroy when superseded, obsolete, or no longer needed. |
| (4) Related Databases and Data | Delete or destroy after the expiration of the retention period authorized for the hard copy file as listed herein, or when no longer needed, whichever is later. |

f. Pollution Prevention Equipment Permit Records

Destroy 1 year after permit expires.

Document the permission to install specific equipment in buildings or facilities at DOE contractor sites to meet regulatory compliance. Records may include, but are not limited to, permit applications, permits, permit renewals, correspondence, emission concentration, and type of pollution control equipment.

4. MONITORING

Monitoring records document activities that affect environmental quality, such as discharging air pollutants to the atmosphere, and activities that involve radioactive and nonradioactive liquid effluent discharges to the environment, including rivers, sanitary sewers, land surfaces, the subsurface, and drinking water supply systems. Environmental surveillance activities are conducted routinely with the intent of detecting and quantifying radiological and nonradiological contaminants and assessing their environmental and human health significance.

	<u>Description of Records</u>	<u>Disposition</u>
a. Soil Monitoring Records		
(1) Procedures		
	That details the specific methods and frequency of environmental soil monitoring.	
(a)	General procedures.	Permanent. Transfer to NARA in 25 years.
(b)	Specific procedures, i.e., radiation work procedures.	Cut off when procedure is superseded, obsolete, or canceled. Destroy 15 years after cut off.
(2) Equipment Calibration Records		
	Provides assurance that equipment used during monitoring activities was calibrated to established standards.	Cut off annually, destroy 2 years after cut off.

(3) Drawings and Photographs

Drawings and photographs of the overall site that identify monitoring type and location.

Cut off when drawings are incorporated into summary reports, or are superseded, obsolete, or canceled. Destroy 1 year after cut off.

(4) Radiological Survey Forms and Logs

Destroy when 75 years old.

(5) Residual Contamination Data

Data gathered to measure residual contamination of soil with long-lived radioactive or toxic substances at or near DOE sites.

Permanent. Transfer to NARA when no longer needed by the Department.

(6) Subtitle?

Data used to make statistical comparisons between different monitoring locations or time periods.

Destroy when results are incorporated into summary reports, or when 5 years old, whichever is earlier.

b. Air Monitoring Records

(1) Air Filter Records

Used to gather, analyze, and report air quality data including hot cell air quality and filter efficiency data in radiological control area. The air quality may be monitored, sampled, or under surveillance in order to be in compliance with operational or other air emission permits. HEPA filters are used to meet radiological control and general design criteria requirements for minimization of contaminant release. Records may include, but are not limited to, air filter information, raw data derived from filters, such as filter number and amount of particulates, filter efficiency test reports and data, and filter inventory lists.

(a) HEPA Air Filter Records

Destroy when purpose is served or when 3 months old, whichever is earlier.

- (b) Raw Data and Efficiency Tests Destroy 5 years after measurement is taken.
- (c) Inventory Lists Destroy when superseded or obsolete.
- (d) Databases that duplicate the records listed above. Delete after the expiration of the retention period authorized for hard copy files, or whenever no longer needed, whichever is later.

(2) Hood, Stack, and Exhaust Fan Discharge Records

Document equipment types and discharge rates used to calculate the potential release of contaminants and radionuclides from specific locations. The records are used to supplement the National Emission Standards for Hazardous Air Pollutants (NESHAP) reports and to fulfill partially the requirements of the EPA. Records may include, but are not limited to, trace emissions, location, equipment type, velocity, release rate, concentration, parameters, hourly evaporation rate, identification of the chemicals purchased and used by the department, descriptions of air handling supply and exhaust systems, description of the flow measuring system, flow rate testing data sheets, what type of toxic or radioactive material the hood is used for, instrument type and serial number, calibration due date, and approval.

Destroy when 5 years old.

(3) Computer Model Radiation Calculation Records

Document the calculation of the highest capacity or highest level of radiation exposure and the results of the exposure to the population, and environment. Calculations are combined with

Permanent. Transfer to NARA after 25 years.

information from environmental and dosimetric concentrations and health effects data to develop compliance reports required by various regulatory agencies. Records may include, but are not limited to, meteorological and demographic data concentrations measured from the population, organ dose, frequency distribution of lifetime fatal cancer risk, individual maximum risk assessment, death risk, stack emission, beef and dairy cattle, food crops, time delay rate, period of exposure, transport time, consumption time, ingestion levels, system calibration and setups.

(4) Monitoring Baseline Study Records

Document a study which establishes normal monitoring levels for measuring the radioactive and non-radioactive impact on the environment and surrounding populations. Information from these records may be used to compile compliance reports. Records may include, but are not limited to, correspondence, plan status, performance and technical system audits, wind source direction status, preliminary and end results, interpretations, conclusions, and recommendations. Environmental checklist, system plan, and effluent particle size.

Destroy when 20 years old.

(5) Hazardous Air Pollutant Baseline Study Records

Document measurements collected from upwind and downwind locations indicating the hazardous air pollutants specified in 42 USC 112 such as asbestos, benzene, eryllium, mercury, vinyl chloride, coke oven emissions, and inorganic arsenic. Emissions were also tested from

Destroy when 20 years old.

undisturbed landfill surfaces. The data was compared with occupational exposure limits which provide a baseline for potential migration and possible remediation activities. Records may include, but are not limited to, analytical procedures, calibrations, monitoring results and recommendations.

(6) Annual Background Study Report

Documents the preliminary results of an approved background study used by the EPA, the state, and DOE to evaluate contamination release. These studies are used to develop information on the uncontaminated conditions of a site. The data is compared with data from areas that might be contaminated. Records may include, but are not limited to, data acquisitions and related correspondence, description of data collection methods and technology, data logs, subcontractor memos, applicable NEPA documentation and analytical results.

Destroy when 5 years old.

(7) Stratospheric Ozone Protection Records

Document a unified, cost effective, and competitive approach for a transition from using ozone depleting chemicals to the use of new chemicals or chemical substitutes that will not deplete the stratospheric ozone or pollute the air or the environment. Records may include, but are not limited to, memos and correspondence, summary plans, cost analysis, substance lists, and regulation lists.

Destroy when 3 years old.

(8) Criteria Pollutant Records

Document measures of National Ambient Air Quality (NAAQ) Criteria Pollutants released into the air to meet pollution prevention requirements. The six pollutants measured have been identified as being hazardous to human health and welfare. These measurements are mandated by the Department of Energy as part of resolving National Air Quality problems. Records may include, but are not limited to, environmental checklist, Request for Facility Services, categorical exclusion list and EPA checklists.

Destroy when 5 years old.

(a) Criteria Pollutant Source Inventory Records document annual inventories of criteria pollutant sources at DOE and contractor sites. These records are used to determine the source type and concentration of pollution emitted from identified locations.

Destroy 5 years after inventory completion.

(9) Air Monitoring/Sampler Equipment
Calibration Records

Document the type of calibration performed, the degree of accuracy to which the item was calibrated and the date of calibration, and to determine when the item is due for recall. Records may include, but are not limited to, procurement, equipment serial number and location, manufacturers statement of origin, manufacturer code, equipment calibration estimates, calibration data forms, checklists, billings, inspection reports, move orders, equipment manual information, vendor information, quality and operating checks, pre-operational checklists, calibration date, calibration data, calibration recall notices, calibration sheets, out-of-tolerance notifications, recall cards, equipment standards and specifications, certificates of conformance, certificates of completion, instrument status, service performance reports, and trouble shooting information.

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|-----|---|------------------------------------|
| (a) | Radiation Detection Instrument
Calibration Records | Destroy when 75 years old. |
| (b) | All others | Destroy 5 years after calibration. |

c. Meteorological Monitoring Records

Document the data collected from weather monitoring stations to support environmental monitoring programs. It is also used to report overall annual dose calculate concentrations of routine and accidental releases, and supports real time plume trajectory forecasting system. Records include, but are not limited to, strip charts of real time measurements of wind speed and direction, temperature, wind chill, relative humidity, dew point, precipitation, barometric pressure, synopsis of expected daily weather activity, evening forecast, weather cautionary or alert information, semiannual calibration results of tower, logbooks identifying problems, abnormalities, documentation of daily checks, correspondence regarding tower installation, and construction, milestone report, meteorological system design and overview, briefings and findings.

Destroy when 10 years old.

5. SAMPLING AND ANALYSIS

Records included in this series document sampling and analysis activities for samples collected during environmental investigations, remediation, and restoration from sample acquisition to sample disposition. Documentation covers planning sampling operations, conducting sampling operations (collecting samples), documenting sampling operations, sample management and control, and reporting sampling results.

Description of Records

Disposition

a. Soil Sampling and Analysis Plans

For soil sampling at former waste storage locations and other waste sites to identify potential soil contamination.

(1) General plans

Permanent. Transfer to NARA in 25 years.

(2) Specific plans

Destroy when analytical results are verified, accepted, and summarized, or until 5 years old whichever is earlier.

b. Sampling Authorization Form Documents

Field sampling requirements generated to initiate and perform sampling and analysis activities.

Destroy when analytical results are verified, accepted, and summarized, or when 5 years old, whichever is earlier.

c. Procedures

Which detail the methods used and frequency of analysis of environmental samples. Includes records or correspondence which give the philosophy and scope of sampling, provide interpretations of results, and detail the plans for sampling and analysis of environmental samples.

(1) General Procedures

Permanent. Transfer to NARA in 25 years.

(2) Specific Procedures

Destroy when analytical results are verified, accepted, and summarized, or when 5 years old, whichever is earlier.

d. Sampling and Analysis Records

(1) Analytical Laboratory Data Packages

Consist of documentation generated during transport and receipt of field samples (e.g., chain of custody), sample movement in the laboratory, preparation for analysis, laboratory analyses output, raw and processed data, analytical results (analysis reports), reanalysis, quality control sample results, and instrument calibration data, plus a summary of final results for each batch. May include validation and/or verification documentation.

Retain until analytical results are verified, accepted, and summarized, or until 5 years old, whichever is later.

(2) Physical Properties Data

Results files contain analytical results for samples taken during borehole or well drilling operations. Samples are obtained at several different elevations during the drilling. Samples are submitted to the laboratory for physical property testing. These files contain the following records: data transmittals, graphs, and laboratory analysis.

Retain until analytical results are verified, accepted, and summarized, or until 5 years old, whichever is later.

(3) Field Screening Data Packages

Document field screening measurements for preliminary determinations of contamination levels in support of environmental investigation, restoration, and remediation activities, using commercially available instruments and/or test kits. Field screening methods include, but are not limited to, aqueous headspace analysis of volatile organic compounds (VOC) in soil; analysis of VOC in soil gas; field immunoassay testing; and pH screening in soil samples. Documentation may include, but is not limited to: sample analysis request documentation; narrative description or overview of activities that took place; summary of results; table of analyses; copies of logbook pages used; copies of strip charts; copies of instrument calibration data; and copies of laboratory analysis reports.

Retain until analytical results are verified, accepted, and summarized, or until 5 years old, whichever is later.

e. **Measurement of Residual Contamination**

Data gathered to measure residual contamination of soil with long-lived radioactive or toxic substances at or near DOE sites. These records include the following:

- (1) Documentation, correspondence and test results

Of soil samples taken at sites of possible soil contamination. Contains records of positive and negative soil samples used to document the need for possible remediation.

Permanent. Transfer to NARA when no longer needed by the Department.

(2) Characterization Results

Of studies to characterize the extent of PCB contamination in soil.

Permanent. Transfer to NARA when no longer needed by the Department.

(3) Pre-Construction Sample Files

Document the sampling, chain of custody, and analytical results of soil samples taken at sites where construction of new facilities, modification of existing facilities, or any excavations or major modifications are planned. Documents in this series include: sampling data sheet, sample project request form, sample plan, plot map, analytical request form, chain of custody form, analytical results, and memoranda.

Permanent. Transfer to NARA when no longer needed by the Department.

f. Laboratory Sample Processing Records

Consists of control records pertaining to work performed in analytical laboratories.

(1) Laboratory Manuals, Standards, and Procedures

Destroy when superseded
II NNA-2256(1).

(2) Sample Receiving Logs

Destroy when 2 years old
II NNA-2256(3).

(3) Spectrograph Film Logs

Supporting analysis work.

Destroy when 2 years old
II NNA-2256(6).

(4) Spectral Slides

Used in spectrographic analysis of samples.

Destroy when 1 year old.

(5) Analysis Requests

Destroy when 1 year old
II NNA-2256(7).

(6) Analytical Assay Records

listing results of analysis, provided pertinent data are retained in other records.

Destroy when 1 year old
II NNA-2256(8).

(7) Comparative Analysis Log

Pertaining to samples analyzed by two different methods for the same test.

Destroy when 1 year old
II NNA-2256(13).

g. **Sampling Data**

(1) Field Measurements (Raw Data)

This record series contains quantities, concentrations and containment types found in samples. Data can be recorded in field activity reports, and field logbooks, equipment decontamination records, field measurement data such as water level measurement, groundwater readings, gamma scans, camera surveys, and aquifer testing. Includes environmental sampling of ground water required by a variety of federal legislation.

Destroy when analytical results are verified, accepted, and summarized or when 5 year old, whichever is sooner.

For data gathered to measure residual contamination of soil and groundwater with long-lived radioactive or toxic substances at or near DOE sites. Permanent.
NCI-430-76-9(3).

(2) Analytical Results

This series documents the findings and validates the methodology of samples taken at well locations. It may include records such as chain of custody records, sampling and analysis plans, sampling requirements, procedures, and validation.

It can include results from groundwater samples measuring such items as, pH, conductivity, temperature, purge volume, flow rate, depth, settleable solids, dissolved oxygen analysis, total organic halids (TOX), total organic carbon (TOC), inorganic carbon (IC), liquid scintillation count (LSC).

File may include calculations, charts, method of instrumentation, MSDS sheets and detection limit information that indicated compliance with permit limitations, shipping documents and supporting documentation such as correspondence and meeting minutes.

Groundwater monitoring. Hazardous Waste. Treatment Storage and Disposal Facilities. If the groundwater is monitored to satisfy the requirements of 265.93(d)(4), the owner or operator must: (1) Keep records...throughout the active life of the facility, and for disposal facilities, throughout the post-closure care period as well 40 CFR 265.94.

6. DISPOSAL/CLEANUP

Contaminated disposal records relating to those generated once a decision has been made to clean up a given location, encompassing those actions from removal/ treatment of the contaminated area to the restoration of the area to a natural condition.

	<u>Description of Records</u>	<u>Disposition</u>
a.	Procedures, Guidelines, Plans, and Methods	
	Describing the technical and administrative basis used for cleanup.	
	(1) Historical File of Procedures, Guidelines, and Standards	
	Including revisions and background records.	Permanent. Cutoff when superseded or obsolete. Transfer to NARA 25 years after cutoff.
	(2) Detail Plans for Specific Jobs	
	Performed with the scope of the above procedures relating to routine processes.	Destroy when superseded by a revised plan or when project is complete.
	(3) Engineering Studies/Reports	
	Unusual problems encountered during removal or treatment.	Destroy 75 years after report or study is issued.

(4) Recorder Charts and Worksheets

Used during cleanup to determine/measure progress.

Destroy when results are summarized or in 5 years whichever is earlier.

b. Designation/Mean of Disposal

(1) Procedure Governing Shipments and Burials

Identified in applicable procedures.

(a) General procedures.

Permanent. Transfer to NARA in 25 years.

(b) Specific procedures.

Destroy when 15 years old.

(2) Subtitle?

Records indicating type (classification) and degree of contamination, date of disposal, method of disposal (burial, landfill, etc.), volume, and disposal location.

Permanent. Cut off 5 years after disposal. Retire to FRC in 5 years. Transfer to NARA 25 years after cutoff.

(3) Supporting Documentation, Miscellaneous Worksheets, Other Data Sheets, and Correspondence

From which applicable information has been transcribed or summarized in other documentation, such as item 2, above.

Destroy when 1 year old.

From: Richard Mackay
To: ARCH2D2.A2D2P1.sroley
Date: 7/2/98 8:45am
Subject: Withdrawal of N1-434-96-10 -Forwarded

Department of Energy has withdrawn the 1996 draft of the Environmental Schedule, registered as Job #N1-434-96-10. I expect the new Environmental Schedule based on the NWML/NRIS meeting with the Environmental Working Group at the Richland Operations Office to be submitted in about a week. See attached .

CC: ARCH2D2.A2D2P1.jwallace, SEAFRC.Seafrcp1.cleinhay,...