

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-08-005

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by DAA-0412-2013-0021.

Date Reported: 08/31/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

115-109 NSN 7540-00-634-4065 **STANDARD FORM SF 115 (REV 3-91)**
 PREVIOUS EDITION NOT USABLE Prescribed by NARA 36 CFR 1228



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

EPA Records Schedule 741

Status: Development, 04/30/2007

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

Program: Water

Applicability: Headquarters

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

NARA Disposal Authority:

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

- Pending

Description:

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

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

Disposition Instructions:

Item a: Lab approval program and method development

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

- **Permanent**

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

Item b: Project workpapers and administrative correspondence

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

- **Disposable**

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

Guidance:

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

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

Reasons for Disposition:

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

Custodians:

Office of Water, Office of Ground Water and Drinking Water

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Related Schedules:

EPA 253, EPA 436

Previous NARA Disposal Authority:

Entry: 11/02/2006

EPA Approval: Pending

NARA Approval: Pending

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