

Department Records Retention Schedule



This revised retention schedule has been approved by the State Records Committee and completely supersedes all previous schedules for records unique to this office. Refer to the All-University Schedule for retention periods of records common to many University offices. Contact Policies, Records, and Forms, telephone 509-335-2005.

WSU1302-PAF001-1224

Office Name Environmental Health and Safety	Office I.D. # 6960	Records Coordinator Kathy Pinter	Telephone 335-6099	E-Mail pinter@wsu.edu
University Records Officer Deborah L. Bartlett	University Records Officer Signature 		Date Approved October 5, 2022	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
Environmental Services Hazardous Waste				
Hazardous Waste Program Development Records Provides a record of the federal Environmental Protection Agency (EPA) and Washington Department of Ecology (Ecology) hazardous waste facility inspections, citations, and WSU responses. These records comply with EPA and Ecology regulations regarding waste program development. (See also record series titled (Safety Infractions, Citations, Violations, and Correspondence.")		Retain for 10 years after date of inspection, then destroy.	00-07-59774 Rev. 1	

Title and Description	Location of Other Copies	Retention and Disposition Action	Disposition Authority No.	Archival Designation / Remarks
<p>Hazardous, Chemical, and Mixed Waste Shipment, Treatment, and Disposal Records</p> <p>Provides a record of shipments to, and storage, treatment, and disposal of hazardous, chemical, and mixed wastes. Includes records of shipment to and storage of hazardous waste generated by WSU at the MARCO of IOTA (not an acronym) Superfund site (shipments to this site stopped on July 1996); chemical waste type, location, date, treatment & disposal method; underground storage tank installation, tank tightness testing, tank removal, site assessment reports (e.g., analytical, etc.), tank shipment; Uniform Hazardous Waste Manifests; Land Disposal Restriction forms and waste profiles; Chemical Collection Requests (WSU 1280) associated with site contamination; and mixed waste shipments to Quadrex (a disposal facility) and other mixed waste treatment/disposal facilities.</p> <p>Length of retention period per generator liability outlined in WAC 173-303-170, WAC 173-303-210, 40CFR304.12, 40CFR35.6015, 40CFR35.6705, 42USC103.9603, 42USC103.9607</p>		<p>Retain for 50 years after date of shipment or treatment, then destroy.</p>	<p>00-07-59778 Rev. 2</p>	
<p>Model Toxic Control Act (MTCA) Records</p> <p>Provides a record of Washington Department of Ecology (Ecology) correspondence, site assessment, and waste management records.</p> <p>Length of retention period per generator liability outlined in WAC 173-303-170, WAC 173-303-210, 40CFR304.12, 42USC103.9603, 42USC103.9607</p>		<p>Retain for 50 years after completion of site remediation, then destroy.</p>	<p>00-07-59780 Rev. 2</p>	
<p>WSU Part B Hazardous Waste Permit Records</p> <p>Provides a record of closures and visual site inspections (VSI) for Part B permits issued by state and federal agencies to allow storage of hazardous wastes.</p> <p>Length of retention period per generator liability outlined in WAC 173-303-170, WAC 173-303-210, 40CFR304.12, 42USC103.9603, 42USC103.9607)</p> <p>See also the following series: Hazardous, Chemical and Mixed Waste Shipment, Treatment, and Disposal Records (DAN #00-07-59778); and Model Toxic Control Act (MTCA) Records (DAN #00-07-59780).</p>		<p>Retain for 50 years after date of permit, then destroy.</p>	<p>00-07-59782 Rev. 3</p>	<p>Essential</p>

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Occupational Health and Safety				
<p>Asbestos Air Sampling Records Provides a record of samples taken of air from University building and work areas to determine if employees have been exposed to asbestos (WAC 296-62-07727(7-8))</p>		Retain for 70 years after sampling date, then destroy.	10-12-62312	
<p>Asbestos Bulk Sampling Records Provides a record of samples taken of materials from University buildings and work areas to determine the presence of asbestos. (WAC 296-62-07727(7-8))</p>		Retain until after demolition of building, then destroy.	00-08-59865 Rev. 1	
<p>Confined Space Form Confined space entry form that documents how hazards are controlled to authorize employee ingress, egress, and work in a confined space. (WAC 296-809)</p>		Retain for 1 year after permit canceled, then destroy.	00-08-59869 Rev. 2	
<p>Noise Exposure Records Records pertaining to noise exposure and hearing loss in University work locations. Includes, but is not limited to: Employee Audiometric Test, which provides a record of employee audiometric tests to determine hearing loss. (WAC 296-817-20040, WAC 296-802-200, WAC 296-802-20005) and noise assessment records. (WAC 296-817)</p>		Retain for 70 years after end of calendar year, then destroy.	10-12-62315 Rev. 1	
<p>Laser Program Survey Provides a record of survey of locations and classifications of lasers located on WSU campuses. (21CFR1002.31)</p>		Retain for 5 years after date of survey, then destroy.	00-08-59872	
<p>Lead Sampling Records Provides a record of samples taken of air and materials from University buildings, work areas, and equipment to determine if employees have been exposed to lead. (WAC 296-155-17609(3)(a), WAC 296-155-17629(4)(a))</p>		Retain for 70 years after sampling date, then destroy.	10-12-62313 Rev. 1	

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<p>Safety Infractions, Citations, Violations Report and EH&S correspondence with the Washington Department of Labor and Industries (L&I) related to inspections, violations, infractions, and citations.</p>		<p>Retain for 10 years after completion of correspondence regarding inspection, violation, infraction, or citation, then Transfer to Archives for appraisal and selective retention.</p>	<p>78-10-21224 Rev. 2</p>	<p>Archival (appraisal required)</p>
<p>Public Health / Air and Water Quality</p>				
<p>Drinking Water Bacteriological Data Provides a record of bacteria levels in public water systems. Requirement to retain records and length of retention is in accordance with Washington Department of Health (DOH) rules, WAC 246-290-480(1)(a).</p>		<p>Retain for 5 years after end of calendar year, then destroy.</p>	<p>00-07-59791 Rev. 2</p>	
<p>Drinking Water Chemical Analysis Data Provides a record of chemical levels in public water systems. Requirement to retain records and length of retention is based upon DOH rules, WAC 246-290-480(1)(a).</p>		<p>Retain for 3 years after life of system, then destroy.</p>	<p>11-02-62415 Rev. 1</p>	