

***If you are using a printed copy of this procedure, and not the on-screen version, then you MUST make sure the dates at the bottom of the printed copy and the on-screen version match. The on-screen version of the Collider-Accelerator Department Procedure is the Official Version. Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.***

C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

13.4.2.b List of Environmental Records

Text Pages 2 through 4

C-A-OPM Procedures in which this Attachment is used.		
13.4.2		

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
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Approved: \_\_\_\_\_ ***Signature on File*** \_\_\_\_\_  
 Collider-Accelerator Department Chairman Date

M. Van Essendelft

<b>ENVIRONMENTAL RECORD</b>	<b>RECORD CUSTODIAN</b>	<b>SCHEDULE</b>	<b>RETENTION</b>
Tier I Inspection records / Tracking Database	C-A Tier I Inspection Manager	ADM-22.4	75 years
Operational Control Form	C-A Environmental Compliance Representative	ENV-1.K.1.B	25 years
Process Assessment Form / Corrective Action Tracking Database	C-A Environmental Compliance Representative	ENV-1.K.1.B	25 years
ORPS report (for qualifying liquid spills only)	C-A Associate Chair for ESHQ	ADM-8.11.1.B	Cutoff at the end of the fiscal year in which the case was closed. Destroy 15 years after cutoff
Weekly analytical results on cooling system water (Drew),	Water Systems Technical Supervisor	ADM-17.26.B	3 years after the close of the fiscal year in which the work was done
Monthly SPDES sampling and DMR (ESD)	C-A Environmental Compliance Representative	Retention set by ESD	Retention set by ESD
Chemical distribution system maintenance records (PE)	Plant Engineering Database	Retention set by PE	Retention set by PE
Logbook estimates for air emissions for NYSDEC permitted equipment	C-A Operators of the following: Solder Exhaust (919A – D. Lehn), Cyclone Exhaust (922 – J. White), Electronic Equipment Cleaning (923 - A. Casper), Electroplating/Acid Etching (930 – J. Alessi), Bead Blaster (930 – J. Alessi)	ENV-1.E.6	75 years
Maintenance records	Division Maintenance Coordinators	ADM-17.26.B	3 years after the close of the fiscal year in which the work was done
Cooling Water Makeup Summary	Water Systems Technical Supervisor	ENV-2.B.5	3 years
Checklist for Operator Response to Makeup Alarms	Water Systems Technical Supervisor	ENV-2.B.5	3 years
Water Systems Make-Up Checklist	Water Systems Technical Supervisor	ENV-2.B.5	3 years
Checklists for C-A Water Group Systems	Water Systems Technical Supervisor	ENV-2.B.5	3 years

Water System Status of Equipment Form	Water Systems Technical Supervisor	ENV-2.B.5	3 years
Quarterly groundwater report	Environmental Services Division Database	Retention set by ESD	Retention set by ESD
Environmental Program Support File	C-A EMS Management Representative	ENV-1.K.1.B	25 years
Environmental Aspects Matrix	C-A EMS Management Representative	ENV-1.K.1.B	25 years
Environmental Management Program forms	C-A EMS Management Representative	ENV-1.K.1.B	25 years
EMS Management Review Documentation	C-A EMS Management Representative	ADM-22.4	75 years
Safety Analysis Reports	Associate Chair ESH&Q	ENV-1.B.4.A	75 years
CCTS correspondence (EMS-related)	C-A EMS Management Representative	ENV-1.K.1.B	25 years
Policy & Procedures	Associate Chair ESH&Q	ADM-16.1.1	Permanent
Cryogenic Shift Log	Cryogenic Systems Group Leader	ENV-1.E.6	75 years
Operational Logbooks	MCR Group Leader	ENV-1.E.6	75 years
Geomembrane Cap Inspection Records (beam stops & collimators)	Facilities & Experimental Support Liaison Engineers	ENV-2.A.1.C	3 years after date of inspection
Environmental Nonconformance and corrective & preventive action reports	C-A Quality group	ENV-2.A.3.B	75 years after action is taken
QA Assessments/ Tracking Database & Schedule	C-A Quality group	ADM-22.4	75 years
Environmental training records	C-A Training Manager	ADM-1.29.2.A.2	75 years
E-related JTA's	C-A Training Manager	ADM-1.29.2.A.2	75 years
ASSRC Documents	Chair of ASSRC	ADM-18.35.1.B	Destroy either upon an item's permanent removal from service, or upon permanent termination of the item's use, unless the documentation will be applicable to a replacement item.

ESRC Documents	Chair of ESRC	ADM-18.35.1.B	Same as above
RSC Check-off Lists	Chair of RSC	ADM-18.35.1.B	Same as above
Temporary Procedures	Main Control Room Group Leader	ADM-16.1.1	Permanent
C-A Storage Container/Tank Inspection Records	Environmental Coordinator	ENV-2.A.1.D	3 years
Radioactive Waste Records (Copies)	Environmental Coordinator	ENV-2.D.1	3 years
Hazardous Waste Records (Copies)	Environmental Coordinator	ENV-2.D.1	3 years
Water System Radioactive & Metal Analysis Results	Environmental Coordinator	ENV-4.D.4	Destroy when results are incorporated into summary reports or when 5 years old
PCB Inventory Sheets	Environmental Coordinator	ENV-1.K.1.B	Cut off annually. Destroy 25 years after cutoff.