

JAMES E. BORDEN
BLDG. 2

PLAINTIFF'S
EXHIBIT

DUP-444

~~3 BORDEN~~
4 PAUL
5 FRED

6 - 1M

CC: D. DONALD - 581
S. W. ELLIS - 570
R. D. OAKLEY - 420
V.P. FILE 60-90

March 29, 1985

TO: ALL SUPERVISION - LIST "A"

FROM: A. H. NICKOLAUS *AHN*
BLDG. 3

REMINDER

INDUSTRIAL HYGIENE RECORD RETENTION REQUIREMENTS

Government regulations and company policies require retention of certain records. Attached are guidelines from Jorge C. Olguin, Departmental Industrial Hygienist, on record retention requirements for industrial hygiene and occupational health data. Please ensure that any required records stored in your area are not destroyed.

In general, records must be kept if they are the primary basis for determining personal exposure. These include both job and task monitoring data. Since we do not do personal noise monitoring, the annual noise survey data must be retained. Records can be microfilmed, etc., if desired.

Call me (Ext. 1277) if you have questions.

AHN/rtg
Attachments

DUP 0802592

"SAFETY IS MY RESPONSIBILITY"

RECORD RETENTION SCHEDULE - OCCUPATIONAL HEALTH

<u>SUBJECT</u>	<u>RECORD</u>	<u>RETENTION PERIOD</u>	<u>REMARKS</u>
<u>Documentation</u>			
Personal Protective Equipment	Selection	3 yrs. or U.S. ¹	
Respirator	Fit Testing	3 yrs.	
	Medical Approval	U.S.	
Communications/Training	Record	3 yrs.	Who was there, who said it, date, subject.
	<i>CONTENTS</i> -documentation	U.S.	What was said.
Compliance Plans	Noise	U.S.	
	Respirators	U.S.	
<u>Performance Checks</u>			
	Ventilation Surveys	3 yrs.	
	Personal Protective Equipment; i.e., respirators, chem-suits, etc.	1 yr.	
	Instrument/Equipment Calibration Checks	3 yrs.	

¹ U.S. = Until superseded.

From J.C. O'Leary
3/19/85

RECORD RETENTION SCHEDULE - OCCUPATIONAL HEALTH

<u>SUBJECT</u>	<u>RECORD</u>	<u>RETENTION PERIOD</u>	<u>REMARKS</u>
<u>Physical Agents</u>			
Radiation	Wipe Samples	40 yrs. ² following termination, death, or retirement.	If a record is made of the results of a wipe test and the area tested is one with which an employee would ordinarily come in contact, and the test would be useful in assessing whether an employee was exposed to a substance, then it must be kept; e.g., a record of the results of a colorimetric wipe test for a substance on a handrail would be retained, but an operator checklist noting that a wipe test was run (without noting the result) would not need to be kept; a wipe test to determine if a normally inaccessible radiation source is leaking would not need to be retained, but a record of the results of a wipe test to determine if decontamination is complete before additional work begins would be kept.
	Surveys	40 yrs. ²	
	Monitoring Results (film badges, pocket dosimeters, film rings, etc.)	40 yrs. ² following termination, death, or retirement.	
	Microscopic Surveys	3 yrs	

² Unless specific license requires otherwise.

RECORD RETENTION SCHEDULE - OCCUPATIONAL HEALTH

<u>SUBJECT</u>	<u>RECORD</u>	<u>RETENTION PERIOD</u>	<u>REMARKS</u>
<u>Physcial Agents (Cont'd.)</u>			
Noise	Audiometric Test Room:		
	• Daily functional check	5 years	
	• Annual calibration check	5 years	
	• Biennial exhaustive calibration	5 years	
	• Measurements of background sound pressure levels	5 years	
	Audiometric Test Records	40 yrs. following termination, death, or retirement.	
	Dosimeter Results	40 yrs. following termination, death, or retirement.	
	Annual Surveys	3 yrs.	As long as these are not the only means of evaluating workers' exposure.
Heat Stress		40 yrs.	If the surveys are the only means of evaluating workers' exposure.
	Study	40 yrs.	

RECORD RETENTION SCHEDULE - OCCUPATIONAL HEALTH

DUP 0802596

<u>SUBJECT</u>	<u>RECORD</u>	<u>RETENTION PERIOD</u>	<u>REMARKS</u>
<u>Chemical Agents</u>			
Biological Monitoring Results		40 yrs. following termination, death, or retirement.	
Engineering Samples (e.g., area, leak, patrol)		1 yr. max.	Discard as long as these are not the only means of evaluating workers' exposure. These are operating records not exposure files; therefore, do not file with exposure records.
Area/ Vessel Entry		40 yrs. following termination, death, or retirement.	Retain those dealing with personal exposure to contaminants. Do not retain explosivity or O ₂ tests.
Wipe Test		40 yrs. following termination, death, or retirement.	If a record is made of the results of a wipe test and the area tested is one with which an employee would ordinarily come in contact, and the test would be useful in assessing whether an employee was exposed to a substance, then it must be kept; e.g., a record of the results of a colorimetric wipe test for a substance on a handrail would be retained, but an operator checklist noting that a wipe test was run (without noting the result) would not need to be kept; a wipe test to determine if a normally inaccessible radiation source is leaking would not need to be retained, but a record of the results of a wipe test to determine if decontamination is complete before additional work begins would be kept.