

**GARS Directorate and EE Department**  
**Environment, Safety, & Health Records/Documents Management**

	Topic / Series Title	Record Description	BNL Site Specific File Plan DOE Retention	Responsible Party Location
1.	<b>Occupational Health &amp; Safety (OHSAS 18001) Management System Description (Manual)</b>	The written OSH program of an organization. <b>CONTROLLED DOCUMENT</b>	ADM-16.1.1 Permanent	OSH Rep. Location: GARS RO web site. Signed copies in RO Office Files B179B.
2.	<b>Environment, Safety &amp; Health (OHSAS 18001/ISO14001) Management Plans</b>	Annual list of targets & objectives and performance indicators for the improvement of the ESH program of an organization. <b>CONTROLLED DOCUMENT</b>	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	RO Manager Location: GARS RO web site. Signed copies in RO Office Files B179B.
3.	<b>OSH 18001 Support and Risk Assessments Files</b>	Records verifying organizational compliance with the OSH 18001 program. <b>Central file for task lists and JRA/ FRA risk assessments</b> <b>CONTROLLED DOCUMENT</b>	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	OSH Rep Location: GARS RO web site. Signed copies in RO Office Files B179B.
4.	<b>Process Assessments</b>	Documents BNL industrial processes. <b>CONTROLLED DOCUMENT</b>	ENV-1.K.1 - Cut off annually. Destroy 25 years after cutoff	ECR Location: Bldg. 120
5.	<b>Environmental Management System (ISO 14001) (EMS) Manual &amp; Support Files</b>	Contains EMS Manual, Significant Aspects, and support documentation for Environmental Management System (EMS) Program <b>CONTROLLED DOCUMENT</b>	ENV-1.K.1 - Cut off annually. Destroy 25 years after cutoff	EMS Rep. Location: B179B
6.	<b>Local Emergency Plans</b>	Contains Local Emergency Response Plan generated for each building at BNL. It may contain the original plan, procedures for an emergency situation, locations of emergency shut offs, building floor plans, in/out door assembly areas and evacuation zone. <b>CONTROLLED DOCUMENT</b>	ADM 18.27 - Destroy 3 years after issuance of a new plan or directive.	Local Emergency Coordinators Location: Copies posted in Buildings; signed copies in RO Office Files B179B.
7.	<b>Contingency Plans</b>	Plans posted at the 90-day Accumulation Areas. Consists of the emergency response plans, which identify environmental and safety hazards at a facility and surrounding areas. The plan lists phone location, name of contact, and diagram of pertinent area. <b>CONTROLLED DOCUMENT</b>	ENV-1.B.1 - Destroy 3 years after issuance of a new plan	90 Day Area Mgrs. Location: 90-Day Area/vicinity; signed copies in RO Office Files B179B.
8.	<b>Safety Assessment Documents &amp; Safety Analysis Reports</b>	Documentation of safety analysis reports relating to facilities. Records relating to health, safety & environmental issues. Records should include related DOE Safety Evaluation Report. <b>CONTROLLED DOCUMENT</b>	ENV-1.B.4.B - Review annually. Cutoff when superseded, obsolete, or cancelled. Destroy 25 years after cutoff	Currently N/A
9.	<b>FUAs</b>	A Facility Use Agreement is a "contract" between the facility occupants and the "landlord" (Laboratory Management) that specifies the operational safety envelope for the facility. <b>CONTROLLED DOCUMENT</b>	ENV-1.K.1 - Cut off annually. Destroy 25 years after cutoff.	F&O FPM F&O - SBMS
10.	<b>Laser SOP</b>	Laser SOPs for laser operations within GARS/EE <b>CONTROLLED DOCUMENT</b>	ADM-16.1.1 - Permanent. Cut off at the end of each fiscal year. Transfer to inactive storage after 5 years. Transfer to NARA in 5 year blocks when most recent record is 25 years old.	Laser POC Location: B179B
11.	<b>RGD Procedure/ Documentation</b>	Procedure/Documentation Requirements For Radiation-Generating Device Operation in GARS/EE <b>CONTROLLED DOCUMENT</b>	ADM-16.1.1 - Permanent. Cut off at the end of each fiscal year. Transfer to inactive storage after 5 years. Transfer to NARA in 5 year blocks when most recent record is 25 years old.	RGD Custodian Location: B179B
12.	<b>ESH Management Reviews and E/OSH Records of Decision Documents</b>	Documentation of presentations to senior management on the actions and status of the organizations E/OSH/ program.	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	RO Manager Location: GARS RO web site. Signed copies in RO Office Files.

**GARS Directorate and EE Department**  
**Environment, Safety, & Health Records/Documents Management**

	Topic / Series Title	Record Description	BNL Site Specific File Plan DOE Retention	Responsible Party Location
13.	<b>ESH Internal Assessments/ Audits</b>	Internal Assessment Results of an organization.	ADM-22.1.A.2 Destroy after 10 years	POC: RO Manager Location: ATS, or RO Office Files B179B.
14.	<b>Safety &amp; Health Training</b>	Records for safety & health training such as manuals, syllabuses, and other training aids; description of course content; examination documentation, attendance rosters; documentation of required performance, & lesson plans.	ADM-1.29.2.A.2 - Transfer to a federal records center after last session. Destroy 75 years after transfer.	BNL Training Office, BTMS/Training Coordinator
15.	<b>Tier 1 Facility Safety Inspections</b>	Records of routine safety inspections.	ADM-18.9 - Cut off at the end of the fiscal year. Destroy 75 years after discontinuation of the facility.	ES&H Coordinator Location: RO Office B179B.
16.	<b>Work Planning and Control Documentation- Work Permits</b>	Consists of work planning & control documentation. It includes the original, signed work permit, the job tracking log & the control procedures.	ADM-18.37 - Destroy 75 years after the date of the permit.	Work Control Coordinators/Work Control Manager Location: Resp. Party's Files.
17.	<b>Non Radiological Permits</b>	Safe work permits granting approval for employees to work on a potentially hazardous job or area. Includes confined space, working on or near energized equipment, digging, cutting/welding and penetration permits. Permits contain job descriptions, instructions to workers & approval signature of responsible supervision.	ADM-18.37 - Destroy 75 years after the date of the permit	PI/Supervisor Location: Work Area
18.	<b>Radiation Work Permits</b>	Radiation work permits granting approval for employees to work in radiation areas. Permits contain job descriptions, instructions to workers & approval signature of responsible supervision.	ADM-1.21.3D - Cut off at the close of the fiscal year. Destroy 75 years after cutoff.	FS Rep. Location: 801
19.	<b>Work Planning and Control Documentation- Experimental Safety Reviews</b>	Contains safety review documentation, which demonstrates that control systems, utilized in operations, have the capability for safe use. Items used include sites, facilities, structures, plants, materials, spent fuel, waste, machinery and equipment.	ADM-18.37 - Destroy 75 years after the date of the permit.	Experimental Review Coordinator Location: RO Files B179B.
20.	<b>Occurrence Reports that are ESH related</b>	Reports documenting specific occurrences in the organization, which violate or pose a threat to safety. These files are for Investigative incidents and Critiques not maintained in the DOE Occurrence Reporting System.	ADM-18.11.1.B - EPI - Cut off at the end of the fiscal year in which the case was closed. Destroy 15 years after cutoff.	Owner/Location: Reportable: Appropriate BNL Manager/Org. (e.g. ORPS-Syst. Mgr.; RARs-RCD; Illness/Injury: SHSD.
21.	<b>Operating Manuals that are ESH related</b>	Operating Manuals for OSH meters identified in operational control documents such as JRA, FRA, SOP, ESR, Work Permits, etc.	ADM-17.32A- Retain until item removed from service	Owner/operator of instrument
22.	<b>Equipment Records for M&amp;TE w/ S&amp;H consequences</b>	Control and Calibration records of Measuring/Test Equipment used in hazard assessments	ADM-1.21.2D Destroy 5 years after calibration.	RCD for rad instruments; SHSD for IH instruments; other: owner/operator.
23.	<b>R2A2</b>	This series consists of the signed record copy of position descriptions that include information on title, series, grade, duties, and responsibilities and related information for each employee.	ADM-1.7.B Destroy 75 years after position is abolished or description is superseded.	Line Managers Location: PeopleSoft HR
24.	<b>TTVM Electrical Permit</b>	TTVM Electrical Work Permit For GARS/EE	ADM-16.1.1 - Permanent. Cut off at the end of each fiscal year. Transfer to inactive storage after 5 years. Transfer to NARA in 5 year blocks when most recent record is 25 years old.	GARS WCM/ERC Location: B179B
25.	<b>GARS Cognizant Space Manager (CSM) Walkthrough Checklists</b>	Contains CSM Walkthrough Checklists completed by GARS CSMs	ADM-18.9 - Cut off at the end of the fiscal year. Destroy 75 years after discontinuation of the facility.	CSM Coordinator Location: RO Office B179B.

**GARS Directorate and EE Department**  
**Environment, Safety, & Health Records/Documents Management**

	Topic / Series Title	Record Description	BNL Site Specific File Plan DOE Retention	Responsible Party Location
26.	<b>90-Day Accumulation Area Weekly Inspection Checklists</b>	90-Day Accumulation Area Weekly Inspection Checklists	ENV-2.A.1.C – Destroy 3 years after date of inspection	EMS Reps. Location: 90-Day Mgr (Current & Previous Year) RO Office B179B) (Remaining years)
27.	<b>Forms</b>	Master Copies of Blank Forms (e.g., Document Transmittal, Change History, and CSM Checklist	ADM-16.3.A - Destroy 5 years after related form is discontinued, superseded, or canceled	RO Admin. Location: B179B
28.	<b>GARS/EE list of ESH Records/ Documents</b>	List of GARS/EE Records and Documents related to ESH Program	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	OSH Rep Location: GARS RO web site. Copy in RO Office Files B179B.