

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division	NUMBER IH60200
	REVISION FINAL Rev2
INDUSTRIAL HYGIENE GROUP Standard Operating Procedure	DATE 09/21/06
	PAGE 1 OF 15
SUBJECT: Records Management & Document Retention	

Contents

- 1.0 Purpose & Scope**
- 2.0 Responsibilities**
- 3.0 Definitions**
- 4.0 Prerequisites**
- 5.0 Precautions**
- 6.0 Procedure**
- 7.0 Implementation & Training**
- 8.0 References**
- 9.0 Attachments**
- 10.0 Documentation**



1.0 Purpose & Scope

This document describes the SHSD Industrial Hygiene Group (IHG) program for record filing and retention of critical administrative and management files, personal exposure monitoring records, hazard assessment reports, computer files, and other similar records. Its purpose is to establish a policy to:

- Identify all records that need to be maintained.
- Consolidate important records into controlled areas and onto secure electronic storage media.
- Ensure proper retention of reports, memo, sampling data, and other appropriate records.
- Organize records to facilitate short-term retrievability & long-term archive.
- Meet all regulatory and contractual requirements for records management & comply with BNL, DOE, OSHA, and EPA data recording/recordkeeping requirements for critical records.
- Comply with the ESH&Q Records Management Procedure DH-ADM-002.
- Provide a uniform protocol for document control of exposure and program documents regarding industrial hygiene hazards.

The ESH&Q Records Management Procedure DH-ADM-002 does not apply to records generated and received prior to May 1, 2000, but the IH Group will maintain all historical records of the IH program status, hazard assessment reports, and exposure monitoring records according to this procedure, regardless of the time period the record was generated at BNL.

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division	NUMBER IH60200
	REVISION FINAL Rev2
INDUSTRIAL HYGIENE GROUP Standard Operating Procedure	DATE 09/21/06
	PAGE 2 OF 15
SUBJECT: Records Management & Document Retention	

This procedure applies to all records maintained by the IH Group including:

- Applicable records generated by the IH Group, and
- Internal and external records of the BNL IH Program status, employee exposure, area exposure, or hazard assessments received by the IH Group.

2.0 Responsibilities

- 2.1 **Program Administration:** This procedure is administered through the SHSD Industrial Hygiene Group. Members of the SHSD Industrial Hygiene Group are required to follow this procedure.
- 2.2 Other BNL organizations that provide BNL with quantitative IH field monitoring services are required to follow the exposure monitoring record part of this SOP. Records on IH exposure monitoring provided to the IH Group for storage must meet the requirements of this procedure to be stored in the IH Group files.
- 2.3 Organizations may follow equivalent procedures that ensure an equal or superior method of retention for qualitative hazard assessment documentation they generate. They may store qualitative hazard assessment records in their files. If they wish for their qualitative hazard assessment records to be filed in the IH Group's file, then the organization must follow this procedure.
- 2.4 **Industrial Hygiene Professional:** The *Industrial Hygiene Professional* of SHSD and other BNL organizations are to be qualified by their supervision.
 - 2.4.1 When these individuals conduct or supervise Industrial Hygiene personal exposure monitoring, they are responsible for ensuring a quality hazard assessment report is prepared that is:
 - Provided in a timely manner to all appropriate parties.
 - Marked with the appropriate filing code obtained from the ESH&Q Directorate Records Management Procedure Master Filing List.
 - Correctly and completely entered into the BNL IH exposure monitoring database (i.e. *Compliance Suite*[®]).
 - Presented to the IHG *Monitoring Record Custodian* for filing (original records of sampling and analysis).

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division	NUMBER IH60200
	REVISION FINAL Rev2
INDUSTRIAL HYGIENE GROUP Standard Operating Procedure	DATE 09/21/06
	PAGE 3 OF 15
SUBJECT: Records Management & Document Retention	

2.4.2 When IH Group *IH Professionals* conduct self-assessments, they are responsible for ensuring that appropriate records are filed as per this SOP and also forwarded for entry in the Correspondence and Commitment Tracking System (CCTS) and the Assessment Tracking System (ATS) (refer to subject areas in SBMS).

2.5 ***Industrial Hygiene Group Staff:*** The Industrial Hygiene group staff members are responsible for ensuring that this procedure is followed by:

- Marking records with the appropriate filing code obtained from Appendix 9.1.
- Filing all records generated, received and maintained according to Section 6.

2.6 ***IH Group Administrative Record Keeper:*** The IH Group's administrative assistant position is designated to be responsible for maintaining IH memorandums and program documents in accordance with the Laboratory *Records Management* Subject Area, the ESH&Q *Records Management Procedure*, and this procedure. This person will maintain the *Document Log database*.

2.7 ***IH Monitoring Record Custodian.*** The IH Group's IH Lab Technician position is designated to be responsible for maintaining chain of custody, field sampling sheets, analysis reports, and other exposure assessment records in accordance with this procedure.

3.0 Definitions

3.1 ***BNL IH exposure monitoring database:*** A single, unified electronic database that compiles all industrial hygiene sampling records taken at BNL's Upton location. The current database and previous versions maintained on the SHSD Shared Drive

[\\Bnlnt2\shsd\Industrial Hygiene] include:

- *Compliance Suite* maintained by the SHSD IH Group for data entry by the organization taking exposure assessment samples. Covers all monitoring from 2003 to present.
- *Microsoft Access* databases of airborne IH Hazards, asbestos airborne fiber analysis, and noise area survey and dosimetry data. Cover the period of 1986-2003. (*Note: A R-Base* database of asbestos airborne fiber analysis, and some other exposure records existed for the period of records from 1987-1988. The information from this file was included in the Microsoft Access databases and is no longer supported by the IH Group.)

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division	NUMBER IH60200
	REVISION FINAL Rev2
INDUSTRIAL HYGIENE GROUP Standard Operating Procedure	DATE 09/21/06
	PAGE 4 OF 15
SUBJECT: Records Management & Document Retention	

- 3.2 **Industrial Hygiene Professional:** A person designated by their Division Manager/Department Chair to conduct industrial hygiene hazard assessments.
- 3.3 **IH Monitoring Record Custodian:** A person designated by the IH Group Leader to maintain exposure monitoring data records in accordance with this procedure and BNL policies. These records include: Lab analysis results, field sampling sheets, Chain-of-Custody records, and other documentation generated regarding quantitative exposure assessments. The *Official* files are kept in Building 120, Room 1-20.
- 3.4 **IH Group Administrative Record Keeper:** A person designated by the IH Group Leader to maintain the memorandum, administrative, and program documents in the *Official* files in Building 120, Room 1-26 and to enter records into the site's document database.
- 3.5 **Record:** Information of any kind and in any form (e.g., paper, photographs, microfilms, and electronic media), created, received, and maintained by individuals and the Laboratory as evidence of its functions, policies, decision, procedures, operations, or other activities. **Record Storage types** applicable to IH Group operations are:
- **Administrative Record:** Any recorded information that serves as the vehicle for management problem solving and decision making, relating to the work of an office. The information can be letters, memoranda, completed forms, directives, reports, photographs, maps, microfilm, motion pictures, computer tapes and disks, and e-mail messages.
 - **Epidemiological Records (ER):** Records that provide significant information about personnel, environmental, health and safety operations; documents where people work and their potential exposure to hazardous materials (such as radiation, chemical, and metals) and chart the various factors that determine the frequency and distribution of diseases in human and other animal populations. The following are primary records required for epidemiological or health assessments: medical; rights and interests; safety and environmental; personnel; human experimentation.
 - **Legal Records:** Records that provide legal proof of a business transaction or mandate the retention of a record for any period due to statutory or regulatory requirements.
- 3.1 **Working copies:** Unofficial records of documentation maintained by IH Group staff for personal reference. This includes, preliminary drafts of documents prior to distribution of a final draft for comments and approval, notes and calculation on scrap paper used in generating hazard assessment reports, copies of reference material from external sources used to develop thoughts and opinions eventually expressed in formal memorandum. This level of record does not require entry into the Official files and may be discarded when no longer needed by the generator.

The only official copy is on-line at the SHSD IH Group website.
Before using a printed copy, verify that it is current by checking the document issue date on the website.

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division	NUMBER IH60200
	REVISION FINAL Rev2
SUBJECT: Records Management & Document Retention	DATE 09/21/06
	PAGE 5 OF 15

3.2 **Reference copies:** Records that do not require entry into the Official files may be maintained by IH Group staff for personal reference. This includes: copies of file copy or original documents, text and images copied or downloaded from external sources that increase the individual's knowledge of a subject, copies of governmental regulations, consensus standards, textbooks, and references.

4.0 **Prerequisites** None. See qualification in Section 7.

5.0 **Precautions**

Personal Protective Equipment: The use of personal protective equipment to protect personnel when preparing and filing records and reports is not typically required.

6.0 **Procedure**

6.1 **Equipment:** Typical file supplies (including: file cabinets, folders, computers, electronic image scanners, and electronic media).

6.2 **File Code:** Assign a file code to all documents being generated. The Subject Area codes are determined from the list in **Attachment 9.1**. Format for coding documents is:

IHnn.YY

where **nn** equals the IH Subject area code (type of task) 10 thru 106 from Appendix 9.1
YY equal the year the record is generated

Example: A report on Asbestos personal airborne fiber exposure monitoring in 2004, is given the following file code:

IH88.04

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division	NUMBER IH60200
	REVISION FINAL Rev2
INDUSTRIAL HYGIENE GROUP Standard Operating Procedure	DATE 09/21/06
	PAGE 6 OF 15
SUBJECT: Records Management & Document Retention	

6.3 Hazard Assessment & Employee Monitoring “Hardcopy” Records:

6.3.1 *IH Professional* notifies affected employees and their line management within 5 business days using *IH 60500 Attachment 9.4 5-day Employee Notification form*, or equivalent. Provide a copy to the *IH Monitoring Record Custodian*.

6.3.2 The *IH Professional* provides documentation for all personnel samples collected at BNL to the *IH Group Record Custodian* in the following manner:

- The original of photos, sketches, sampling sheets, etc
- The original of laboratory analysis reports, chain of custody forms, and field sampling forms, and meter log printouts
- Copies of exposure assessment reports and its attachments and exhibits.
- The *IH Professional* may keep unofficial copies of the files for personal reference. Copies of documents that are not the official record need to be marked “COPY”.
- The official copies of all records are to be kept by the *IH Group Record Custodian* in a manner approved by BNL record retention policy and in compliance with *ESH&Q Records Management Procedure DH-ADM-002*, *SBMS Records Management*, OSHA and DOE regulations. Approved storage is in metal file cabinets in Building 120 Room 1-20.

6.3.3 The *IH Professional* prepares a hazard assessment report of exposure monitoring or qualitative hazard assessments. It is highly desirable for it to be issued within 30 days of receipt of the sampling results. Provide a copy to the *IH Monitoring Record Custodian*.

6.4 Employee Monitoring “Electronic” Records: The *IH Professional* is to provide copies of all electronic documentation regarding the collection of area and personnel samples collected at BNL to the *IH Monitoring Record Custodian*. This includes text documents and electronic photo images. The *IH Monitoring Record Custodian* either:

6.4.1 Securely stores electronic files in a manner approved by BNL record retention policy and in compliance with OSHA and DOE regulations, or

6.4.2 Provide directions to the *IH Professional* on how to securely store electronic files in a manner approved by BNL record retention policy and in compliance with OSHA and DOE regulations.

6.4.3 The approved method in storage of the electronic record is to enter the file(s) into the SHSD “Shared Drive” \\Bnlnt2\shsd\Industrial Hygiene.

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division	NUMBER IH60200
	REVISION FINAL Rev2
INDUSTRIAL HYGIENE GROUP Standard Operating Procedure	DATE 09/21/06
	PAGE 7 OF 15
SUBJECT: Records Management & Document Retention	

6.4.4 The *IH Professional* may keep unofficial copies of electronic files for personal reference.

6.5 **Program Documentation “Hardcopy & Electronic” Records:**

6.5.1 The *IH Professional* who develops program level documentation, such as Self Assessments, SBMS documents, SOPs, and training material is to secure all electronic files and hardcopy documentation in the following manner.

6.5.2 The *IH Professional* is to securely store electronic files in a manner approved by BNL record retention policy and in compliance with OSHA and DOE regulations. The approved method in storage of the record is to enter a copy into the SHSD “Shared Drive” \\Bnlnt2\shsd\Industrial Hygiene.

6.5.3 The *IH Professional* is to provide a paper copy of the documentation to the *IH Group Administrative Record Keeper* for filing in the *Official* files in Building 120, Room 1-26. The *IH Group Administrative Record Keeper* enters the record into the *Document Log Database*.

6.5.4 The *IH Professional* may keep unofficial copies of electronic files for personal reference.

6.6 **Transfer of records from Active Storage Areas to the *BNL Records Holding Area*.** Records can be transferred to the *BNL Records Holding Area* after 6 months of non-use, at the end of a project, or at the end of the retention period. Obtain concurrence from the IH Group Leader prior to transferring records to the Holding Area.

6.6.1 Obtain appropriate storage box: PPM# S00490.

6.6.2 Place records in labeled folders.

6.6.3 Fill out a *Records Management Inventory Form* (found in SBMS Records Management). https://sbms.bnl.gov/sbmsearch/subjarea/97/97_Exh4.cfm?ExhibitID=6583

Volume: 1 letter size file drawer = 1.5 cu.ft.

Volume: 1 legal size file drawer = 2.0 cu.ft.

6.6.4 Determine the Site-Specific Record Schedule in Attachment 9.1 (based on the *SBMS Records Management*).

6.6.5 Forward the *Records Management Inventory Form* to *SHSD Records Representative* for entry into database.

6.6.6 Complete the *BNL Records Transmittal* form.

6.6.7 Call the Record Holding Area at x-7962 or x-5070 to arrange for transfer of the records.

The only official copy is on-line at the SHSD IH Group website.
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BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division INDUSTRIAL HYGIENE GROUP Standard Operating Procedure	NUMBER IH60200
	REVISION FINAL Rev2
SUBJECT: Records Management & Document Retention	DATE 09/21/06
	PAGE 8 OF 15

6.7 The SHSD OSH Point of Contact maintains a list of the filing locations or records and documents on the [SHSD OSH Web Page](#).

7.0 Implementation and Training

- 7.1 Training prior to using this procedure includes a demonstration of proper training and experience.
- 7.2 Personnel are to document their training using Attachment 9.2, the Job Performance Measure Completion Certificate. Qualification on this JPM is required on a 3 year basis.

8.0 References

- 8.1 BNL *Records Management* Subject area
- 8.2 ESH&Q *Records Management Procedure* DH-ADM-002

9.0 Attachments

- 9.1 IH Group Files Codes
- 9.2 OHSAS 18001 Record/Document List of File Locations
- 9.3 Job Performance Measure

10.0 Documentation

Document Development and Revision Control Tracking		
Prepared By: <i>(signature/date on file)</i> R. Selvey 3/29/05 Certified Industrial Hygienist	Reviewed By / Date: <i>(signature/date on file)</i> S. Wiley 4/08/05 SHSD Records Manager	Approved By / Date: <i>(signature/date on file)</i> R. Selvey 04/12/05 Industrial Hygienist Group Leader
ESH Coordinator/ Date: <i>none</i>	Work Coordinator/ Date: <i>none</i>	SHSD Manager / Date <i>none</i>

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BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division INDUSTRIAL HYGIENE GROUP Standard Operating Procedure	NUMBER IH60200
	REVISION FINAL Rev2
SUBJECT: Records Management & Document Retention	DATE 09/21/06
	PAGE 9 OF 15

QA Representative / Date: <i>none</i>	Training Coordinator / Date: <i>none</i>	Filing Code: IH60.05
Facility Support Rep. / Date: <i>none</i>	Environ. Compliance Rep. / Date: <i>none</i>	Effective Date: 04/13/05
ISM Review - Hazard Categorization <input type="checkbox"/> High <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Low/Skill of the craft	Validation: <input type="checkbox"/> Formal Walkthrough <input checked="" type="checkbox"/> Desk Top Review <input type="checkbox"/> SME Review Name / Date:	IMPLEMENTATION: Training Completed: BTMS tracked Procedure posted on Web: 09/21/06 Hard Copy" files updated: 09/21/06

Revision Log		
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input type="checkbox"/> Periodic review <input checked="" type="checkbox"/> Clarify/enhance procedural controls Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input checked="" type="checkbox"/> none of the above Section/page and Description of change: Minor changes to Section 7 text to include the JPM. Added Attachment 9.2 to link to OHSAS 18001 OSH record list. Added Attachment 9.3 the Job Performance Measure form.		
<i>(signature on file) R. Selvey 07/05/06</i> SME Reviewer/Date:	Reviewer/Date:	Reviewer/Date:
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input type="checkbox"/> Periodic review <input checked="" type="checkbox"/> Clarify/enhance procedural controls Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input checked="" type="checkbox"/> none of the above Section/page and Description of change: Added a new code for Nanomaterials to Attachment 9.1. Also added a footnote within Attachment 9.1 regarding SHSD HP80.6 as an alternative file code for OHSAS 18001 files.		
<i>(signature/date on file) R. Selvey 09/21/06</i> SME Reviewer/Date:	SME Reviewer/Date:	SME Reviewer/Date:
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input type="checkbox"/> Periodic review <input type="checkbox"/> Clarify/enhance procedural controls Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input type="checkbox"/> none of the above Section/page and Description of change:		
<i>(signature/date on file)</i> SME Reviewer/Date:	SME Reviewer/Date:	SME Reviewer/Date:

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division INDUSTRIAL HYGIENE GROUP Standard Operating Procedure	NUMBER IH60200
	REVISION FINAL Rev2
SUBJECT: Records Management & Document Retention	DATE 09/21/06
	PAGE 10 OF 15

Attachment 9.1

IH Group File Codes

Effective Date: 09/21/06

Based on the original ESH&Q Records Management Procedure Key to Filing Codes for Safety and Health Services - Industrial Hygiene (IH) Changes in Red are from additions/deletion from the ESH&Q Directorate List (which has been discontinued).

<u>Type of Task</u>	<u>Retention Time</u>
IH10 Administrative Records	-
11.1 Accounting: Credit Card Records, Purchase Requisitions, ILR	3 years
11.2 Budget Planning, Hire Reqs, Salary Administration	3 years
11.3 Equipment Records	3 years
12 Travel Records	6 years
IH20 Management Records	-
21 R2A2s	Until Superseded
22 Employee Goals	3 years
23 Performance Appraisals	3 years
24 Organization Charts	Until Superseded
25 Personnel Records	3 years
28 Building/Space Records	3 years
IH30 Internal IH Group Committees/Meetings Records	-
31 Staff Meeting Agenda/Minutes	3 years
32 Status Reports of IH Activities	3 years
35 IH Group Internal Ad hoc Teams/Committees	3 years
IH40 Audits/Appraisals/Assessments	-
41 Internal Appraisals/Assessments (SHSD of IH Programs)	10 years
42 External Audits/Appraisals/Assessments (BSA, BHSO, DOE, other)	10 years
IH50 Industrial Hygiene Program	-
51 Control and Calibration of Measuring/Test Equipment	75 years
52 Standard Operating Procedures (SOP's)	75 years
55 Field Service Delivery Program (Organization Alignment/Models)	3 years
56 IH Group's OHS Management System 18001**	3 years
57 IH Group's EMS Management System 14001	3 years

** Note: SHSD OHSAS 18001 files are filed under code HP80.6 (almost all IH Groups records are incorporated into the SHSD files. Only IH Group specific documentation is filed in IH56.)

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division INDUSTRIAL HYGIENE GROUP Standard Operating Procedure	NUMBER IH60200
	REVISION FINAL Rev2
SUBJECT: Records Management & Document Retention	DATE 09/21/06
	PAGE 11 OF 15

IH60	IH Hazard Identification and Evaluation	-
61	Hazardous Materials Control Program	75 years
62	Ventilation/Toxic Exhaust System Design/HEPA	75 years
63	Exposure Monitoring field records, custody, & lab analysis	75 years
64	Building Demolition/Remodel Testing	75 years
65	Employee Exposure Investigation initiated by 3 rd party requests	75 years
66	Work Planning/Permit Reviews	75 years
67	Construction/Project Design/ORR/ORE/ERE Reviews	75 years
68	Experimental Safety Reviews	75 years
69	SAR/SAD Reviews	75 years

IH70	Hazard Control Systems/Programs	-
71	Personal Protective Equipment Program	75 years
72	Respiratory Protective Equipment Program	75 years
72.1	Respirator Fit Test Records	75 years
74	Nanomaterials	75 years
75	Chemicals	75 years
75.1	Chemicals (HAZCOM/Lab Standard Programs)	75 years
75.2	Chemicals (Chemical Specific Evaluations, Exposure Assessments, & Monitoring)	75 years
77	Chemical Management System / MSDS Inventory Programs	75 years

IH80-110	Specific Hazards with Control Programs	-
88	Asbestos	75 years
89	Biohazards	75 years
88	Carcinogens	75 years
91	Confined Spaces	75 years
92	Ergonomics	75 years
93	Lasers	75 years
94	Illumination (Visible Light)	75 years
95	Static Magnetic Fields	75 years
96	Noise and Hearing Conservation	75 years
97	Indoor Air Quality (Office Environments)	75 years
98	Pesticides	75 years
99	Non-Ionizing Radiation (IR, UV, ELF-VHF, RF and Microwave Radiation)	75 years
100	Sanitation	75 years
101	Temperature Extremes	75 years
102	Vibration	75 years
103	Lead	75 years
104	HazWop (including CERCLA HASP reviews)	75 years
105	ER (Emergency Response)	75 years
106	Beryllium	75 years

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BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division	NUMBER IH60200
	REVISION FINAL Rev2
INDUSTRIAL HYGIENE GROUP Standard Operating Procedure	DATE 09/21/06
	PAGE 12 OF 15
SUBJECT: Records Management & Document Retention	

IH 60200 Attachment 9.2

Sample of SHSD Record/Document File locations for OHSAS 18001.

[Original Copy is to be posted on the SHSD OSH Web Page.]

OHSAS 18001 Documents & Records maintained by SHSD

Rev xx/xx/xxxx

	Topic / Series Title	Foremost Address DOE Retention/ Cutoff	Location	Size (cubic feet)	Responsible Party/ File Custodian Owner	E-File
1.	Web site for OHSAS / OSH/ ISM for BNL	A\ADM\1000-17-06 ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	Building 120 Room 1-22 File Code: HP80.7	n/a	R. Selvey OHSAS 18001 Project Manager	http://www.bnl.gov/esh/shsd/ohsas/osh_site_master.asp
2.	OHSAS 18001 Support Files- BNL site level Phase 1, 2, & 3 Program development records (timelines, applications, accounting reference records, etc.)	A\ADM\1000-20-08 ADM-22.4 75 years	Building 120 Room 1-22 File Code: HP80.7	0.2	R. Selvey OHSAS 18001 Project Manager	\\BnlInt2\shsd\OHSAS 18001\Site program documents\
3.	OSH 18001 Support and Risk Assessments Files Records verifying organizational compliance with the OSH 18001 program. Central file for task lists and JRA/ FRA risk assessments	A\ADM\1000-17-16 ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	Building 120 Room 1-22 File Code: HP80.7	0.2	R. Selvey OHSAS 18001 Project Manager	\\BnlInt2\shsd\OHSAS 18001\ESHQ\SHSD\
4.	Training for OHSAS18001 at the organization level Records for environmental 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.	A\ADM\1000-01-22 ADM-1.29.2.A.2 - Transfer to a federal records center after last session. Destroy 75 years after transfer.	Building 120 Room 1-22 File Code: HP80.7	0.2	R. Selvey OHSAS 18001 Project Manager	none
5.	Occurrence Reports OSH related Reports documenting specific occurrences at BNL, which violate or pose a threat to quality, safety & operational procedures. There are three types of occurrence: emergency, off normal & unusual. These are not originals, which are maintained in the DOE Occurrence Reporting System. (Investigative incidents, Critiques, ORPS investigation)	A\ADM\1000-17-10 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.			SHSD J. Ellerkamp	
6.	Incident Reports Reports, statistics & correspondence relative to traffic & property damage accidents, industrial personal injury accidents, and incidents.	A\ADM\1000-17-09 ADM-18.11.1.C - Destroy when 10 years old			SHSD J. Ellerkamp	
7.	Safety Analysis Reports for Nuclear Facilities Documentation of safety analysis for a nuclear facility to ensure that the facility can be constructed, operated, maintained, shut down & decommissioned safely & in compliance with applicable laws & regulations. Records relating to health, safety & environmental issues. Includes the related DOE Safety Evaluation Report CONTROLLED DOCUMENT	B\ENV\2000-01-04 ENV-1.B.4.B - Review annually. Cutoff when superseded, obsolete, or cancelled. Destroy 25 years after cutoff			SHSD J. Ellerkamp	
8.	Material Safety Data Sheets Contains safety information on hazardous chemical products obtained from chemical manufacturers and/or chemical information services	B\ENV\2000-02-20 ENV-2.C.7 - Destroy 75 years after substance has been removed from use.	T-501 Room 1 File Code: IH77	8	SHSD R. Petricek	
9.	OSHA Inspections Reports and logs including (Occupational Safety and Health	A\ADM\1000-01-49 ADM-1.34 - Destroy when			SHSD J. Ellerkamp	

IH 60200 Attachment 9.2

Sample of SHSD Record/Document File locations for OHSAS 18001.

[Original Copy is to be posted on the SHSD OSH Web Page.]

OHSAS 18001 Documents & Records maintained by SHSD

Rev xx/xx/xxxx

	Topic / Series Title	Foremost Address DOE Retention/ Cutoff	Location	Size (cubic feet)	Responsible Party/ File Custodian Owner	E-File
	Administration Forms) 100, 101 102, and 200 or equivalents maintained as prescribed in 29 CFR 1960 and OSHA Pamphlet 2014 to document occupational injuries and illness for each establishment.	75 years old.				
10.	Construction Safety Plans- Health and Safety Plans This series consists of Health and Safety Plans submitted by contractors that specify how work will be performed to comply with all environmental safety & health regulations. This series is used administratively and kept for project/work in progress.	A\ADM\1000-16-24 ADM-18.35.B - EPI-- Destroy 5 years after the date of completion of either a task or performance of an activity or action for which the documentation will have no future applicability for demonstrating an item's capability for safe operation. Additionally, destroy it.			SHSD J. Ellerkamp	
11.	Environmental, Safety & Health (ESH) Investigations ESH Investigative case files & reports. Investigations may be described as audits, appraisals, inspections & management reviews. Documents include, but not limited to, conformance & final reports, correspondence, notes, attachments & log books.	A\ADM\1000-20-08 ADM-22.4 - Cut off upon completion of audit or investigation. Destroy when 75 years old.	Building 120 Room 1-26 File Code: HP60-105	5.0	Industrial Hygiene R. Selvey	\\BnInt2\shsd\Industrial Hygiene\
					Safety Engineering J. Ellerkamp	
12.	Industrial Hygiene Records Series contains Industrial Hygiene logsheet recording surveys for industrial hazard other than radiation and contamination.	A\ADM\1000-01-44 ADM-1.21.2.D - Destroy 75 years after cutoff.	Building 120 Room 1-20 File Code: HP60-105	5.0	Industrial Hygiene R. Selvey	
13.	Exposure Investigations Series contains investigations of exposure of personnel to hazardous concentration of toxic chemicals and other material, excluding radionuclides and individual employee files.	A\ADM\1000-01-42 ADM-1.21.2.C - Cutoff at the close of the fiscal year in which the employee left employment. Destroy 75 years after cutoff.	Building 120 Room 1-26 File Code: HP60-105	5.0	Industrial Hygiene R. Selvey	\\BnInt2\shsd\Industrial Hygiene\
					Safety Engineering J. Ellerkamp	
14.	Operating Manuals that are OSH related Operating Manuals for OSH meters identified in operational control documents such as JRA, FRA, SOP, ESR, Work Permits, etc. CONTROLLED DOCUMENT	A\ADM\1000-17-36 ADM-17.32A- Retain until item removed from service	Building 120 Room 1-24 File Code: HP51	0.4	Industrial Hygiene R. Selvey	
					Safety Engineering J. Ellerkamp	
15.	Equipment Records for OSH meters Control and Calibration records of Measuring/Test Equipment used in hazard assessments	ENV\2000-04-03 ADM-1.21.2D Destroy 5 years after calibration.	Building 120 Room 1-24 File Code: HP51	0.4	Industrial Hygiene R. Selvey	
					Safety Engineering J. Ellerkamp	

**Records Management
Job Performance Measure (JPM) Completion Certificate**

Candidate's Name	Life Number:
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Practical Skill Evaluation: Demonstration of Evaluation Methodology by Oral Exam

Criteria	Qualifying Performance Standard	Unsat.	Recov.	Satisf.
1. Assign File Codes	Knows the method of selecting the correct file code for documents being generated from the list in Attachment 9.1.			
2. Knows IH Records Custodians	Knows the identity of: <i>IH Monitoring Record Custodian</i> and <i>IH Group Administrative Record Keeper</i>			
3. Hazard Assessment & Employee Monitoring "Hardcopy" Records	Knows to notify affected employees and their line management <u>within 5 business days</u> using IH 60500 Attachment 9.4 5-day Employee Notification form, or equivalent. Understands to provide a copy to the <i>IH Monitoring Record Custodian</i> .			
4. Monitoring record storage	Knows to provide the <i>IH Exposure Monitoring Record Custodian</i> with <ul style="list-style-type: none"> o The <u>original</u> of photos, sketches, sampling sheets, etc o The <u>original</u> of laboratory analysis reports, chain of custody forms, and field sampling forms, and meter log printouts o Copies of exposure assessment reports and its attachments and exhibits. 			
5. Employee Monitoring "Electronic" Records:	Knows to provide copies of all electronic documentation regarding the collection of area and personnel samples collected at BNL to the <i>IH Monitoring Record Custodian</i> . The approved method in storage of the electronic record is to enter the file(s) into the SHSD "Shared Drive" \\Bnlnt2\shsd\Industrial Hygiene.			
6. Program Documentation "Hardcopy & Electronic" Records:	Knows where and how to preserve program level documentation, such as Self Assessments, SBMS documents, SOPs, and training material is to secure all electronic files and hardcopy documentation in the following manner. <ul style="list-style-type: none"> o Enter a copy into the SHSD "Shared Drive" \\Bnlnt2\shsd\Industrial Hygiene. o Provide a paper copy of the documentation to the <i>IH Group Administrative Record Keeper</i> for filing in the Official files in Building 120, Room 1-26. 			
7. Transfer of records from Active Storage Areas to the BNL Records Holding Area.	Knows the process to request that Records be transferred to the BNL Records Holding Area after 6 months of non-use, at the end of a project, or at the end of the retention period. Fill out a Records Management Inventory Form (found in SBMS Records Management). https://sbms.bnl.gov/sbmsearch/subjarea/97/97_Exh4.cfm?ExhibitID=6583 . Determines the Site-Specific Record Schedule in Attachment 9.1 (based on the SBMS Records Management).			

I accept the responsibility for performing this task as demonstrated within this JPM and the corresponding SOP.

Candidate Signature:	Date:
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I certify the candidate has satisfactorily performed each of the above listed steps and is capable of performing the task unsupervised.

Evaluator Signature:	Date:
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