

*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 C-AD and SMD 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

Approved: _____ *Signature on File* _____
 Superconducting Magnet Division Head Date

M. Van Essendelft

ENVIRONMENTAL RECORD	RECORD CUSTODIAN	SCHEDULE	RETENTION
Tier I Inspection records / Tracking Database	C-AD Tier I Inspection Manager SMD ES&H Coordinator	ADM-18.11.1.D	Destroy one (1) year after corrective action and closeout
Operational Control Form	C-AD/SMD Environmental Compliance Representative	ENV-1.K.1	25 years
Process Assessment Form / Corrective Action Tracking Database	C-AD/SMD Environmental Compliance Representative	ENV-1.K.1	25 years
ORPS report (for qualifying liquid spills only)	C-AD Associate Chair for ESHQ SMD ES&H Coordinator	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),	C-AD 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 (EWMSD)	C-AD Environmental Compliance Representative	Retention set by EWMSD	Retention set by EWMSD
Chemical distribution system maintenance records (EP)	Plant Engineering Database	Retention set by EP	Retention set by EP
Logbook estimates for air emissions for NYSDEC permitted equipment	C-AD 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) SMD ES&H Coordinator	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	C-AD Water Systems Technical Supervisor	ENV-2.B.5	3 years
Checklist for Operator Response to Makeup Alarms	C-AD Water Systems Technical Supervisor	ENV-2.B.5	3 years

Water Systems Make-Up Checklist	C-AD Water Systems Technical Supervisor	ENV-2.B.5	3 years
Checklists for C-A Water Group Systems	C-AD Water Systems Technical Supervisor	ENV-2.B.5	3 years
Water System Status of Equipment Form	C-AD 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-AD/SMD EMS Management Representative	ENV-1.K.1	25 years
Environmental Aspects Matrix	C-AD/SMD EMS Management Representative	ENV-1.K.1	25 years
Environmental Management Program forms	C-AD/SMD EMS Management Representative	ENV-1.K.1	25 years
EMS Management Review Documentation	C-AD EMS Management Representative	ADM-22.4	75 years
Safety Analysis Reports	C-AD Associate Chair ESH&Q	ENV-1.B.4.A	75 years
CCTS correspondence (EMS-related)	C-AD/SMD EMS Management Representative	ENV-1.K.1	25 years
Policy & Procedures	C-AD Associate Chair ESH&Q	ADM-16.1.1	Permanent
Cryogenic Shift Log	C-AD Cryogenic Systems Group Leader	ENV-1.E.6	75 years
Operational Logbooks	C-AD MCR Group Leader	ENV-1.E.6	75 years
Geomembrane Cap Inspection Records (beam stops & collimators)	C-AD Facilities & Experimental Support Liaison Engineers	ENV-2.A.1.C	3 years after date of inspection
Environmental Nonconformance and corrective & preventive action reports	C-AD Quality group SMD Quality Manager	ENV-2.A.3.B	75 years after action is taken
QA Assessments/ Tracking Database & Schedule	C-AD Quality group	ADM-22.4	75 years
Environmental training records	C-AD Training Manager SMD Training Manager	ADM- 1.29.2.A.2	75 years
E-related JTA's	C-A Training Manager SMD Training Manager	ADM- 1.29.2.A.2	75 years
ASSRC Documents	C-AD Chair of ASSRC	ADM-18.35. 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	C-AD Chair of ESRC	ADM-18.35. B	Same as above
RSC Check-off Lists	C-AD Chair of RSC	ADM-18.35. B	Same as above
Temporary Procedures	C-AD Main Control Room Group Leader	ADM-16.1.1	Permanent
C-A Storage Container/Tank Inspection Records	C-AD Environmental Coordinator	ENV-2.A.1.D	3 years
Radioactive Waste Records (Copies)	C-AD Environmental Coordinator	ENV-2.D.1	3 years
Hazardous Waste Records (Copies)	C-AD Environmental Coordinator	ENV-2.D.1	3 years
Water System Radioactive & Metal Analysis Results	C-AD Environmental Coordinator	ENV-4.D.4	Destroy when results are incorporated into summary reports or when 5 years old
PCB Inventory Sheets	C-AD Environmental Compliance Representative	ENV-1.K.1	Cut off annually. Destroy 25 years after cutoff.