

CENTER FOR ENVIRONMENTAL HEALTH AND SAFETY

540.01 **Monthly Air and Water Emissions Reports**

Dates: 1997 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by month

This record series consists of documents which reflect the water and air emissions from boilers at the Physical Plant. Data include dates of operating periods, minutes of operation, statistical readings of emission, average readings per time segments, total minutes in excess of requirements, time out of service, time unit off line, and time in service. Information from the record series is also given to the IEPA.

Recommendation: Microfilm as processed, then dispose of hardcopy. Transfer security records series microforms (reel only) to an off site location for permanent retention. Agency use microforms are to be maintained in office on a permanent basis. Convenience copies of CD-ROM may be disposed of at discretion of agency.

540.02 **Personnel Occupational Exposure Rate Records (Originals)**

Dates: 1994 - -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of documentation used to record any involvement of university personnel, faculty, students, etc. with radioactive materials/substances on campus (e.g. lab activities.) File series contents include: occupational external radiation exposure history forms, statement of training and agreement, radiation history summary by participant, regulatory guide, occupational exposure records, radiation safety training data, notifications of annual exposure, and occupational dose records.

Recommendation: Retain in office for one (1) year, then microfilm and dispose of hard copy documentation. Retain all record series microforms in office permanently.

540.03 Water Division Project Files (Originals)

Dates: 1977 -
Volume: 12 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: By project name (not alphabetical)

This record series contains correspondence and monitoring documents for university-related and non-university-related water quality testing done by the Pollution Control Division. They monitor such facilities and agencies as the drinking water at Student Housing, tough of Nature's Waste Water Treatment Plant, the water in the campus lake, swimming pool at Pulliam Hall, Vienna Correctional Center's Waste Water Treatment Plant, etc. They have also done air quality and soil sample tests. This file consists of monitoring documents, correspondence, physical descriptions of the plants, maps and other geographic location information, field sampling sheets and billing forms sent to agencies or companies for lab analyses done.

Application 87-65, item 120.01, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain for ten (10) years, then transfer to University Archives for permanent retention.

540.04 Contingency and Emergency Procedure Plan

Dates: 1983 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Numerical by parts of plan (I-V)

This record series contains the contingency and emergency procedure plan for the entire University in the

event of any emergency or contingency related to hazardous wastes. Inspections by state and federal Environmental Protection Agency (EPA) officials are made annually to determine if the plan is adequate and ready to go in case of any emergency. The plan must be resubmitted whenever changes are made, including any staff changes.

Application 87-65, item 120.02, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain permanently with up dated version readily available.

540.05 Closure/Post Closure Plan Files (Originals)

Dates: 1980 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the plan for closing the Hazardous Waste Storage Trailer administered by the Pollution Control Divisions. This record series consists of the plans on how to end usage of the trailer as a hazardous waste storage facility and the post-closure plan for safety and plans for new storage facilities. This plan is up-dated as needed.

Application 87-65, item 120.03, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain permanently in the office.

540.06 Disposal Site/Disposal Company Illinois Hazardous Waste Manifests (Agency Record Copy)

Dates: 1983 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By name of company

This record series contains correspondence with the amount and type of materials Southern Illinois University sends to the companies for disposal, copies of the Environmental Protection Agency (EPA) manifests that are necessary for out-of-state shipments, records of bulk drum transportation and disposal of inorganic substances, and certificates of disposal from landfills. The Illinois EPA retains its agency record copies of "Special Waste Hauling Manifests" for twenty-five (25) years at the State Records Center in the form of reel microfilm with manifests arranged in chronological order, as per Records Application 84-47M, item 1.

Application 87-65, item 120.04, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain permanently in the office.

540.07 Annual Report Files (Agency Record Copies)

Dates: 1982 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains annual reports submitted to the Illinois Environmental Protection Agency (EPA) and the federal Environmental Protection Agency, showing the amount and type of hazardous wastes generated by Southern Illinois University at Carbondale. The Illinois EPA retains the original copy of the "Annual Hazardous Waste Reports" from generators and storage and disposal facilities on reel microfilm. One (1) year after the report is submitted, a security copy of the microfilm is stored at the State Records Center for twenty-five (25) years, as per Records Application 84-47M, item 3.

Application 87-65, item 120.05, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain ten (10) years, then transfer to University Archives for permanent retention.

540.08 Permit Files (Agency Record Copies)

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains two types of permit files: (1) the generator/storage facility permit, and (2) the waste hauler permit. The first type of permit is a copy of the "Hazardous Waste Activity" permit issued by the Illinois Environmental Protection Agency (EPA) which allows Southern Illinois University to be a generator of and storage facility for hazardous wastes. This permit must be updated when any changes are made. The second permit file is the "Special Waste Haulers" permit file, consisting of a copy of the application for the permit, a copy of the permit and regulations governing the hauling of hazardous wastes. This second permit is a one-time only permit to apply for certain number of vehicles. If they have to substitute another vehicle, an additional fee is charged.

Application 87-65, item 120.06, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain permanently in the office.

540.09 Annual Inspection File (Agency Record Copy)

Dates: 1985 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological, divided into state and federal sections

This record series contains the documents related to the yearly inspections of the Hazardous Waste Facility and the Pollution Control labs conducted by both state and federal Environmental Protection Agency (EPA) officials. This file consists of the findings of the inspections, and internal documents between the SIU Legal Council and the Pollution Control Division.

Application 87-65, item 120.07, is superseded to reflect a change in the administrative jurisdiction of the

record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in the office for ten (10) years, then transfer to the University Archives for permanent retention.

540.10 PCB Files

Dates: 1979 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains documents related to the disposal of the highly toxic substance called polychlorinated biphenyls (PCB) used to cool electrical transformers. This file consists of administrative correspondence within the university and with the federal government on PABs; environmental reports on PCBs in general, in transformers and on incineration and other methods of destruction of PCBs, lists of PCB disposal companies with which the university deals, and lists of the transformers located, tagged and inspected on campus to monitor for dangerous leaks.

Application 87-65, item 120.08, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in the office for ten (10) years, then transfer to the University Archives for permanent retention.

540.11 Hazardous Waste Training Files (Originals)

Dates: 1987 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement:

This record series contains information about the training seminars; their contents, including copies of the handouts distributed; and outlines of the presentations given. the training seminars are regulated by the state and federal Environmental Protection Agency (EPA).

Application 87-65, item 120.09, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain until superseded by more up-to-date materials.

540.12 Training Seminars Test Results (Originals)

Dates: 1977 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains the documents related to training SIU student personnel who inventory chemicals, pick up chemicals, respond to spills and perform treatments. These files contain a copy of the test, a copy of the test results, and the "Training Record Certificate" for each student worker, showing what procedure the employee was certified to perform and the date of training.

Application 87-65, item 120.10, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain for sixty-five (65) years after separation from employment, then dispose of provided no litigation is pending or anticipated.

540.13 Final Reports on Asbestos Abatement (Agency Record Copy)

Dates: 1987 –
Volume: 1 ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological and Numerical

This record series contains copies of the Final Report on Asbestos Abatement received from the Illinois Capital Development Board after an abatement is completed. This report includes: names and addresses of all persons involved in conducting the project, a narrative description, EPA (Environmental Protection Agency) notifications, variance requests, authorizations to proceed,

certifications, physicals, fit tests, proficiency results, contractor supervisor licenses, contractor worker licenses, daily sign in sheets, visitor logs, ASP, contractor's daily logs, daily logs by work area, daily checklists, diagrams of work area, decontamination units and out-load, air sample analyses, pump calibrations, declaration to release area, disposal information, lists of equipment used, product materials data sheet information, and related documentation.

Recommendation: Retain in office for three (3) years, then transfer to Records Management for microfilming. Retain one copy microfilm permanently in University Archives.

540.14 Asbestos Sampling Report Files (Agency Record Copy)

Dates: 1994 –
Volume: ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological and Numerical

This record series contains copies of sampling reports on asbestos inspections and related documentation received from the Illinois Capital Development Board. These reports include an introduction, summary finding/inspection reports, floor plans, laboratory analyses, chain of custody record for asbestos bulk sample, and related sampling information.

Recommendation: Retain in office for three (3) years, then transfer to Records Management for microfilming. Retain one copy microfilm permanently in University Archives.