

Record Series Identifier	Record Series Name			
3.0	ENVIRONMENTAL HEALTH & SAFETY			
Record Identifier	Record Title	Custodian of Records	Retention Source Authority	Retention/Destruction Period
3.1	Hazardous Materials Shipping Papers - Shipper requirements		49 CFR §§ 172.201(e), 174.24, 176.24, 177.817(f)	2 years after the material is accepted by the initial carrier
3.2	Hazardous Materials Shipping Papers - Receiver requirements		49 CFR §§ 172.201(e), 174.24, 176.24, 177.817(f)	1 year
3.3	Hazardous Waste Shipping papers		49 CFR §§ 172.201(e), 174.24, 176.24, 177.817(f)	3 years per 22 CCR 66262.40(9), 66264.71 (b) (6) (CSUF)
3.4	Hazardous Waste Facility Inspections		22 CCR 66364.15 (d) (CSUF)	3 years
3.5	Hazardous Waste Manifests		CCR Title 22 §66262.40(a) and 66264.71(b)(6)	3 Years
3.6	Medical Waste Generator Records - Small Quantity Generators		CA HSC 117975	2 years
3.7	Medical Waste Generator Records - Large Quantity Generators		CA HSC 117975	3 years

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3.8	Environmental Remediation Records		40 CFR, CCR Title 22, 23, 25, 27 (CSUF)	10 Years
3.9	MSDS Sheets and Data Information		CSU Best Practice	Duration of chemical in use
3.10	Exposure Monitoring Data		CCR Title 8 §3204 (b)(2) & (d)(1)(b)	Permanent
3.11	Equipment Maintenance - materials relating to the purchase, repairs, maintenance, parts, replacements, permits, etc.		SDSU EH&S	Life of the machinery
3.12	<b>Inspections</b>			
	A.S. monthly safety inspections		SDSU EH&S	Department retain until all items are addressed and then destroyed. Originals sent to Business Office and destroyed after 3 years
	County of San Diego & any other outside affiliate (i.e. OSHA, etc.)		SDSU EH&S	Indefinitely

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	SDSU Environmental Health & Safety (including HazMat, Industrial Hygiene)		SDSU EH&S	Retain until all items are addressed/corrected and then destroy. Originals maintained by EH&S indefinitely
3.13	Personal Exposure Monitoring (Associated with employee exposure to toxic substances or harmful physical agents).		CCR Title 8 §3204 (d)(1)(b)	30 years after the separation of the employee
3.14	Radioactive Material historical inventories; storage and use locations		17 CCR 30293	Originals 3 Years after the transfer or disposal of the radioactive source
3.15	Radioactive Material License and Amendments		17 CCR 30194	Originals 30 Days after expiration
3.16	Radioactive Material, Laser, and Controlled Substance Use Authorizations		CSUF APM 527, 526; ANSI Z 136.1	Permanent
3.17	Agency Inspection Records		40 CFR, CCR Title 22, 23, 25, 27 (CSUF)	3-5 years - dependent upon the agency
3.18	Confined Space Entry Permits		CCR Title 8 §5157(e)(6)	1 year
3.19	Pesticide Monthly Use Reports		CCR Title 3 §6624 (f)	2 years

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3.20	Drug testing - Coast Guard random testing, any other required drug testing			5 years
3.21	CPR Training Records		CSU Best Practice	5 years
3.22	Defensive Driver Training		SAM MM07-05 CSU Use of University and Private Vehicles Policy Guidelines pp4-5	5 years
3.23	First Aid training records		29 CFR 1910.1030	5 years
3.24	Hazardous waste training records		CCR Title 22 §66264.16 (e)	As long as employee remains at the facility or for three years following departure.
3.25	Employee training records, excluding hazardous waste training records		CCR Title 8	5 years
3.26	Student training records		CSU Best Practice	5 years
3.27	Injury Reports (OSHA 300, 301, 300A)		CCR Title 8 §14300.33(a)	5 years following the end of the calendar year the records cover

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<b>3.28</b>	Injury Reports reported to Police		CSU Best Practice	7 years
<b>3.29</b>	Air Pollution Control District requirements		Local APCD rules - citation numbers are dependent on the district	5 years
<b>3.30</b>	Respirator Fit Test Records		CCR Title 8 §5144(m)(2)(B)	Until next fit test is administered. Fit tests are required annually.
<b>3.31</b>	Employee Tenant Asbestos Notifications (annual notification)		CCR Title 8 §1529(n)(6)	As Long as the Asbestos Containing Material (ACM) is in the building
<b>3.32</b>	Water quality data under Sanitary Sewer Permit		Non-industrial wastewater discharge permit issued by city	3 years
<b>3.33</b>	Water quality data under Regional Water Quality Control Board Orders		Waste Discharge Order No. R3-2003-035	Not Specified
<b>3.34</b>	Hazardous Waste Exception Report		Title 22, CCR § 66262.40(b)	3 years

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3.35	Biennial Report		Title 22, CCR § 66262.40(b)	3 years
3.36	Laboratory analysis results for hazardous waste determinations		Title 22, CCR § 66262.40(c)	3 years
3.37	Employee "pull" notices (DMV Reports)		CVC 1808.1 (CSUF)	5 years
3.38	Regulatory Agency required plans		40 CFR, CCR Title 22, 23, 25, 27 (CSUF)	3 years
3.39	Regulatory Agency permits		Title 25: 40510 & 44344; Title 22, 23, 27 (CSUF)	3 years
3.40	IIPP periodic inspection records		CCR, Title 8, 3202 (b)(1)	1 year
3.41	Asbestos survey records		40 CFR, Part 763	Life of the building
3.42	Solar Panels - All records pertaining to panels including maintenance, repairs, permits, etc.		SDSU EH&S	Life of the panels
3.43	Lead inspection/risk assessment records		CCR, Title 17, 36000 (b)	Required: 3 years Recommended: Life of the building.

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**Notes:** CCR - California Code of Regulations  
 CFR - Code of Federal Regulations