



University of Washington
Departmental Records Retention Schedule

REFERENCE: RCW 40.14

APPROVED

Office Name	Record Group #	Records Authority Contact Name	Phone Number	Box Number	Approved by the State
EH&S: Environmental Programs Office	/34/05/03/ REV: 4	Mark Volkert	206-616-0585	354110	v2.27 (Dec 2023)
Title/Description	Cut-Off	Records Retention	Disposition Authority	Disposition Method	

Air Operating Permit Records

New Permit Issued 6Y WSGS 21013 POTENTIALLY ARCHIVAL

This series provides a record of permits issued by the Puget Sound Air Pollution Control Agency that allow the UW to dispense air pollutants. May include reports, correspondence, etc.

Chemical Inventory

End of Calendar Year 30Y 00-MM-59594

This series provides a record of the locations of toxic chemicals as required by WAC 296-802-20010. May include records from the retired Lab Safety System, which MyChem replaced.

Chemical Security Assessment

End of Calendar Year 6Y 11-08-62661

This series includes records for the Homeland Security Act requirement for a Top Screen Report and Site Vulnerability Assessment. May include training, drills and exercises, incidents, breaches of security, maintenance, calibration and equipment testing records, etc. Required as per 6 CFR 27.255.

Chemical Waste Collection Request Forms

End of Calendar Year 1Y 89-11-45196

Forms used by University labs and departments to request routine pick-up and disposal of hazardous waste. Includes information on waste composition, quantity and number, types of containers, date collected, and department collected from. May also include the Request New Chemical Waste Routine Form, One-Time Request Forms, and Waste Evaluation Request. (See Hazardous Waste Disposal Records that document actual disposal of waste.)

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Contaminated Site Files

Provides a record of the clean-up of contaminated sites which the University owned or owns. May include correspondence, reports, surveys, contract records, etc.

Completion of Clean-up or Sale of Land 10Y 89-11-45198 Archival

Contingency Plans

This series provides a record of the contingency plans for the management of hazardous waste for Large Quantity Generator sites as required by the Department of Ecology.

Superseded 6Y 93-03-52031 Archival

Contractor Invoices

Evaluated for accuracy by EPO and forwarded to Purchasing for payment. Information from invoice including EPO manifest and drum # information entered into database.

Data Entered and Verified 0Y WSGS 50012 RECYCLE/DELETE

Dangerous Waste Annual Reports

This series contains Dangerous Waste Annual Reports as reported to the Washington State Department of Ecology. Also used for long term studies.

Final Report Completed/Submitted 6Y 93-03-52146

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Dangerous Waste Regulatory Inspections

This series includes facility inspections and reports from Department of Ecology visits regarding dangerous waste rules.

Date of Inspection Report 10Y 93-03-52148 Archival

Department of Transportation Files

This series provides a record of documentation relating to the transportation of hazardous materials. May include shipping advice questions and regulatory inspections reports.

End of Calendar Year 6Y 11-08-62664

Generator Site Files

This series provides a record of Notification of Dangerous Waste Activities to the Washington State Department of Ecology for every UW site that generates hazardous waste.

Superseded or Generator no longer produces waste 6Y 93-03-52135

Hazardous Waste Determinations

This series provides documentation of the determining to consider whether waste is hazardous. Includes "Chemical Master List" and one-time wastes, such as those from remediation projects.

End of Waste Production 6Y 93-03-52136 Archival

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Hazardous Waste Disposal Records

This series includes facility signed manifests, land disposal restrictions, and certificates of disposal for hazardous waste.

End of Calendar Year 30Y 89-11-45208 Archival
 ARCHIVAL

Hazardous Waste Shipping Paper

Used during the transport of hazardous waste for emergency response purposes during that trip. Tracks the safe transport of hazardous waste.

Pick-up Complete 0Y WSGS 50011 RECYCLE/
 DELETE

Hazardous Waste Training

Record of training provided to technologists and staff regarding procedures when dealing with hazardous waste. Training includes regulations and policies for handling, storing and entering/cleaning areas with hazardous waste spills. Retention required as per WAC 173-303-330.

Termination of Employment 3Y 93-03-52143

Hazardous Waste Weekly Inspection Records

This series includes weekly inspections at central accumulation area.

End of Calendar Year 6Y 12-06-68273

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Industrial Waste Discharge Files

Permit Renewed 6Y 11-12-62908

This series provides a record of authority received from the appropriate state or local agency approving discharges into Public Owned Treatment Work systems. May include monitoring data, monthly reports, and permit correspondence.

Internal Spills Documentation

End of Calendar Year 6Y 93-03-52138

Documents the spills of hazardous waste at central accumulation facilities for large quantity generators. Includes details of incident, response, correspondence, type of waste spilled, persons affected, final results/reports, etc. Information is contained within a database, and also includes information entered from the Spill Advice Forms.

National Pollutant Discharge Elimination System Permits

Permit Renewed 6Y WSGS 21013

This series provides a record of the National Pollutant Discharge Elimination System (NPDES) permit for discharge into navigable waters. Includes operational reports, correspondence, etc.

Non-State Waste Contracts

Termination of Contract 6Y WSGS 01050 Archival

This series provides a record of final contracts with companies that manage and dispose of UW hazardous waste. Includes contracts, site visit reports, correspondence, profiles of the characteristics of wastes that the contractor will dispose of and approved disposal methods for various wastes.

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Participating Responsible Party for Waste Disposal Sites

This series provides a record of sites where the University either paid for clean up, retrieved its hazardous materials, or pays ongoing di minimus use remediation costs.

Completion of
Clean-Up or
Removal 30Y 11-08-62658 Archival
ARCHIVAL

PCB Program Files

This series includes records of the UW PCB program. May include inspection reports, annual reports, etc. for PCB-contaminated oil filled transformers and other PCB containing materials.

Transformer
Removed or
Cleanup
Achieved 30Y 99-09-59273 Archival
POTENTIALLY
ARCHIVAL

Pollution Prevention Reports

This series provides a record of annual reports detailing the amounts of hazardous wastes reused, recycled, and treated at the UW.

Final Report
Completed/Su
bmitted 6Y 11-08-62662 Archival

Safety Data Sheets (SDS)

Manufacturer's guide to potential hazards of, and protection methods for, each chemical purchased. Maintained as part of MyChem.

End of
Chemical Use 1Y WSGS 16011

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T&M Form

This series is a paper copy of the daily contractor work sheet showing hours and supplies used for that particular days activity.

Form Received 3M WSGS 21017

Underground Storage Tank Files

Provides record of UW's compliance with regulations regarding the installation, maintenance and use of underground tanks for storing hazardous materials. May include UW and regulatory agency (Department of Ecology) correspondence, blueprints of tank, soil test and results, regulations, violations and corrective actions taken.

Tank No Longer in Service and Site Assessment Complete 6Y WSGS 21016 Archival

Vehicle Inspections

Provides a record of daily inspections of UW vehicles used to transport hazardous waste. Includes inspection reports, problems found, corrective action to be taken and any maintenance work completed. Retention as per 49 CFR 396.11. See also Department of Transportation Files.

Date of Inspection 3M 93-03-52144

Water Rights Documentation

This series provides a record of water rights held by the University of Washington. Includes location information, use of water, etc.

Disposal of Asset 10Y WSGS 24004 Archival

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