

CLEMSON UNIVERSITY

VICE PRESIDENT FOR RESEARCH

ASSISTANT VICE-PRESIDENT FOR RESEARCH COMPLIANCE

DIRECTOR OF RESEARCH SAFETY

**CU 09226 RADIOACTIVE AND HAZARDOUS MATERIAL
INCIDENT LOG**

Description: These records are used to document information concerning accidents or incidents involving radioactive or hazardous material. This series is also referred to when addressing incidents concerning the exposure of university students and employees to radioactive or hazardous substances. Information includes name of waste or contaminant, an indication of any students or employees exposed, date, time and location of accident or incident, name of contact to inform for clean up services, investigator's name and other related information.

Retention: Office: Duration of license,
University Archives: PERMANENT.
Schedule approved 4/25/96, Revised 9/29/2015.

CU 09227 BADGE READINGS

Description: These records are used to measure the levels of radiation reflected by employees and students' badge film. This series is also referred to when addressing the levels of radiation exposure to the students and employees. Information includes students or employees' badge identification numbers, level of radiation measured, date, name and location of laboratory, and other related information.

Retention: Office: Duration of license,
University Archives: PERMANENT.
Schedule approved 4/25/96, Revised 9/29/2015.

CU 09228 RADIATION SURVEY

Description: These records are routine radioactive contamination surveys and surveys of incoming radioactive shipments. Information includes results of surveys and calculations used to evaluate individual dose equivalents, individual intakes and release of radioactive effluents to the environment.

Retention: Office: Duration of license,
University Archives: PERMANENT.
Schedule approved 4/25/96, Revised 9/29/2015.

CU 09229 BIOLOGICAL WASTE RECORDS

Description: These records document biological or infectious waste, as defined by law, shipped or treated by Clemson University to an approved treatment and disposal facility. Information recorded includes the name and address of the disposal facility listed with SC DHEC along with the Generator ID number, weight and date waste was generated; log of infectious waste treated onsite created by the Biological Safety Officer in an electronic treatment log book containing the first and last name of the individual performing the treatment.

Retention: 2 years, destroy.
Schedule approved 4/25/96, Revised 9/29/2015.

CU 09230 POLICIES FOR MANAGEMENT AND DISPOSAL OF RADIOACTIVE WASTE

Description: These records are used to document procedures or guidelines for the management and disposal of the university's radioactive waste. Information includes policies, date issued, radioactive waste decontamination procedures, radioactive waste disposal guidelines, information concerning radiation risks, types of categories of radioactive substances, and other related information.

Retention: Office: Duration of license,
University Archives: PERMANENT.
Schedule approved 4/25/96, Revised 9/29/2015.

CU 09231 POLICIES FOR MANAGEMENT AND DISPOSAL OF MIXED WASTE

Description: These records are used to document policies for the management and disposal of the university's mixed waste. Mixed waste is defined as waste that contains both radioactive substances and hazardous materials. Information includes policies, date issued, guidelines for handling mixed waste, mixed waste disposal procedures, and other related information.

Retention: Office: Duration of license,
University Archives: PERMANENT.
Schedule approved 4/25/96, Revised 9/29/2015.

CU 09232 AQUEOUS WASTE REPORTS

Description: Document aqueous waste located near the university's facilities. Information includes the identification and location of aqueous waste discovered in and around facilities at Clemson University and guidelines regarding the disposal of aqueous waste.

Retention: 30 years after date report is issued; destroy.

Schedule approved 4/25/96

CU 09233 CALIBRATION OF INSTRUMENT RECORDS

Description: Document calibration of instruments used to detect hazardous and radioactive waste. Information includes data and time instrument was calibrated, name of person conducting calibration and adjustment tests, and other related information.

Retention: 3 years; destroy.

Schedule approved 4/25/96

CU 09234 HAZARDOUS WASTE REMOVAL AGREEMENTS

Description: Document agreements between the university and contractors hired to remove hazardous waste from the institution's property. Information includes name of contractor, terms of agreement, date, waste removal costs, type of hazardous waste requiring removal and other related information.

Retention: 3 years after expiration or termination of agreement, or 3 years after resolution of any pending litigation; destroy. Schedule approved 4/25/96.

CU 09235 ENVIRONMENTAL HEALTH AND SAFETY BIDS AND CONTRACT FILE

Description: Used to review bids and award contracts between the university and consultants or companies involved with environmental protection and cleaning services. Information includes specifications for required services; rejected bids; approved bids and contract awards; terms of contract, date, and other related information.

Retention: Rejected bids: 1 year after date of rejection; destroy. Approved bids and awarded contracts: 3 years after expiration or termination of contract; destroy. Schedule approved 4/25/96.

CU 16994 BIOHAZARD WASTE MANIFESTS

Description: Records are created by the generator and/or contractor (vendor) for biohazard waste disposal. Records are used by staff to ship biohazard waste, both infectious and non-infectious, to treatment and disposal facilities. Information includes name, address, and infectious waste generator number; name, address, and permit numbers of the transporter and of the treatment storage and disposal facility. Information also includes the number of waste containers shipped and total weight or volume.

Retention: 3 years, destroy.

Schedule approved: 9/29/2015.

CU 16995 BIOHAZARD WASTE TREATMENT RECORDS

Description: Records are created by individuals treating infectious waste to render it no longer infectious. Information includes date and type of treatment, amount of waste treated, and name of individual performing treatment. In cases involving an autoclave, records also include temperature and the amount of time waste was exposed to temperature, along with data related to the monthly testing of the autoclave.

Retention: 3 years, destroy.
Schedule approved: 9/29/2015

CU 16996 EXCEPTION REPORTS FOR HAZARDOUS WASTE

Description: Records are created by Clemson University Office of Research Safety Staff. Records are used to notify the South Carolina Department of Health and Environmental Control (SC DHEC) that a copy of the manifest with handwritten signature by the treatment, storage and disposal facility has not been received by the generator within forty-five (45) days after the hazardous waste was accepted by the initial transporter. Records include a copy of the manifest for which the generator does not have a signed copy from the treatment, storage and disposal facility, along with a description of the efforts taken to locate the hazardous waste and the results of those effects.

Retention: 3 years, destroy.
Schedule approved: 9/29/2015

CU 16997 EXPORT OF HAZARDOUS WASTE

Description: Records are created by Clemson University Office of Research Safety staff, and/or the vendor who holds the contract for disposal of hazardous waste, to document the export of hazardous waste. Records include the name and address of receiving facility, Environmental Protection Agency identification number or applicable permit number, notice to export hazardous waste, acknowledgement of consent from Environmental

protection Agency/South Carolina Department of Health and Environmental Control (SC DHEC), and export and confirmation of delivery to the SC DHEC signee involving exporting of hazardous waste.

Retention: 3 years, destroy.
Schedule approved: 9/29/2015

CU 16998 HAZARD WASTE MANIFESTS

Description: These records are created by waste services personnel and the hazardous waste disposal contractor to ship regulated hazardous waste from the site of generation to the TSDF (treatment, storage, disposal facility). These records include names, addresses, phone numbers, and Environmental Protection Agency identification numbers of the generator, transporter, and TSDF, along with the Department of Transportation proper shipping names (descriptions), quantities, and pounds of hazardous waste being shipped. Signatures of generator, transporter, and TSDF personnel also appear on the document.

Retention: 3 years, destroy.
Schedule approved: 9/29/2015

CU 16999 HAZARDOUS WASTE MANAGEMENT FACILITY CENTRAL ACCUMULATION POINT INSPECTION REPORTS

Description: Records are created and used by operators to record malfunctions/deteriorations, operator errors, or discharges at the hazardous waste management facility accumulation point that may cause, or lead to, the release of hazardous waste into the environment or threaten health. Information includes observations/deficiencies and nature of repairs or remedial actions taken, name of inspector, and the time and date of inspection.

Retention: 3 years, destroy.
Schedule approved: 9/29/2015

CU 17000 HAZARDOUS WASTE QUARTERLY REPORTS TO SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

Description: Clemson University Office of Research Safety staff compiles, and transmits to the South Carolina Department of Health and Environmental Control (SC DHEC), quarterly reports in accordance with South Carolina law. Information includes generator name, address, Environmental Protection Agency identification number, calendar quarter covered by the report, names of treatment disposal facilities, transporter Environmental Protection Agency identification number, description and quantity of waste shipped, Environmental Protection Agency waste codes, types and quantities of each waste kept in storage, and the handwritten signature of the generator, or authorized representative. This information is supplied on forms from the SC DHEC using directions given by the SC DHEC.

Retention: 3 years, destroy.
Schedule approved: 9/29/2015

CU 17001 RADIATION PROTECTION PROGRAM AUDITS

Description: Audits are performed annually by the licensee, which is the Office of Research Safety, in accordance with South Carolina Hazardous Waste Management Regulation 61-63 RHA3.4.3. Information includes reviews of program content and program implementation along with results of inspections.

Retention: 3 years, destroy.
Schedule approved: 9/29/2015

CU 17002 RADIATION PROTECTION PROGRAM RECORDS

Description: Records are created by Clemson University staff to document radiation protection program activities. Information includes policy and mission statements, committee bylaws, manuals, and provisions of the program related to radiation and x-ray safety.

Retention: Office: Duration of license,
University Archives: PERMANENT.
Schedule approved: 9/29/2015

CU 17003 RADIOACTIVE LONG HALF-LIFE WASTE DISPOSAL RECORDS

Description: Records are created by Clemson University staff to record the disposal of long half-life radioactive waste. Records include the date of disposal, the date material was placed into storage, radionuclides disposed, the survey instrument used, background dosage rate, and the name of the individual performing the disposal.

Retention: Office: Duration of license,
University Archives: PERMANENT.
Schedule approved: 9/29/2015

CU 17004 RADIOACTIVE MATERIAL RECEIPT AND TRANSFER

Description: Records are created by Clemson University staff to document the transfer and receipt of radioactive material. Records include radionuclide(s), activity, shipper (manufacturer) or recipient's name, date and time of receipt, results of package survey, and the identity of individual shipping and receiving the package.

Retention: Office: 3 years,
University Archives: PERMANENT.
Schedule approved: 9/29/2015

CU 17005 RADIOACTIVE SHORT HALF-LIFE WASTE DISPOSAL RECORDS

Description: Records are created by Clemson University staff to document the decay-in-storage disposal of radioactive waste. Information includes the date of disposal, date material was placed into storage, the radionuclides disposed, the survey instrument used, background dose rate measured at the surface of each container, and the name of the individual performing the disposal.

Retention: Office: 3 years,
University Archives: PERMANENT.
Schedule approved: 9/29/2015

CU 17006 TEST RESULTS, WASTE ANALYSIS, OR OTHER DETERMINATIONS

Description: Records are created by Clemson University staff and/or laboratory staff to make hazard determinations on each waste stream, in accordance with South Carolina Hazardous Waste Management Regulation 61-79.262.11. Document samples are tested to make the hazardous determination. Information includes the hazardous waste declaration forms submitted by all generators of hazardous waste on the main campus of Clemson University. If a laboratory analysis is involved, records also contain the results of the lab analysis.

Retention: 3 years, destroy.
Schedule approved: 9/29/2015

CU 17007 TRAINING RECORDS

Description: Records are created by Clemson University staff, in accordance with South Carolina Hazardous Waste Management Regulations. Records are required to train generators of hazardous waste in the management of hazardous waste. Records contain materials such as sign-in attendance sheets, syllabi for training sessions, lectures, handouts, certificates of training completion, test results, and related material used for instructional purposes.

Retention: 3 years after termination of employment, destroy.
Schedule approved 9/29/2015

CU 17008 WASTE MINIMIZATION REPORTS

Description: Records are created by Clemson University in its role as a hazardous waste large quantity generator (LQG), as required by the South Carolina Department of Health and Environmental Control (SC DHEC). The form certifies that a program is in place to minimize the quantity of hazardous or toxic waste generated each year. Information contains a narrative summary of activities and successes related to radioactive waste minimization.

Retention: 3 years, destroy.
Schedule approved: 9/29/2015