

**ENVIRONMENTAL LABORATORY APPROVAL PROGRAM  
CERTIFICATION MANUAL**

<b><u>SUBJECT</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>	<b><u>ITEM NO.</u></b>
Record Retention	03/25/11	1	176

The following record retention time frames shall be implemented by laboratories. The records retained shall identify precisely the samples collected, accepted and examined; procedures used, and personnel involved; and document test conditions, observations and results of analyses. Training records are also to be retained according to the time frames listed below.

<b>Category</b>	<b>Minimum Retention Time (in Years)</b>	<b>Reference</b>
Potable Water Chemistry (samples collected from public water supply systems)	10 <sup>A</sup>	NYS Part 55-2.4 (a) (3) and 5-1.49 (f) & 5-1.72 (d); 40 CFR 141.33
Potable Water Chemistry (samples collected from private drinking water wells)	5	NYS Part 55-2.4 (a) (3)
<b>Potable Water and Non- Potable Water Microbiology</b>	<b>5</b>	<b>NYS Part 55-2.4 (a) (3)</b>
Non-Potable Water Chemistry	5	NYS Part 55-2.4 (a) (3)
Solid and Hazardous Waste Chemistry and Asbestos	5	NYS Part 55-2.4 (a) (3)
Air and Emissions Chemistry and Asbestos	5	NYS Part 55-2.4 (a) (3)
Critical Agents	5 <sup>B</sup>	NYS Part 55-2.4 (a) (3) and 55-2.13 (d) (3) and (7)

**Footnotes**

<sup>A</sup> – Records associated with lead and copper analyses shall be retained for at least twelve (12) years.

<sup>B</sup> – Access records, chain of custody records, and records of analyses of confirmed positive samples are maintained for ten (10) years. The training records of laboratory staff engaged in collecting and/or transporting critical agent samples shall be maintained a minimum of three (3) years.