

**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	06/24/19	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>	<b>NYS Part 55-2.4 (a) (3)</b>
Potable Water Chemistry (samples collected from private drinking water wells)	5	NYS Part 55-2.4 (a) (3)
Potable Water and Non- Potable Water Microbiology	5	NYS Part 55-2.4 (a) (3)
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)
Medical Marijuana	5	NYS Part 55-2.4 (a) (3)

**Footnotes**

<sup>A</sup> – Records associated with lead and copper analyses shall be retained for **no fewer than twelve (12) years by any system subject to Subpart I of the Code of Federal Regulations (Title 40, Part 141, Subpart I, §141.91 Recordkeeping requirements).**

<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.