

CLEMSON UNIVERSITY

VICE PRESIDENT FOR AGRICULTURAL SCIENCE, NATURAL  
RESOURCES AND RESEARCH  
ASSOCIATE VICE PRESIDENT FOR RESEARCH AND COMPLIANCE

*DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY*

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

Description:

Document accidents or incidents involving radioactive or hazardous material. 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:

30 years; destroy.

Schedule approved 4/25/96

CU 09227 **BADGE READINGS (DOSIMETRY READINGS)**

Description:

Document the levels of radiation reflected by employees and students' badge film and levels of radiation exposure to 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:

30 years after date radiation is measured; destroy.

Schedule approved 4/25/96

CU 09228 **RADIATION SURVEY**

Description:

Document radioactive contamination in the university's environment and the potential exposure of students and employees to radioactivity. Information includes name of instrument used to detect radiation; amount of radiation detected; location of radioactivity; name of person conducting survey; date and other related information.

Retention:

30 years after date survey is completed; destroy.

Schedule approved 4/25/96

CU 09229 **BIOLOGICAL WASTE RECORDS**

Description:

Document biological waste found in the university's environment and the potential exposure of students and employees to harmful biological waste. Information includes data pertaining to tissue samples; disposal of animal carcasses; blood samples, organs, excretions and other related information.

Retention:

30 years from date record is made; destroy.

Schedule approved 4/25/96

CU 09230 **POLICIES FOR MANAGEMENT AND DISPOSAL OF RADIOACTIVE WASTE**

Description:

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:

30 years after date policy is issued; destroy.

Schedule approved 4/25/96

CU 09231 **POLICIES FOR MANAGEMENT AND DISPOSAL OF MIXED WASTE**

Description:

Document policies for the management and disposal of the university's mixed waste which 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:

30 years after date policy is issued; destroy.

Schedule approved 4/25/96

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 date 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