Physics Department EMS Records

Record / Description	Owner / Manager	Retention Schedule
Aspect Identification List. PO-EMS-05 Summarizes significant environmental aspects by experiment or project. A spreadsheet is used to link aspects to specific Experiment Safety Reviews.	Department EMS Representative.	25 years.
Experimental Safety Review Forms. ESRs completed by Principal Investigators. A review status spreadsheet links to electronic copies of ESRs and links to the Aspects Identification working copy.	Experiment Review Coordinator.	Destroy 5 years after the date of completion of task or activity.
Process Assessment Forms. List activities and controls for activities that exceed thresholds. The Aspects Identification working copy also links to these forms. Includes Phase II PEP tracking.	Department ECR.	75 years.
Environmental Management Planning Form. PO-EMS-04	Department EMS Representative.	25 years.
Work Control Forms and Work Permits. Work planning & control documentation.	Work Control Coordinator.	Destroy 75 years after the date of the permit.
Tier I Records. Records of reports of routine safety inspections, including evidence of action taken.	ESH Coordinator.	Destroy one (1) year after corrective action and closeout.
Self-Assessments. Internal assessments and EMS management reviews.	Department EMS Representative.	Cut off at end of fiscal year. Destroy 5 years after cutoff.
Training Records.	BTMS / Training Office	75 years.
90-Day Area Inspection Log.	90-Day Area Manager.	2 years.
P2 Prioritizations and Evaluations.	Department ECR.	25 years.
Local Emergency Plans. PO-LEP series Contains Local Emergency Response Plan for each building. **Controlled Documents**	ESSH Coordinator.	Destroy 3 years after issuance of new plan.

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Contingency Plan PO-HW-01. Describes the 90-Day Area, equipment available, and emergency response plan. These are posted at the 90-day areas. **Controlled Document**	90-Day Area Manager.	Destroy 3 years after issuance of new plan.