

SECTION 6.0 RECORDS

6.1 Documentation and Handling

It is UDEQ policy to adequately document its organization, functions, policies, decisions, procedures, and transactions. This policy is guided by the records retention and archival policies of the Utah Public Records Management Act (Utah Code Ann. §. 63G-2-101 seq.), available on the web at <http://le.utah.gov/~code/TITLE63G/63G02.htm>, and any applicable record retention requirements of delegated federal EPA environmental laws. All documents in Utah are subject to the Utah Government Records Access and Management Act (Utah Code Ann. § 63G-2-101 et seq.) Each Director, Program Manager or DPM is responsible for records relevant to his or her Division, programs, or projects.

6.2 Confidential Documents

Some documents collected, received, or generated may be, by nature and content, documents which require special handling procedures. Documents of this category may be, but are not limited to, enforcement sensitive/enforcement confidential, attorney/client, or confidential business information (CBI). Each project that works with documents of this nature has specific handling procedures which are overriding. Documents that are classified as CBI are handled as required by project specific CBI requirements. Only UDEQ staff may see documents classified as enforcement confidential. All confidential documents must fit one of the exceptions enumerated in the Utah Government Records Access Management Act. (Utah Code Ann. § 63G-2-101 et seq.)

6.3 Document Preparation

Planning documents and project reports are prepared by staff members at multiple levels. UDEQ also allows contractor personnel to prepare drafts of documents, whenever that task is within the purview of the contract.

Revisions of any document that requires an approval must also be approved in the same fashion as the original document. It is the responsibility of the DPM to maintain revision control as well as ensure that all parties using the document have the current version. Removal of obsolete and superseded documents should be accomplished in the same manner.

Staff are encouraged to incorporate the use of SOPs whenever a task is to be repeated frequently. The use of SOPs promotes reproducible work products and long-term consistency in operations. SOPs may be prepared by any staff member whenever it is felt that the existence of such SOPs is desirable. SOPs and related documents are the responsibility of the Program Manager and/or DPM.

6.4 Requirements for Field Documentation

Documentation of field activities establishes procedures, identifies written records, enhances and facilitates sample tracking, standardizes data entries, and identifies and establishes authenticity of the sample data collected. Proper documentation ensures that all essential and required

information is consistently acquired and preserved. Timely, correct, and complete documentation establishes the chain-of-custody, a requirement for data intended for use to provide evidence for court proceedings.

Field records shall be generated and stored as specified in project specific QAPPs and SOPs. Guidance for field records is provided in *Standard Operating Procedures for Field Sampling Activities, EPA Region 8, June 1994*, and its subsequent revisions.