

**ENVIRONMENTAL LABORATORY APPROVAL PROGRAM
CERTIFICATION MANUAL**

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Record Retention	8/24/22	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.

Category	Minimum Retention Time (in Years)	Reference
Potable Water Chemistry (samples collected from public water supply systems)	10 ^A	NYS Part 55-2.4 (a) (3)
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 ^B	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

^A – 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).

^B – 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.