

## State of Nevada Bureau of Waste Management

Version Date: 10/16/2013

### **2004126 Application for Hazardous Waste Permits (RCRA): Approved**

Reviewed: 8/11/2004

Description: This record series documents the application of facilities that store, treat and/or dispose of hazardous materials in accordance with the Resource Conservation and Recovery Act (42 U.S.C. § § 6901 et seq.). See also 40 CFR Parts 270 and 271, NRS Chapter 459 and NAC Chapter 459. The three ring binders may contain: (1) Waste Analysis Plan, Emergency Preparedness Plan, Closure Plan, Financial Assurance Plan, all with related and supportive documentation; (2) copy of permit, permit operating conditions, evaluation documentation, and similar documentation. Some of these records may contain confidential information per NRS 459.3822.

Retention: Retain for a period of thirty-five (35) calendar years from the date of the closure of the facility.

Disposition: Permanent: Transfer to State Archives

### **2004127 Application for Hazardous Waste Permits (RCRA): Denied, Incomplete or Withdrawn**

Reviewed: 8/11/2004

Description: This record series documents the applications that were never finalized for facilities that store, treat and/or dispose of hazardous materials in accordance with the Resource Conservation and Recovery Act (42 U.S.C. § § 6901 et seq.). See also 40 CFR Parts 270 and 271, NRS Chapter 459 and NAC Chapter 459. The three ring binders may contain: (1) Waste Analysis Plan, Emergency Preparedness Plan, Closure Plan, Financial Assurance Plan, all with related and supportive documentation; (2) evaluation documentation, letter of deficiencies (or incompleteness), denial letter and similar documentation. Some of these records may contain confidential information per NRS 459.3822.

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year in which the last action was recorded.

Disposition: Destroy Securely

### **2004134 Application for Solid Waste Permits: Denied, Incomplete or Withdrawn**

Reviewed: 9/8/2004

Description: This record series documents the applications that were never finalized of facilities that store, treat and/or dispose of solid materials in accordance with the federal and state law and regulation (See 42 U.S.C. § § 6912 et seq., 40 CFR Parts 257 and 258, NRS Chapter 444 and NAC Chapter 444). The files and/or three ring binders may contain: (1) draft application, design plans, Emergency Preparedness Plan, Closure Plan, Financial Assurance Plan, all with related and supportive documentation; (2) evaluation documentation, letter of deficiencies, denial letter and similar documentation.

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year in which the last action was recorded.

Disposition: Destroy Securely

### **2004128 Biennial Reporting System (BRS)**

Reviewed: 8/11/2004

Description: This record series documents the biennial reporting of facilities that generate hazardous waste in accordance with the Resource Conservation and Recovery Act (42 U.S.C. § § 6901 et seq.). See also NRS Chapter 459 and NAC Chapter 459. The information is entered into the federal EPA reporting system and submitted electronically. The files may contain: Conditionally Exempt Small Quantity Generator Hazardous Waste Report, Biennial Report and Exception Report, and similar documents.

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy

### **2004129 Compliance Enforcement Case Files (RCRA): Approved**

Reviewed: 8/11/2004

Description: This record series documents the compliance enforcement and monitoring of facilities that store, treat and/or dispose of hazardous materials in accordance with the Resource Conservation and Recovery Act (42 U.S.C. § § 6901 et seq.). See also 40 CFR Parts 270 and 271, NRS Chapter 459 and NAC Chapter 459. The files may

## State of Nevada Bureau of Waste Management

Version Date: 10/16/2013

contain: Inspection reports, finding (or determination) of violations, Statement of Deficiencies and Plan of Correction, compliance reports, related correspondence and similar documentation.

Retention: Retain these records for a period of five (5) calendar years from the date of the closure certificate (or other date of closure) for the facility.

Disposition: Destroy

### **2004140 Comprehensive Review and Evaluation Reports (Committee to Oversee the Management of Risks)**

Reviewed: 8/11/2004

Description: This record series documents the investigation of accidents or incidents of significant danger to public health and safety in accordance with NRS 459.3862 et seq. The files may contain copies of records from facilities and/or government entities, investigative reports, compliance reports, final report (NRS 459.3868 (3)), summary of comments and recommendations and related correspondence. These records may contain "trade secret" information which has been declared confidential by NRS 459.3866 (5).

Retention: Retain this record series for a period of five (5) calendar years from the end of the calendar year to which it pertains.

Disposition: Permanent: Transfer to State Archives

### **2004135 Financial Assurances for Solid Waste Permits**

Reviewed: 9/8/2004

Description: This record series documents the financial assurances that are required for facilities that store, treat and/or dispose of solid materials in accordance with the federal and state law and regulation (See 42 U.S.C. § § 6912 et seq., 40 CFR Parts 257 and 258, NRS Chapter 444 and NAC Chapter 444). The files may contain: closure and post-closure plans (with amendments), cost estimates, bond documentation, insurance documentation, trust documentation, related correspondence and similar documentation.

Retention: Retain for a period of thirty-five (35) calendar years from the date of the closure of the facility.

Disposition: Permanent: Transfer to State Archives

### **2004130 Permit Record Files (RCRA)**

Reviewed: 8/11/2004

Description: This record series documents the operating history of facilities that store, treat and/or dispose of hazardous materials that have received permits in accordance with the Resource Conservation and Recovery Act (42 U.S.C. § § 6901 et seq.). See also 40 CFR Parts 270 and 271, NRS Chapter 459 and NAC Chapter 459. The files may contain the following sections: (1) General (containing general correspondence); (2) Permit Record (containing a copy of all permits, permit conditions, permit determinations, notice of deficiencies, technical review, public notices, public hearings, EPA comments, etc.); (3) Permit Modifications (containing requests for modifications, technical data and supportive documentation, determinations, EPA documentation, copies of all modification plans, etc.); (4) Inspections/Enforcement (containing compliance monitoring reports, Statement of Deficiencies and Plan of Correction, inspection reports, etc.); (5) CME [Compliance Monitoring Evaluations] (containing CME Reports, recommendations, responses, etc.); (6) Financial (containing permit fees, annual fees, financial test, liability documentation, trust documentation, closure and post-closure estimates and similar documentation); (7) Incident & Release (containing incident and release reports, operational issue documentation, manifest discrepancies and similar documents); (8) Closure Plans (containing closure and post-closure plans with related documentation). Some of these records may contain confidential information per NRS 459.3822.

Retention: Retain for a period of thirty-five (35) calendar years from the date of the closure of the facility.

Disposition: Permanent: Transfer to State Archives

### **2004132 RCRA-Info and EPA Data Systems**

Reviewed: 8/11/2004

Description: This record series is used to enter data into and access information from the EPA electronic record keeping systems in accordance with the Resource Conservation and Recovery Act (42 U.S.C. § § 6901 et seq.). These electronic record keeping systems include RCRA-In for, ARIS and RCRIS. Information from various form (including the "Notification of Regulated Waste Activity" form) and reports are included in this record series.

Retention: Update database as needed, and retain these records for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy

# State of Nevada Bureau of Waste Management

Version Date: 10/16/2013

## **2004138 Recycling Program Files**

Reviewed: 9/8/2004

Description: This record series is used to administer the state-funded programs for recycling in accordance with NRS Chapter 444.040 et. seq. and NAC Chapter 444. The files may contain: applications, contracts, agreements, copies of RFP's, responses, evaluations, copies of financial and accounting records, performance reports with related documentation.

Retention: Retain for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Permanent: Transfer to State Archives

## **2004136 Solid Waste Disposal Files (Facility Files)**

Reviewed: 9/8/2004

Description: This record series documents the operations of permitted facilities that store, treat and/or dispose of solid materials in accordance with the federal and state law and regulation (See 42 U.S.C. § § 6912 et seq., 40 CFR Parts 257 and 258, NRS Chapter 444 and NAC Chapter 444). The files may contain the following sections: (1) Permit (containing copies of location restrictions, permits, permit conditions, fact sheet, operating/management plans, facility plans, technical review, public notices, public hearings, EPA comments and related documentation); (2) Correspondence (containing general correspondence); (3) Inspections/Compliance (containing inspection reports, incident reports, notice of violations, plan of correction, monitoring reports, demonstrations, certifications, testing analysis, etc.); (4) Closure and Post-closure (containing plans, cost estimates, closure and post-closure monitoring (compliance) reports, topographical surveys, and related documentation).

Retention: Retain for a period of thirty-five (35) calendar years from the date of the closure of the facility.

Disposition: Permanent: Transfer to State Archives

## **2004137 Solid Waste Disposal Reports**

Reviewed: 9/8/2004

Description: This record series is used to report on solid waste by facilities that store, treat and/or dispose of solid waste materials in accordance with NRS Chapter 444 and NAC Chapter 444. The files may contain: quarterly, semi-annual and/or annual waste disposal (statistical) reports with related documentation.

Retention: Retain for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

## **2011007 Tire Recycling Facility Annual Reports**

Reviewed: 5/11/2011

Description: These records document the annual reports of tire recycling facilities (See NAC 444A.390). The files may contain, but are not limited to: Annual Reports and; Related correspondence

Retention: Retain these records for five (5) calendar years from the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

## **2011006 Tire Recycling Facility Permit Files**

Reviewed: 5/11/2011

Description: These records document the permit process for tire recycling facilities (See NRS 444.505 et. seq. and NAC 444A.280 et seq.). The files may contain, but are not limited to: Application with supportive documentation (including renewals); Evaluation documentation; Public review documentation; Monitoring records; Disciplinary documentation and; Related correspondence

Retention: Retain these records for thirty-five (35) calendar years from the expiration or revocation of the permit.

Disposition: Permanent: Transfer to State Archives

## **2004133 Waste Disposal Information Sheets**

Reviewed: 8/11/2004

Description: This record series is used to approve new individual "waste streams" (new customers that are requesting to

## State of Nevada Bureau of Waste Management

Version Date: 10/16/2013

transport hazardous waste to a storage, treatment and/or disposal facility) for a permitted facility in accordance with the Resource Conservation and Recovery Act (42 U.S.C. § 6901 et seq.). See also 40 CFR Parts 270 and 271, NRS Chapter 459 and NAC Chapter 459. The files consist of an "Input" form (usually faxed or emailed to the Bureau) and any supportive documentation.

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy