



Designation: E 2239 – 02

Standard Practice for Record Keeping and Record Preservation for Lead Hazard Activities¹

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1. Scope

1.1 This practice describes requirements for preservation of records generated during lead hazard activities.

1.2 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Referenced Documents

2.1 ASTM Standards:

D 4840 Guide for Sampling Chain-of-Custody Procedures²

E 1579 Guide for Ensuring Data Integrity in Highly Computerized Laboratory Operations³

E 1605 Terminology Relating to Abatement of Hazards from Lead-Based Paint in Buildings and Related Structures⁴

2.2 ISO Standards:

ISO 9000-3 Quality Management and Quality Assurance Standards—Part 3: Guidelines for the Application of ISO 9001:1994 to the Development, Supply, Installation and Maintenance of Computer Software⁵

ISO 9000-2000 Quality Management Systems—Fundamentals and Vocabulary⁵

ISO 10011-1 Guidelines for Auditing Quality Systems—Part 1: Auditing⁵

3. Terminology

3.1 Definitions:

3.1.1 For definitions of terms relating to this practice that do not appear in this section, refer to Terminology E 1605.

3.1.2 *competence, n*—demonstrated ability to apply knowledge and skills. **ISO 9000-2000**

3.1.3 *conformity, n*—fulfillment of a requirement. **ISO 9000-2000**

3.1.4 *evaluation, n*—for lead hazards, a general term to include risk (hazard) assessment, visual assessment, clearance examination, paint inspection and the results of testing for lead.

3.1.5 *inspection, n*—conformity evaluation by observation and judgment accompanied as appropriate by measurement, testing or gauging.

3.1.6 *lead hazard activities, n*—procedures, measures, and actions including abatement, clearance, control, inspection, maintenance, management, quality systems, reduction, and risk assessment pertaining to lead hazards in buildings.

3.1.7 *nonconformity, n*—non-fulfillment of a requirement. **ISO 9000-2000**

3.1.8 *observation, n*—a statement of fact made during the evaluation and substantiated by objective evidence. **ISO 10011-1**

3.1.9 *objective evidence, n*—data supporting the existence or verity of something. **ISO 9000-2000**

3.1.9.1 *Discussion*—Objective evidence may be obtained through observation, measurement, test, or other means.

3.1.10 *procedure, n*—specified way to carry out an activity or process. **ISO 9000-2000**

3.1.10.1 *Discussion*—In many cases, procedures are documented (for example, quality system procedures). When a procedure is documented, the term “written procedure” or “documented procedure” is frequently used. A written or documented procedure usually contains the purposes and scope of an activity; what shall be done and by whom; when, where and how it shall be done; what materials, equipment and how documents shall be used; and how it shall be controlled and recorded.

3.1.11 *record, n*—a document stating results achieved or providing evidence of activities performed.

3.1.12 *requirement, n*—need or expectation that is generally implied or obligatory. **ISO 9000-2000**

3.1.13 *traceability, n*—ability to trace the history, application, or location of that which is under consideration. **ISO 9000-2000**

4. Significance and Use

4.1 This practice is intended to help reduce risks associated

¹ This practice is under the jurisdiction of ASTM Committee E06 on Performance of Buildings and is the direct responsibility of Subcommittee E06.23 on Lead Hazards Associated With Buildings.

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² *Annual Book of ASTM Standards*, Vol 11.01.

³ *Annual Book of ASTM Standards*, Vol 14.02.

⁴ *Annual Book of ASTM Standards*, Vol 04.11.

⁵ Available from American National Standards Institute (ANSI), 25 W. 43rd St., 4th Floor, New York, NY 10036.