



Designation: E 2239 – 03

## Standard Practice for Record Keeping and Record Preservation for Lead Hazard Activities<sup>1</sup>

This standard is issued under the fixed designation E 2239; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ε) indicates an editorial change since the last revision or reapproval.

### 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 Procedures<sup>2</sup>

E 1579 Guide for Ensuring Data Integrity in Highly Computerized Laboratory Operations<sup>3</sup>

E 1605 Terminology Relating to Abatement of Hazards from Lead-Based Paint in Buildings and Related Structures<sup>4</sup>

E 1864 Practice for Evaluating Quality Systems of Organizations Conducting Facility and Hazard Assessments for Lead in Paint, Dust, Airborne Particulate, and Soil In and Around Buildings and Related Structures<sup>5</sup>

#### 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 Software<sup>6</sup>

ISO 9000-2000 Quality Management Systems—Fundamentals and Vocabulary<sup>6</sup>

### 3. Terminology

#### 3.1 Definitions:

<sup>1</sup> 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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<sup>2</sup> *Annual Book of ASTM Standards*, Vol 11.01.

<sup>3</sup> *Annual Book of ASTM Standards*, Vol 14.02.

<sup>4</sup> *Annual Book of ASTM Standards*, Vol 04.11.

<sup>5</sup> *Annual Book of ASTM Standards*, Vol 04.12.

<sup>6</sup> Available from American National Standards Institute (ANSI), 25 W. 43rd St., 4th Floor, New York, NY 10036.

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 judgment that is based on what one sees while conducting lead hazard activities and that is substantiated by objective evidence.

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**