



Designation: E2239 – 04

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

This standard is issued under the fixed designation E2239; 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 ( $\epsilon$ ) 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:*<sup>2</sup>

D4840 Guide for Sample Chain-of-Custody Procedures<sup>3</sup>

E1579 Guide for Ensuring Data Integrity in Highly Computerized Laboratory Operations<sup>3</sup>

E1605 Terminology Relating to Lead in Buildings

E1864 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

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>4</sup>

ISO 9000-2000 Quality Management Systems—Fundamentals and Vocabulary<sup>4</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> For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

<sup>3</sup> Withdrawn. The last approved version of this historical standard is referenced on www.astm.org.

<sup>4</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 not appearing here, refer to Terminology E1605.

3.2 *Definitions of Terms Specific to This Standard:*

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

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

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

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

3.2.5 *observation, n*—a judgment that is based on what one sees while conducting lead hazard activities and that is substantiated by objective evidence.

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

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

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

3.2.7.1 *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.

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

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

## 4. Significance and Use

4.1 This practice is intended to help reduce risks associated with lead hazards in buildings by providing standardized requirements for preserving records, findings, and recommendations associated with lead hazard activities.