Designation: E2239 – 12 (Reapproved 2016)

Standard Practice for Record Keeping and Record Preservation for Lead Hazard Activities[1]

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 (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:*[2]

D4840 Guide for Sample Chain-of-Custody Procedures

E1579 Guide for Ensuring Data Integrity in Highly Computerized Laboratory Operations (Withdrawn 2002)[3]

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Assessments for Lead in Paint, Dust, Airborne Particulate, and Soil in and around Buildings and Related Structures (Withdrawn 2011)[3]

2.2 *ISO Standards:*[4]

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

ISO 9000:2005 Quality Management Systems—Fundamentals and Vocabulary

ISO 17000:2004 Conformity Assessment—General Vocabulary and Principles

3. Terminology

3.1 *Definitions:*

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*—(*1*) demonstrated ability to apply knowledge and skills. **ISO 9000:2005 (3.1.6)**

(*2*) *specifically as applied to auditors*, demonstrated personal attributes and demonstrated ability to apply knowledge and skills. **ISO 9000:2005 (3.9.14)**

3.2.2 *conformity, n*—fulfillment of a requirement. **ISO 9000:2005 (3.6.1)**

3.2.3 *inspection, n*—examination of a product design, product (3.3), process, or installation and determination of its conformity with specific requirements or, on the basis of professional judgement, with general requirements. **ISO 17000:2004**

3.2.4 *nonconformity, n*—non-fulfillment of a requirement. **ISO 9000:2005 (3.1.2)**

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 9000:2005 (3.8.1)**

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 9000:2005 (3.4.5)**

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. **ISO 9000:2005 (3.7.6)**

[1] This practice is under the jurisdiction of ASTM Committee D22 on Air Quality and is the direct responsibility of Subcommittee D22.12 on Sampling and Analysis, of Lead, for Exposure and Risk Assessment.

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[2] 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.

[3] The last approved version of this historical standard is referenced on www.astm.org.

[4] Available from American National Standards Institute (ANSI), 25 W. 43rd St., 4th Floor, New York, NY 10036, http://www.ansi.org.