
RE: Destruction Approval

From YELLESETTY Leela * DEQ <Leela.YELLESETTY@deq.oregon.gov>

Date Fri 8/25/2023 10:56 AM

To PILLSBURY Lori * DEQ <Lori.PILLSBURY@deq.oregon.gov>; KREPPS Sara * DEQ <Sara.KREPPS@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

Approved thanks!

From: PILLSBURY Lori * DEQ <Lori.PILLSBURY@deq.oregon.gov>

Sent: Friday, August 25, 2023 9:20 AM

To: KREPPS Sara * DEQ <Sara.KREPPS@deq.oregon.gov>; RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

Subject: RE: Destruction Approval

I approve.

Thank you.

Lori Pillsbury

Laboratory & Environmental Assessment Division Administrator
Oregon Department of Environmental Quality
7202 NE Evergreen Parkway, Suite 150
Hillsboro, OR 97124

Cell: 503-312-1525

Email: lori.pillsbury@deq.oregon.gov

Executive Support: Blair Adams

Blair.adams@deq.oregon.gov

cell 971-323-7225

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This e-mail may be subject to the state retention schedule and made available to the public.

Where the Science Happens! Watch this [video](#) and get a glimpse of the DEQ laboratory's work!

From: KREPPS Sara * DEQ <Sara.KREPPS@deq.oregon.gov>

Sent: Thursday, August 24, 2023 11:23 AM

To: RecordsRequest * DEQ <recordsrequest@deq.oregon.gov>

Cc: PILLSBURY Lori * DEQ <Lori.PILLSBURY@deq.oregon.gov>

Subject: Destruction Approval

Hi Records!

I have another batch of documents to destroy. These are file boxes that are onsite in the laboratory and I have included a detailed content list under the "Box Contents" tab. Please let me know if you have any questions.

Sara Krepps
Oregon Department of Environmental Quality
Laboratory Quality Assurance Officer
7202 NE Evergreen Parkway, Suite 150
Hillsboro, OR 97124
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(503) 956-9363

"If at first you don't succeed, try two more times to make your failure statistically significant." ~Unknown



Before destroying records, email this form to your manager & agency records officer (Leela Yellesetty) to obtain authorization.
Authorization is by email only, no signatures required.

[Records destruction procedure](#) [DEQ Retention Schedule](#) [State General Retention Schedule](#)

Schedule Name/ # (select from dropdown)	Series # (from)	Series Name (from schedule)	Retention period (from schedule)	Contents (any additional description or)	Date(s)
Administrative Records : 166-300-0015	166-300-0015	Administrative Records (18) - procedures	Retain final document: 6 years after superseded, destroy; (b) Retain all other policy development	QA ADMIN 1 - SOPs SAPs QAPPs	2013
DEQ: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy; b) All other records: retain 10	BOX9	2013
DEQ: 2008-0009	158	lab logbooks	Retain 10 years after final disposition of equipment/instrument or final entry, destroy	AQM6	9/11/1985
DEQ: 2008-0009	158	lab logbooks	Retain 10 years after final disposition of equipment/instrument or final entry, destroy	AQM1	5/16/1985
DEQ: 2008-0009	158	lab logbooks	Retain 10 years after final disposition of equipment/instrument or final entry, destroy	AQM2	4/29/1994
DEQ: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy; b) All other records: retain 10	AQM3	2000
DEQ: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy; b) All other records: retain 10	AQM5	2007
DEQ: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy; b) All other records: retain 10	AQM4	2000
DEQ: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy; b) All other records: retain 10	ORG4	2010
DEQ: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy; b) All other records: retain 10	BOX7	2012
DEQ: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy; b) All other records: retain 10	BOX10	2012
DEQ: 2008-0009	351	Discharge Monitoring Report Quality Assurance (DMRQA) Reports	Retain 10 years, destroy	BOX11	2011
DEQ: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy; b) All other records: retain 10	BOX8	4/1/2013
DEQ: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy; b) All other records: retain 10	ORG3	2012
DEQ: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy; b) All other records: retain 10	ORG2	2011
DEQ: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy; b) All other records: retain 10	ORG1	2011
DEQ: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy; b) All other records: retain 10	BOX4	2012
DEQ: 2008-0009	158	lab logbooks	Retain 10 years after final disposition of equipment/instrument or final entry, destroy	BOX5	2012
DEQ: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy; b) All other records: retain 10	BOX6	5/1/2013
DEQ: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy; b) All other records: retain 10	BOX1	5/1/2013
DEQ: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy; b) All other records: retain 10	BOX2	2010
DEQ: 2008-0009	148	Environmental Raw Data Records	a) Inorganic drinking water metal records: retain 12 years, destroy; b) All other records: retain 10	BOX3	5/1/2013

[illegible]

Box

QA ADMIN 1

SOP ID#

Date

Archived

DEQ	87 LAB	6 SOP	1987	2011
DEQ	89 LAB	3 SOP	1989	2011
DEQ	91 LAB	2 SOP	1991	2011
DEQ	93 LAB	3 SOP	1994	2011
DEQ	94 LAB	4 SOP	1994	2011
DEQ	97 LAB	30 SOP	1997	2007
DEQ	97 LAB	39 SOP	1997	2007
DEQ	97 LAB	38 SOP	1997	2007
DEQ	97 LAB	38 SOP	1997	2007
DEQ	97 LAB	36 SOP	1997	2007
DEQ	97 LAB	35 SOP	1997	2007
DEQ	97 LAB	34 SOP	1997	2007
DEQ	97 LAB	33 SOP	1997	2007
DEQ	97 LAB	32 SOP	1997	2007
DEQ	4 LAB	18 SOP	2012	2010
DEQ	4 LAB	22 SOP	2012	2010
DEQ	4 LAB	22 SOP	2012	2010
DEQ	82 LAB	6 SOP	2011	1982
DEQ	82 LAB	7 SOP	2011	1982
DEQ	88 LAB	12 SOP	2011	1988
DEQ	88 LAB	13 SOP	2011	1988
DEQ	88 LAB	17 SOP	2011	1988
DEQ	88 LAB	21 SOP	2011	1988
DEQ	88 LAB	24 SOP	2011	1988
DEQ	88 LAB	25 SOP	2011	1988
DEQ	88 LAB	26 SOP	2011	1988
DEQ	88 LAB	27 SOP	2011	1988
DEQ	88 LAB	28 SOP	2011	1988
DEQ	88 LAB	29 SOP	2011	1988
DEQ	88 LAB	30 SOP	2011	1988
DEQ	88 LAB	31 SOP	2011	1988
DEQ	88 LAB	33 SOP	2011	1988
DEQ	88 LAB	34 SOP	2011	1988
DEQ	88 LAB	35 SOP	2011	1988
DEQ	88 LAB	36 SOP	2011	1988
DEQ	88 LAB	37 SOP	2011	1988
DEQ	88 LAB	38 SOP	2011	1988
DEQ	88 LAB	41 SOP	2011	1988
DEQ	88 LAB	46 SOP	2011	1988
DEQ	88 LAB	49 SOP	2011	1988
DEQ	88 LAB	50 SOP	2011	1988
DEQ	88 LAB	51 SOP	2011	1988
DEQ	88 LAB	52 SOP	2011	1988
DEQ	88 LAB	53 SOP	2011	1988
DEQ	88 LAB	54 SOP	2011	1988

DEQ	88 LAB	62 SOP	2011	1988
DEQ	88 LAB	68 SOP	2011	1988
DEQ	88 LAB	69 SOP	2011	1988
DEQ	88 LAB	70 SOP	2011	1988
DEQ	93 LAB	7 SOP	2011	1993
DEQ	94 LAB	16 SOP	2011	1994
DEQ	95 LAB	9 SOP	2009	1995
DEQ	95 LAB	4 SOP	2013	1995
DEQ	83 LAB	2 SOP	2010	1983
DEQ	87 LAB	7 SOP	2011	1987
DEQ	88 LAB	11 SOP	2011	1988
DEQ	88 LAB	14 SOP	2011	1988
DEQ	88 LAB	32 SOP	2011	1988
DEQ	88 LAB	39 SOP	2011	1988
DEQ	88 LAB	40 SOP	2011	1988
DEQ	88 LAB	48 SOP	2011	1988
DEQ	88 LAB	56 SOP	2011	1988
DEQ	88 LAB	57 SOP	2011	1988
DEQ	88 LAB	58 SOP	2011	1988
DEQ	88 LAB	59 SOP	2011	1988
DEQ	88 LAB	60 SOP	2011	1988
DEQ	88 LAB	61 SOP	2011	1988
DEQ	88 LAB	63 SOP	2011	1988
DEQ	88 LAB	64 SOP	2011	1988
DEQ	88 LAB	65 SOP	2011	1988
DEQ	88 LAB	66 SOP	2011	1988
DEQ	88 LAB	67 SOP	2011	1988
DEQ	89 LAB	5 SOP	2009	1989
DEQ	90 LAB	1 SOP	2009	1990
DEQ	90 LAB	2 SOP	2009	1990
DEQ	90 LAB	3 SOP	2009	1990
DEQ	90 LAB	4 SOP	2009	1990
DEQ	90 LAB	5 SOP	2009	1990
DEQ	90 LAB	6 SOP	2009	1990
DEQ	90 LAB	22 SOP	2009	1990
DEQ	91 LAB	1 SOP	2009	1991
DEQ	91 LAB	3 SOP	2010	1991
DEQ	91 LAB	4 SOP	2010	1991
DEQ	92 LAB	4 SOP	2010	1992
DEQ	92 LAB	3 SOP	2011	1992
DEQ	93 LAB	8 SOP	2011	1993
DEQ	93 LAB	9 SOP	2009	1993
DEQ	93 LAB	10 SOP	2009	1993
DEQ	93 LAB	11 SOP	2009	1993
DEQ	93 LAB	12 SOP	2009	1993
DEQ	93 LAB	13 SOP	2009	1993
DEQ	93 LAB	18 SOP	2010	1993

DEQ	93 LAB	19 SOP	2009	1993
DEQ	93 LAB	20 SOP	2009	1993
DEQ	93 LAB	23 SOP	2009	1993
DEQ	93 LAB	23 SOP	2013	1993
DEQ	94 LAB	6 SOP	2008	1994
DEQ	94 LAB	11 SOP	2007	1994
DEQ	94 LAB	12 SOP	2007	1994
DEQ	94 LAB	13 SOP	2010	1994
DEQ	94 LAB	14 SOP	1999	1994
DEQ	94 LAB	15 SOP	2007	1994
DEQ	95 LAB	8 SOP	2009	1995
DEQ	96 LAB	3 SOP	2010	1996
DEQ	97 LAB	5 SOP	2009	1997
DEQ	6 LAB	5 QAPP	2006	2007
DEQ	6 LAB	9 QAPP	2006	2007
DEQ	95 LAB	10 SAP	1995	2010
DEQ	2001 LAB	4 QAPP	2001	2003
DEQ	93 LAB	22 SOP	2010	2013
DEQ	94 LAB	8 SOP	1994	2009
DEQ	94 LAB	10 SOP	1994	2009
DEQ	95 LAB	6 SOP	1995	2009
DEQ	95 LAB	9 SOP	1995	2009
DEQ	97 LAB	4 SOP	1997	2002
DEQ	97 LAB	6 SOP	1997	2007
DEQ	97 LAB	23 SOP	1997	2003
DEQ	97 LAB	24 SOP	1997	2006
DEQ	98 LAB	11 SOP	1998	2012
DEQ	99 LAB	3 SOP	1999	2003
DEQ	0 LAB	7 SOP	2000	2010
DEQ	0 LAB	9 SOP	2000	2007
DEQ	3 LAB	6 SOP	2003	2011
DEQ	3 LAB	13 SOP	2003	2009
DEQ	3 LAB	18 SOP	2003	2009
DEQ	3 LAB	33 SOP	2003	2010
DEQ	3 LAB	38 SOP	2003	2009
DEQ	3 LAB	43 SOP	2003	2009
DEQ	4 LAB	21 SOP	2004	2010
DATA DISKS			2006	
DATA DISKS			2004	
SDWA Audit			2000	
SDWA Audit			2006	
SDWA Audit			2007	
EPA Audit			2003	
Non-conformances			2005	
Non-conformances			2007	
QA Team Meeting Notes			2007	
Split Data Evaluation			1993	

9	Organic standards and data 2010-2013 TO-13 TO-15 8260	2013
AQM6 261898868	AQM logbooks	9/11/1985
AQM1 261898869	AQM logbooks	5/16/1985
AQM2 261898867	AQM logbooks	4/29/1994
AQM3 261898834	2000 PAY SHEETS	2000
AQM5 261898862	SMOKE SCHOOL LISTS SLIDES	2007
AQM4	PM 1999-2000	2000
ORG4	ECD data 2008-2010	2010
7	Organic standards and data 1998-2012 chlorophyll TO-11	2012
10	Organic qc & standards 2009-2012	2012
11	DMRQA 2000-2011	2011
8	Organic data 2013 TO	2013
ORG3	HPLC data 2012	2012
ORG2	HPLC data 2010-2011	2011
ORG1	HPLC data 2011	2011
4	HRGCMS data 2010-2012	2012
5	Organic prep sheets. Logbooks, TO-15 can logs	2012
6	organic standards & data 1699 PPD 8260 Gx ASE 5973 inj	May-13
1	organic data 2008-2013 perc 6850 8321 TOC COD 8082	May-13
2	organic data 2008-2010 508 552.2	2010
	organic data 525 Dx 8081 8082 505 PCN 2008-2013	May-13